**Oyster Harbour Catchment Group Inc.**

**Motor Vehicle Use Policy & Procedures**

**Document Number:** OHCG 003

**Custodian:** OHCG Inc. Chair

**Relates to:** OHCG Staff

**Adoption Date: 28th November 2019**

**Next Review: August 2022**

**Version:** 2

### INTRODUCTION & PURPOSE

The Oyster Harbour Catchment Group maintains vehicles for staff use through lease arrangements. The purpose of the OHCG Motor Vehicle Use Policy is to outline the expectations and rules relating to staff use of these vehicles.

### COMMENCEMENT OF POLICY

This policy will commence on the Adoption Date set out above. OHCG undertakes to regularly review this policy to take account of changes in legislation, activities, services and products. As a result of this review, changes may be made to this policy from time to time and all employees and contractors are required to comply with those changes. Versions and revisions will be recorded as set out in Clause 8.

### SCOPE

The policy applies to all employees, including contract employees, of the OHCG.

### DEFINITIONS

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| *Policy* | This Motor Vehicle Use Policy and Procedures document. |
| *Staff* | Any paid employee or contract employee of the OHCG. |

### GENERAL PRINCIPLES

OHCG maintains work vehicles for use by staff. This is either done through direct allocation of the vehicle or through the requirement to share the use of the vehicle. OHCG requires staff to comply with this policy.

### POLICY REQUIREMENTS AND PROCEDURES

* Servicing and general roadworthiness are the responsibility of the principal driver. The vehicle’s service manual shall be referred to and be kept up to date.
* The OHCG vehicle must always be kept in good working order. Any issues relating to its mechanical or road worthy condition need to be bought to the attention of the OHCG immediately.
* The vehicle is to be kept under cover, preferably in an enclosed garage, when not in use.
* A logbook is to be maintained for each journey detailing odometer readings at the start and end, kilometres travelled and the purpose of the journey. A copy of the month's entries is to be submitted each month to accompany the officer's time sheet.
* The vehicle is only to be used in conjunction with OHCG related travel including travel to and from work. The vehicle is not available for private use.
* OHCG has a zero-tolerance level for the presence of alcohol or illicit substances in the workplace, including while driving the OHCG vehicle.
* The OHCG workspace is a smoke free environment and this includes the vehicle.
* The OHCG vehicle must be kept clean and tidy, inside and out, always. This is an important aspect of all positions with OHCG as biosecurity is taken very seriously by the group and all landholders in the catchment. Dirty and messy cars are a bad image and can harbour biosecurity risks.
* In case of accident, notify the relevant authorities if required and contact the OHCG Chair.

### COMPLIANCE WITH THIS POLICY

1. Failure to comply with this policy, and any resulting breaches will be treated as a serious matter and may result in disciplinary action including termination of employment or (for contractors and sub-contractors) the termination or non-renewal of contractual arrangements.
2. If there is anything contained within this policy which is unclear, staff members are directed to the OHCG Chair for clarification.
3. OHCG reserves the right to vary, replace or remove any of the procedures and policies outlined in this policy at any time. In such an event, all staff shall be informed of the changes.

### POLICY VERSION AND REVISION INFORMATION

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| --- | --- |
| **Policy Number:** | OHCG003 |
| **Policy Title:** | Motor Vehicle Use Policy & Procedures |
| **Current version:** | 2 |
| **Policy Authorised by:** | Heather Adams, OHCG Inc. Chair |
| **Title:** | Motor Vehicle Use Policy and Procedures |
| **Original issue date:** | 28th November 2019 |
| **Policy Maintained by:** | OHCG Secretary |
| **Reference Document/s:** |  |
|  | |
| **Approved by:** | OHCG Management Committee |
| **Approval date:** | 26th August 2021 |
|  | |
| **Review date:** | August 2022 |

### WORKPLACE PARTICIPANT ACKNOWLEDGEMENT:

*I acknowledge:*

* *Receiving the Staff Performance and Management Policy;*
* *That I must comply with the policy and that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment or contract for services.*

## *Signed:*

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |