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# Organisation Vehicle Use Policy & Procedure

APPROVED BY: Pathways SouthWest Board of Management

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THIS POLICY & PROCEDURE APPLIES TO: Pathways SouthWest Board of Management, Staff, Students, Volunteers, Consumers, Carers, other Stakeholders and the General Public

## Organisation Vehicle Use

### Policy & Procedure

#### Policy

Pathways SouthWest provides a fleet of vehicles for staff and volunteers to provide services for clients (consumers, carers, tenants). The fleet includes sedans and a minibus. This policy ensures that employees and volunteers operate all vehicles in a safe and economical manner.

#### Procedure

- All drivers may only operate Pathways SouthWest vehicles for business purposes, and with prior approval to and from work..
- All drivers must have a valid driver's licence for the vehicle used, and provide a copy of the licence prior to use. All drivers must complete a mandatory 'Driving Impairment Statement' form before authorisation by the Manager Business Improvement can be given to drive an organisation vehicle.
- All drivers must inform the Department of Transport on any reportable conditions i.e. diabetes, etc, it is **not** the responsibility of Pathways SouthWest.
- All drivers must be mentally and physically able to drive safely as considered by the line manager. Drivers must not be under the influence of alcohol or other drugs (except prescribed medications).
- All drivers must conform to all traffic laws, signals, markings and signs. Any fines or penalties incurred by drivers in Pathways SouthWest vehicles will be at their own expense.
- All drivers must make proper allowance for adverse weather and traffic conditions.
- All drivers must be courteous at all times, respecting the rights of other drivers and pedestrians.
- Drivers should use the Outlook calendar to book vehicles. Keys should be collected and returned to the key cabinet.
- Drivers are responsible for ensuring that the vehicle they use is in a roadworthy

condition. This should ensure a quick visual check on each occasion. Drivers must report if a vehicle is in an unsafe or damaged condition and must not operate the vehicle if it is unsafe to do so. On the first working day of the month, the driver must complete the vehicle checklist for the vehicle. This should be signed and returned to the Business Support team. All drivers and passengers must wear seatbelts and all other available active restraints

- No-one is permitted to smoke in an organisation vehicle or permit others to do so.
- Drivers are not permitted to initiate or receive mobile telephone calls whilst driving an organizational vehicle. Hand free phone calls may be received.
- Pets may only be transported in approved pet carriers.
- Drivers must complete the vehicle log book for each occasion, and include date, start and end odometer reading, location or purpose of usage and their initials.
- Vehicles are to be refuelled when half empty (in accordance with Fuel Card Policy)
- A breakdown service is provided for each vehicle.
- Each vehicle is equipped with a first aid kit and hand sanitiser.
- Drivers must observe the Government's COVID safety advice regarding social distancing when travelling with other staff or passengers. The driver is responsible for cleaning the interior surfaces after each use.
- The Business Support Team is responsible for ensuring vehicle are registered, insured and regularly serviced and maintained including regular cleaning.
- Fuel, gas bottles and other hazardous materials must not be transported in Pathways SouthWest vehicles.
- All drivers must inform Pathways SouthWest management of all vehicular accidents and incidents including those vehicles other than organizational vehicles, and complete an Incident Report Form.
- When staff are working from home, or have a need for overnight garaging, this is at the discretion of the CEO. All usage must be recorded in the logbook, and the staff member s does not incur any FBT liability.
- The CEO can authorise the transporting of family member or other passengers in Pathways SouthWest vehicles.

- One Pathways SouthWest vehicle is allocated to the Chief Executive Officer (in accordance with the employment contract) to use to travel to / from work, for business purposes and reasonable personal use. There is no FBT liability for this travel. The logbook will be maintained and the vehicle is also available for general use.
- SMS and the mobile worker app will be investigated as an alternative method for booking and tracking vehicle usage, and for billing of transport costs to NDIS clients.

### **Related Documents**

Staff Code of Conduct  
Fuel Card Policy and Procedure  
Incident Report Form