



Use of Private Motor Vehicle Procedures

Policy reference

WHS Policy

Procedure

The following procedures apply to ensure that The Hut meets its policy objective of protecting and insuring occupants in private vehicles during work related travel.

- The driver of the private vehicle must hold a current motor vehicle drivers licence of the correct class for the vehicle being driven and the number of passengers being transported
- The EO or CDM (or delegates) must site a current driver's licence, renewed registration and insurance documents (copies to be placed in personnel file). Staff must notify the EO or CDM (Line Manager) should the conditions of their licence change or a vehicle for use on Hut related work is replaced
- Private motor vehicles that are to be used for work related travel must at least hold third party property insurance and be registered. (Third party property insurance cover is acceptable; however damage to the vehicle is not covered by this form of insurance in the event of an accident.)
- Staff are advised to inform their insurance company that they are reimbursed for travel expenses and the extent to which they use their vehicle(s) for work. Staff are advised to obtain an acknowledgement from their insurer of this notification. (If an insurance company has not been notified, it may refuse a claim, charge an extra premium or reduce the claim value).
- Employees who must use their motor vehicle for work related travel (as approved by the EO) who incur an additional cost for insurance (e.g. "private vehicle used for work purpose") will be reimbursed for that cost
- Private motor vehicles that are used for work related travel by volunteers must be maintained in roadworthy condition for the duration of the volunteering period, preferably in accordance with the maker's recommended frequency and service schedule.

Records of the most recent service are to be provided to the CDM who will follow up any safety-related matters identified as needing attention to ensure they are attended to within the recommended time frame.

- Staff approved to use their own vehicles for work related purposes will be reimbursed for kilometres travelled, at a rate determined from time to time

- Any equipment or other moveable objects likely to be airborne in the event of an accident or sudden change in direction of the vehicle should be securely stowed in the boot of the vehicle or secured within the cabin of the vehicle.
- The driver of the private vehicle is responsible for paying all traffic and parking fines incurred in the course of work related travel
- All accidents/incidents must be reported to the EO/CDM as soon as possible and an Accident/Incident/injury report form completed.
- Drivers must not drive a private vehicle on work related business if their blood alcohol level is above the legal limit or if they are under the influence of illegal drugs or they are taking medication that cautions against driving
- Private motor vehicles that are to be used for work related travel are an extension of the work environment. Drivers are therefore prohibited from smoking or using tobacco products in their vehicle while it is in use for Hut related work.

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