

	ONE2ONE POLICY			
	Title	Private motor vehicle use for work purposes	Policy No	64
	Indicator	CM2 – Governance and Operational Management	Review Date	27/03/2023

1. PURPOSE AND SCOPE

This Policy applies to all employees who are permitted to use their own vehicle in the course of their duties, as directed by One2One. Employees who use their own vehicle in the course of their duties shall be bound by the guidelines set out in this policy.

This policy has been framed around the NDIS Practice Standards and relevant Acts of legislation listed in “*Clause 5 – Related legislation*” of this document.

2. POLICY CONTENT

2.1 Persons authorised to drive private motor vehicles

The primary driver of the motor vehicle must be the One2One employee and the responsible person for the Motor Vehicle.

The Employee must be approved to use their private motor vehicle by Human Resources once all requested documentation has been submitted and verified.

2.2 Department of transport vehicle license registration

The Employee must License the Motor Vehicle with the Department of Transport and maintain the Vehicle License Registration for the entire duration of using the vehicle for work purposes.

Department of Transport License Registration is a contract of third-party insurance which all Motor Vehicles operating on West Australian roads are required to have under the Motor Vehicle (Third Party Insurance) Act 1943 and enforceable under the Road Traffic Act 1974.

Proof of Department of Transport motor vehicle license registration may be requested from time to time, any subsequent changes to your Motor Vehicle license registration status must be provided to One2One as a condition of your employment as soon as practicable.

2.3 Current Drivers Licence

It is an offence under Western Australian Law; Road Traffic Act 1974 to operate a motor vehicle on any road without Department of Transport authorisation (Current Driver’s Licence).

All drivers of motor vehicles must hold a current motor vehicle driver’s licence, of the correct class for the vehicle being driven and the number of passengers being transported and valid in the state of Western Australia.

The employee will notify One2One of any circumstance that may arise where they are no longer the holder of a current driver’s licence. If the employee knowingly drives their motor vehicle for work purposes without a current driver’s licence or permits an alternative driver to do the same, the employee will be deemed to have breached this Policy and the Road Traffic Act 1974.

Proof of a current driver’s licence must be provided upon request at any time during the course of employment with One2One.

2.4 Insurance

One2One encourages all Employees who use a private motor vehicle in the course of their duty to insure their motor vehicle with fully comprehensive insurance.

It is the responsibility of the Employee to update and maintain Insurance on their motor vehicle. One2One accept no liability for any damages caused as a result of the Employee having a motor vehicle accident.

2.5 Motor vehicle maintenance

Under Division 5 – General Safety requirements of the Road Traffic (Vehicle) Regulations 2014, all motor vehicle users must ensure that their motor vehicle is:

- in a condition that enables it to be driven safely; and
- be in a condition that is unlikely to occasion unreasonable annoyance to any person or damage to any property; and
- have all its parts in a serviceable condition

All motor vehicles must be serviced in accordance with the manufacturer's specifications. It is the responsibility of the employee to book a service with the appropriate vehicle service centre.

Any issues with any parts of an employee's motor vehicle should be made aware to One2One prior to the employee using their motor vehicle in the course of their duty.

2.6 Traffic and Parking Infringements

The employee is responsible for paying all traffic and parking infringements incurred in the course of work-related travel.

2.7 Alcohol and other substances

One2One operates on a Zero Alcohol, Drugs and other substances policy.

Employees must not drive their motor vehicle in the course of their duty if they have consumed any alcohol, drugs or other substances.

If an employee is rostered to perform work involving the use of their motor vehicle and they have consumed alcohol or other substances, they must contact their One2One Supervisor immediately to inform them. Failure to notify One2One will result in breaching this Policy.

2.8 General cleanliness of motor vehicles – no smoking and no food

When engaged to use your own motor vehicle during the course of your duties, no smoking is permitted at any time.

One2One expect that you will ensure your motor vehicle is clean and debris free both inside and outside at all times whilst transporting a Consumer.

2.9 Kilometre allowance payment

One2One will reimburse you per kilometre when authorised to use your motor vehicle in the course of your duties.

One2One's reimbursement rate per kilometre is calculated by the Australian Taxation Office to incorporate all of the vehicle running expenses, this includes; vehicle registration, fuel, servicing and Insurance expenses.

3. POLICY BREACHES

If the employee breaches any part of this Policy, the employee will be subject to performance management steps that may include terminating employment with One2One.

Any breaches to acts of legislation in relation to this Policy shall be reported to a Western Australian Police Station.

4. RELATED LEGISLATION

- Western Australian Road Traffic Act 1974
- Western Australian Road Traffic (Vehicles) Act 2012
- Western Australian Road Traffic (Vehicles) Regulations 2014
- Western Australia Motor Vehicle (Third party Insurance) Act 1943

5. POLICY REVIEW

This policy will be reviewed on a two-yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

Authorised: Director – One2One