

Acceptable Use of Vehicles Equipment Policy

Policy number	[insert number]	Version	[insert number]
Drafted by	[insert name]	Approved by Board on	[insert date]
Responsible person	[insert name]	Scheduled review date	[insert date]

Introduction

Confusion as to whether employees or volunteers are entitled to make use of the organisation's vehicles and equipment is undesirable, and any misunderstandings and any ambiguity should be if at all possible avoided. The purpose of this policy is to ensure such confusion does not occur.

Purpose

The primary purpose for which vehicles and equipment are provided to [Organisation] staff and volunteers is to assist them in carrying out the duties of their employment.

This policy sets out guidelines for acceptable personal use of [Organisation] vehicles and equipment by employees and volunteers of Organisation].

This policy is made up of specific policies governing the use of:

- Mobile Phones; and
- Vehicles

A separate policy has been formulated to deal with acceptable use of computers, internet and email.

Policy

[Organisation]'s facilities, vehicles, and equipment are to be used to support its mission.

[Organisation] staff and volunteers may not use the organisation's resources (including any person, money, or property) under their control for personal benefit or gain, or for the benefit or gain of other individuals or organisations, except as specified below.

Employees and volunteers are permitted limited use of vehicles and equipment for personal needs where such use does not interfere with [Organisation] business, involves minimal additional expense to [Organisation], involves minimal additional risk to [Organisation], and conforms with applicable organisational procedures. Such permission may be revoked or limited at any time by the Board or the CEO.

[Organisation] believes that staff and volunteers should be given the tools needed to effectively carry out their assigned responsibilities. Allowing limited personal use of these tools helps enhance the quality of the workplace and helps [Organisation] to retain qualified and skilled workers.

This policy does not apply to those situations where personal use of [Organisation]'s equipment constitutes agreed remuneration under a contract of employment.

Acceptable Use of Vehicles Equipment Procedures

Procedure number	[insert number]	Version	[insert number]
Drafted by	[insert name]	Approved on	[insert date]
Authorised person	[insert name]	Scheduled review date	[insert date]

Responsibilities

It is the responsibility of Management to ensure that:

- staff are aware of this policy;
- any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of all employees to ensure that their usage of [Organisation] equipment conforms to this policy.

Processes

Use of Mobile Phones

Employees and volunteers of [Organisation] whose duties necessitate use of a mobile phone may be assigned a phone or may be reimbursed for business use of a personal phone under the following circumstances.

Use of the phone may be approved by the CEO, or their duly authorised nominee, according to the following criteria:

- A requirement to travel frequently on business away from the office;
- A need for others to communicate with the employee about [Organisation] business when the employee is away from their office;
- A need for the employee to communicate with others regarding [Organisation] business when the employee is away from their office;
- A need for the employee to have access to mobile internet when away from their office;
- The employee supports or is otherwise responsible for programs, services or systems that necessitate frequent and immediate communications throughout the day or after working hours.

The lowest cost plan available to accommodate the particular organisational need shall be used. The need for a phone must be reviewed at least once a year to verify that the arrangement continues to be justified. The arrangement shall be terminated on resignation, separation or transfer of the employee.

Personal use of a [Organisation] mobile phone, where such use is likely to incur a substantial additional cost for the organisation, is highly discouraged. Employees are expected to fully reimburse [Organisation] for any extra costs incurred by the organisation as a result of such usage.

Alternatively, the employee may purchase their own telephone and submit a reimbursement request for organisation-related calls.

Use of Vehicles

[Organisation] vehicles must not be used other than for [Organisation] business.

Requirements during the use of Vehicles

You must ensure that the Vehicle is only driven by persons who:

- are employees of our organisation; and
- hold a full driver's license for the Vehicle's class of vehicle (must not be a learners or provisional license); and
- are approved by us to drive the Vehicle; and
- are not under the influence of drugs or alcohol.

While you are employed by us and are driving the Vehicle, the Vehicle is considered a place of work and all workplace policies apply.

Before commencing any period of leave such as annual leave, parental leave or long service leave, you must return the Vehicle to us (unless we expressly say otherwise).

In the event that you are absent from work due to sick leave, carers leave, bereavement leave or other similar reasons, we may require the Vehicle for use by other employees, and if so, may arrange to collect the Vehicle from you.

USING THE VEHICLE

- When driving the Vehicle, you must drive safely and defensively and you must obey all road rules and traffic laws.
- Smoking, including the use of e-cigarettes or a vape, is strictly prohibited in the Vehicle.
- You may not modify or alter the Vehicle in any way without our prior written

approval.

- In the event that you believe that the Vehicle may be unsafe or unroadworthy in its current condition or may be in such a condition that the continued use of the Vehicle could lead to harm, loss or damage to any person or property (including damage to the Vehicle), then you must notify us and must stop driving the Vehicle as soon as it is safe to do so.
- You may use the Vehicle to drive to and from work, to and from your usual place of residence.
- Aside from driving to and from work, to and from your usual place of residence, you may not use the Vehicle for personal or private purposes except with our prior written consent.
- All vehicles are to be cleaned thoroughly on the exterior and in the interior prior to the end of the last shift. Vehicles are subject to random inspection. If found in an unacceptable state, you may lose vehicle privileges.
- Vehicles may be fitted with tracking devices, which can be viewed live at any point.
- You must pay all fines and penalties in relation to your use of the Vehicle, including but not limited to any speeding fines, parking fines, and any other fines for infringement of any, laws, road rules or parking rules.
- At all times when the Vehicle is unattended, the Vehicle must be locked and secured, and any valuable items which may tempt thieves to force entry to the Vehicle must be hidden from view.
- The Organisation take no responsibility for any of your personal property which is stolen from the Vehicle or is otherwise lost or damaged in connection with your use of the Vehicle. You should not leave valuable items in the Vehicle and should consider obtaining your own insurance to cover any personal property which may be kept in the Vehicle.