

	ONE2ONE POLICY		
	Title	Use of One2One / Agency Fleet	Policy No
Indicator	CM2 – Governance and Operational management	Date Reviewed	15/09/2023

1. PURPOSE AND SCOPE

All vehicles owned or leased by One2One are used in a manner that the Directors deem to be in the interest of One2One's business.

One2One provides motor vehicles to employees and/or individuals within the ordinary course of an option's management where it is deemed to be in the interest of the organisation. The provision of motor vehicles to direct support services will be at the discretion of the Directors.

This policy has been framed around the NDIS Practice Standards and applies to all of One2One's supports and services.

2. POLICY CONTENT

1.1 Provision of motor vehicles to employees or individuals

Motor vehicles will be used by employees and/or individuals primarily to discharge their employment and/or direct support service obligations as directed by One2One. All vehicle usage will be exercised within the guidelines set out in this policy.

1.2 Persons authorised to drive motor vehicles

The primary driver of any One2One motor vehicle is the employee and/or individual to whom the motor vehicle has been allocated. The employee and/or individual has the opportunity to nominate alternative drivers who may drive the vehicle outside of normal working hours. The primary driver must supply the name and address of other regular drivers to the Managing Director for permission (per attachment). It is the responsibility of the primary driver to acquaint permitted alternative drivers with the content of the motor vehicle policy and relevant insurance policy.

1.3 Drivers licence

All drivers of One2One vehicles must hold and carry a current motor vehicle driver's licence, valid in the state of Western Australia.

It is the responsibility of the employee and/or individual to notify the organisation of any circumstance that may arise where he/she is no longer the holder of a current driver's licence. In the circumstance where a primary driver knowingly drives a One2One motor vehicle without a current driver's licence or permits an alternative driver to do the same, the employee and/or individual will be deemed to have breached the policy and will be dealt with in accordance with the employee's contract of employment or the individuals One2One Service Agreement.

It is the responsibility of the primary driver to ensure that permitted alternative drivers are in possession of a current motor vehicle driver's licence. In the circumstance of a One2One motor vehicle being driven illegally and subsequently damaged or causing damage to other property, One2One reserves the right to take legal action to recover all costs associated with the accident from the individual responsible for the damage.

In the event that a One2One motor vehicle is impounded due to the actions or negligence of the driver (for example, but not limited to, driving with a suspended or cancelled licence, driving with a disqualification, driving in breach of an extraordinary licence condition, allowing a permitted unlicensed alternative driver to drive the vehicle), One2One will require the driver to pay the cost of the release of the vehicle.

Upon agreeing to this policy, All drivers of One2One vehicles consent for One2One staff to conduct online driver's licence checks with the Department of Transport WA to check the status of the driver's licence.

1.4 Distance motor vehicles may be driven

One2One motor vehicles may be used for work/services-related purposes within 200 kilometres of the Perth GPO. Motor vehicles may be taken further than 200 kilometres only with the prior approval of the CEO.

Fuel will not be supplied by One2One unless outlined as per a separate addendum or agreement to this Policy.

1.5 Motor vehicle maintenance

It is the responsibility of the employee or individual allocated a vehicle to ensure that the vehicle is well maintained both mechanically and in appearance. Vehicles will be inspected at the discretion of the Managing Director.

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

In circumstances where repairs are required outside of the regular service periods, the employee must notify the Managing Director and have the fault corrected by the appropriate dealership or mechanic as soon as possible in conjunction with the Managing Director.

Tyre pressures must be checked regularly to avoid premature wear, and correct tyre pressures aid the vehicle in achieving optimum fuel efficiency. The front wheels must be correctly aligned at all times to avoid premature tyre wear. Fluids should be checked regularly.

The motor vehicles must be maintained free from defects, including scratches or dents to the body and damage to the upholstery.

It is the responsibility of the employee or individual to notify the Managing Director of any vehicle defects.

1.6 Insurance (including excess payable)

One2One motor vehicles are maintained with full comprehensive insurance (GIO). In the event of an accident, contact the CEO for details.

Excess is payable before the insurance company will settle a claim on behalf of One2One. Normally, One2One will meet the excess payment on damaged vehicles. However, when the accident rate exceeds reasonable boundaries, driver responsibility will be reviewed by the CEO, and excess payments may be recovered from the primary driver.

1.7 Traffic and Parking Infringements

The employee or individual, as the primary driver, is responsible for paying all traffic and parking fines incurred by either the primary or alternative drivers of the vehicle. One2One is not.

1.8 Alcohol and other substances

Drivers must not drive a One2One motor vehicle if their blood alcohol level is above the legal 0.05 limit (or 0.00 for probationary drivers). Drivers must not drive a One2One motor vehicle under the influence of illegal drugs.

In either case, a driver driving a motor vehicle under the influence of either alcohol or drugs will be deemed to have breached policy and will be dealt with in accordance with the employee's contract of employment or individuals Service Agreement. In the circumstance of an agency motor vehicle being determined by the insurer to have been driven under the influence of alcohol or drugs, and subsequently damaged or causing damage to other property, One2One reserves the right to seek legal action to recover all costs associated with the incident from the individual responsible for the damage.

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

All motor vehicles in the One2One fleet must be kept internally and externally clean. Where a motor vehicle is found in an unsatisfactory state of cleanliness on frequent occasions the vehicle will be cleaned and the cost will be recovered from the primary driver/individual. It is intended that a monthly clean should be undertaken, and no food to be eaten/left in the vehicle.

No smoking is permitted in any One2One motor vehicle. If smoking is detected in any motor vehicle, a written warning will be issued to the primary driver of that motor vehicle, and the cost of commercial cleaning will be recovered from the primary driver.

1.10 Pets or goods transported in motor vehicles

Where pets or goods are transported in One2One motor vehicles they must be prevented from causing both interior and exterior damage. This includes internal and external scratch marks, internal stains to upholstery as well as unpleasant odours in the motor vehicle. The primary driver must use their discretion in deciding whether or not to transport a pet or goods in the motor vehicle. It is the responsibility of the primary driver to ensure that no damage, odour or hair remains in the motor vehicle.

Where repair or cleaning costs arise as a consequence of transporting pets or goods in the motor vehicle, these costs will be recovered from the primary driver/individual.

3. RELATED DOCUMENTS

Please ensure you complete and return One2One's **Motor Vehicle User Declaration Form**.

4. 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