



Vehicle Use and Driver Responsibilities Policy and Procedures

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LANGFORD ABORIGINAL ASSOCIATION INC (LAA)

Address: 15 Imber Place, Langford WA 6147

Phone: (08) 9451 1424 Fax: (08) 9451 1430 Email: admin@laalangford.com.au ABN: 43 117 457 998

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A. PURPOSE

This vehicle use policy has been established to provide information and guidelines to employees and community members regarding responsibilities for the safe operation of Langford Aboriginal Association's insured vehicles and use of LAA staff personal vehicles for LAA business. Employees and community members who are authorised to drive on behalf of Langford Aboriginal Association will receive a copy of this policy to review and use as a reference.

B. DEFINITION

A Langford Aboriginal Association insured vehicle is defined as owned, rented or leased in the name of Langford Aboriginal Association. This includes courtesy or trade out vehicles specifically assigned to the Langford Aboriginal Association. A personal vehicle is insured and defined as owned, rented or leased in the name of the staff, community, or volunteer member. This includes courtesy, trade out vehicles specifically assigned to staff, community or volunteer member.

C. DRIVER REQUIREMENTS

1. Possess a valid driver's license for the state in which you reside.
2. Must be at least 21 years of age and have a driving record deemed acceptable by the Langford Aboriginal Association's insurance carrier.
3. Submit driver's license information by completing the authorisation form.
4. Agree to Langford Aboriginal Association driving policies stated in Vehicle Use and Driver Responsibilities Policy.

Drivers should be conscientious and courteous drivers and understand the importance of driving safely. Drivers should conduct themselves in a professional manner as representatives of Langford Aboriginal Association and honestly report any accident or damage that may occur involving a vehicle under their care and control. Drivers will be evaluated on an ongoing basis to assure they maintain a safe driving record. Any changes to the status of the driver's license must be reported immediately to the Manager.

D. DRIVER AUTHORISATION

To obtain authorisation to drive a Langford Aboriginal Association insured vehicle:

- Submit a vehicle use authorisation form

To use a LAA owned and insured vehicle, we request three (3) days to complete the process. After the three-day period, if you have not received approved authorisation, please do not assume that you are authorised to drive a Langford Aboriginal Association insured vehicle. For those instances when driver authorisation is not granted, you will be informed by the Manager. If you are uncertain of your authorisation, after the three day period you may speak with the Manager to check on the status of your request.

Employees: Driver's Licence Checks for employees will be obtained and reviewed annually by Langford Aboriginal Association's insurance carrier. The agency may also choose to perform random Drivers Licence checks at any time. Driver information must be provided to LAA at driver license expiration date. This means a vehicle use authorisation form does not need to be submitted each year.

Other Drivers: Driver's Licence Checks for those that are not employees will be obtained and reviewed by Langford Aboriginal Association. Authorisation is granted for one calendar year. Renewal of driving privileges is not automatic – a vehicle use authorisation form must be submitted each calendar year.

A list of authorised drivers is sent to the Langford Aboriginal Association's vehicle insurer on an ongoing basis. If it is determined that an individual has a poor driving record, he or she will be notified

and may be monitored and/or suspended from driving Langford Aboriginal Association vehicles. The Langford Aboriginal Association reserves the right to request a Drivers Licence check at any time. If the Drivers Licence check reveals that a driver does not meet the acceptable guidelines, that driver will no longer be permitted to drive Langford Aboriginal Association vehicles. Records of authorised drivers will be retained in a file by the HR/Finance Officer. The Langford Aboriginal Association's vehicle insurer retains the right to monitor or refuse to insure an individual driver. Should the vehicle insurer decline coverage of any driver, that driver will not be authorised to drive a Langford Aboriginal Association insured vehicle. Unacceptable driving records will revoke driving privileges.

If a driver will be driving a vehicle weighing more than 26,000 pounds, or designed to transport more than 15 persons (including driver), he/she must have a valid Commercial Driver's License.

E. MANAGER'S RESPONSIBILITY

It is essential for those community and staff members who are responsible for community and/or employee drivers to take an active role in assuring the safe operation of motor vehicles. Managers are in the best position to observe and correct inappropriate or unsafe behaviour. Any report of unsafe operation of a vehicle should be reported to the Manager. Supervisors should be aware of all trips taken and driving assignments made. The Manager is responsible for assuring that vehicle use authorisation forms are completed properly with signature and Odometer book is completed.

F. USE OF LANGFORD ABORIGINAL ASSOCIATION INSURED VEHICLES

Community members and employees who drive a Langford Aboriginal Association insured 12 passenger van are offered to participate in a van defensive driver course and required to participant in on-road driving with the Manager prior to driving a passenger van.

Studies indicate that passenger vans have an increased propensity to roll over as the number of passengers or load increases. Vans can be very dangerous, especially when operated by inexperienced or careless drivers.

Some general guidelines to consider when driving a van:

- Do not overload your van with passenger; the number of seats is the number of passengers permitted.
- Passengers must wear seatbelts where fitted.
- Whenever driving a van, please maintain extra vigilance.
- Vans, when loaded with cargo or passengers, are much heavier than passenger cars. Thus, acceleration and braking times are increased considerably.
- When loading a van, be sure to distribute weight evenly side to side and front to back, as this will greatly affect the vehicle's handling.
- Visibility in vans is also restricted and drivers should take caution and seek assistance when backing, changing lanes, and turning.
- The height of most vans is also much greater than that of most passenger vehicles and should be considered when entering low-clearance garages and similar structures.
- Because vans are tall, their centre of gravity causes them to be unstable in sharp turns at moderate speed. Use extreme caution when making quick or sharp turns.

Short Term Rental Vehicles

Short term rental vehicles must be rented under the name of Langford Aboriginal Association. The rental agency may require the driver's name to be on the rental agreement. In this case, after your name write "for Langford Aboriginal Association."

Prior to leaving the rental agency, a physical inspection of the rental vehicle should be made, noting any defects on the rental agreement and confirmed by the rental agency. A final inspection should be conducted upon return of the rental vehicle. Charges made by the rental agency for pre-existing damage that was not noted by Langford Aboriginal Association's authorised driver renting the vehicle will be the responsibility of the driver.

All incidents involving rental vehicles should be reported promptly to the rental agency and to the Manager.

G. VEHICLE INSURANCE

Langford Aboriginal Association will maintain extensive business vehicle insurance coverage for Langford Aboriginal Association insured vehicles. This coverage includes liability, physical damage and uninsured motorist. All authorised drivers are covered. The Langford Aboriginal Association's vehicle insurer reserves the right to remove any driver from coverage based on their Drivers Licence check. Specific information regarding insurance coverage is available from the Manager.

H. VEHICLE LIABILITY INSURANCE IDENTIFICATION. CARD

All Langford Aboriginal Association owned vehicles should carry a vehicle liability insurance identification card indicating proof of insurance. Each year the cards are distributed by the HR/Finance Officer upon renewal of the policies in November. Please place this card in the vehicle's glove box. Additional identification cards are available from the HR/Finance Officer for rental or leased vehicles.

I. USE OF PERSONAL VEHICLES

Personal vehicles may be used at the employee's option and at their own risk and must be insured by the owner. Langford Aboriginal Association employees who drive their own vehicles and who receive mileage reimbursement must provide proof of insurance coverage annually to the HR/Finance Officer. Limits of liability shall be in accordance with state and/or Langford Aboriginal Association requirements. The Langford Aboriginal Association recommends that the owner carry bodily injury liability and physical damage liability coverage. Bodily injury and physical damage (collision and comprehensive) limits and deductible are at the discretion of the owner.

Community members and LAA staff driving their own vehicles to scheduled events, practices or LAA business, are entirely dependent upon their personal vehicle insurance.

J. SAFETY ISSUES

Alcohol and Drug Use

No alcoholic beverages, illegal drugs, or controlled substances are to be used or consumed by the driver or any passenger at any time while operating or riding in a Langford Aboriginal Association insured vehicle.

Seat Belt Use

Use of seat belts is required for all persons occupying the vehicle. It is the driver's responsibility to ensure that all persons are properly secured before the vehicle is put in motion.

Car seats and booster seats meeting the Australian Standards must be used for children:

- From birth up to the age of six months to be restrained in a rearward facing child restraint (for example: infant capsule);
- From six months up to the age of four years to be restrained in either a rearward or forward facing child restraint with in-built harness; and

- From four years up to the age of seven years to be restrained in either a forward facing child restraint or booster seat restrained by a correctly adjusted and fastened seat belt or child safety harness;
- Children seven years and over can be restrained in an adult seat belt or booster seats

Driving Time

Drivers should be well rested. Additional qualified drivers should be available for lengthy trips. Periods of uninterrupted driving should not exceed 2 hours, separated by rest breaks, and driving time should not exceed more than 10 hours per day. No driving between 1:00am to 5:00am. Combination work/driving time should not exceed 14 hours in any one 24 hour period.

Mobile Phone Use

Drivers must not use mobile phones or other personal devices when the vehicle is in motion. It is illegal and fines do apply.

Traffic Laws

Driver must operate the vehicle in accordance with all traffic laws, ordinances and regulations. Any fines resulting from violations are the responsibility of the driver and not the Langford Aboriginal Association.

Driver Training

Please speak with the Manager for information on defensive driving training. If required and potential driver not confident of driving a 12 seater passenger vehicle, the Manager or Administration Officer will spend time to orient the driver prior to transporting any passengers.

Safe Operation

All authorised drivers are expected to operate vehicles safely and with great care, especially when transporting passengers. The driver must make a concerted effort to provide for the safety and well-being of those aboard. When weather conditions and road hazards require special attention, ask your passengers to help you by being quiet and observant. If a driver is found to have committed any unsafe acts while driving, disciplinary action may be initiated. Intentional reckless or unsafe driving will not be tolerated.

Smoking

Smoking is not permitted in Langford Aboriginal Association owned, leased, or rented vehicles.

Hazardous Materials

Hazardous materials should not be transported in Langford Aboriginal Association insured vehicles unless approved by the Langford Aboriginal Association.

K. ACCIDENT PROCEDURES

1. Each on-site accident involving a Langford Aboriginal Association insured vehicle, however minor, must be reported to the Manager immediately.
2. The Manager or HR/Finance Officer will accept responsibility for notification to the Langford Aboriginal Association's insurance agency.
3. Each off-campus accident must be reported to the proper police jurisdiction as soon as it occurs.

4. Do not hesitate to call the police. They will usually respond even if the accident involves only property damage or advise you of the relevant procedure to take, as reports of minor accidents can be made on line.
5. While the police may not make a determination of responsibility, they will at least document the obvious facts, which will be of help. If you have questions or are not sure what to do, please contact the Manager.
6. The police will ask for evidence of liability insurance. This information can be found on the vehicle liability insurance identification card which should be located in the glove box of every Langford Aboriginal Association insured vehicle
7. If you or the occupants of your vehicle sustain injury, however minor, please have an examination by a general practitioner, or at the emergency room of a nearby hospital.
8. However responsible you may feel for the accident, **do not admit to liability**. The Langford Aboriginal Association's insurance carrier and/or the other party's insurance company will likely assign a claims adjustor, coordinated through the Manager or HR/Finance Officer.
9. The driver will be held personally responsible for all costs of the accident if the driver is found to be operating the vehicle in a reckless manner due to the use of alcohol, illegal drugs, and/or controlled substances.
10. The Langford Aboriginal Association has the right to require drug/alcohol testing in the event of an accident caused by an employee or community member.

L. DISCIPLINE

Failure to adhere to the Vehicle Use and Driver Responsibilities Policy may result in disciplinary action, and employees or community members will be referred to the Manager or Management Committee respectively.

M. AMENDMENTS

This policy is subject to change as deemed appropriate by Langford Aboriginal Association. Notice of changes to this policy will be advised to all authorised drivers. Langford Aboriginal Association will strive to provide notice of changes within a reasonable time after the changes have been made.

N. EFFECTIVE DATE

The official version of this policy is located on the Langford Aboriginal Association network under 'Policies and Procedures' and became effective March 2014 as noted.

