



Vehicle Use Policy

Scope

This policy applies to Brook RED Community Members, Nominated Support People, Board Members, employees, volunteers, and students on placement.

Purpose

Brook RED frequently uses vehicles in order to carry out its services and operations. This policy outlines the conditions under which an individual may use a Brook RED vehicle or use their own private vehicle for work purposes and sets out the responsibilities of both Brook RED and the drivers.

Principles

Brook RED aims to ensure that its vehicles are used in a manner that at all times promotes safety and ensures that the organisation's resources are used and maintained in an appropriate fashion.

Policy

1. Driver Qualifications

Drivers must:

- 1.1. Hold a current Type O, P1, P2, Class "C" Australian driver's licence issued in the State of Queensland. If there are any qualifications on the licence these must be observed by the driver.
- 1.2. Not be aware of any reason that they are precluded from operating a vehicle, including a doctor's direction or medication warning.
- 1.3. Inform their Line Manager immediately of licence suspensions and/or disqualifications.

2. Driver Registration

All drivers are required to complete a Driver Registration Form annually and this must be approved by Line Manager prior vehicle use.

3. Driver Responsibilities

Drivers must:

- 3.1. Have expressed permission to use the Brook RED vehicle from their Line Manager.
- 3.2. Use the vehicle only for the purpose permission is granted for and to return the vehicle's keys on completion of use.
- 3.3. Obey road rules and regulations. Any fines or penalties or costs resulting from failure to obey these will be the responsibility of the driver.
- 3.4. Ensure that they take reasonable care for their own and others' health and safety.
- 3.5. Ensure that a vehicle has not less than an eighth of a tank of petrol at the conclusion of use. Brook RED will pay for fuel costs and driver must provide a receipt for purchase of fuel.

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- 3.6. Accurately and completely fill out a log book if provided with the vehicle.
- 3.7. Treat the vehicle in a respectful and appropriate manner (i.e. removing any rubbish in the vehicle, not permitting smoking in the vehicle, ensuring the security of the vehicle).
- 3.8. Notify Line Manager if there are any issues with the vehicle that may necessitate servicing.
- 3.9. Report any damage sustained to the vehicle or any accident in which the vehicle is involved to Line Manager as soon as is practicable. A General Incident Report Form must be completed to assist with the filing of any documentation required as a result of damage or accident.

4. Passenger Responsibilities

All passengers must act in a manner that is conducive to safe travel and treat drivers and vehicles in a respectful and appropriate manner.

5. Brook RED Responsibilities

Brook RED will ensure that:

- 5.1. Vehicles are regularly serviced.
- 5.2. Road side assistance is in place for all vehicles.
- 5.3. Vehicles are registered and insured.
- 5.4. Risks to health and safety are minimised as far as is reasonable practicable.

6. Transporting children

Brook RED endeavours not to transport children in Brook RED vehicles. However, if this is absolutely necessary then employees must ensure that current Australian standard child restraints are fitted and used, as appropriate. If such restraints are not available, then children will not be transported in Brook RED vehicles. Please see the Queensland Government Transport website for more information.

7. Staff private vehicle use

Community Members who access centre-based services at Brook RED are not permitted in private vehicles owned by staff.

Brook RED staff that work in community-based programs may be required to use their own private vehicle to attend appointments and this may include transporting the people they are supporting. In this circumstance, the private vehicle must be insured and registered. Evidence of this will be kept in the employee's HR file.

Accidents/incidents involving the vehicle are covered by the owner's insurance. Third party insurance is acceptable; however, damage to the vehicle is not covered by this form of insurance in the event of an accident. The driver must conduct regular safety checks and obey road rules and regulations. Any fines, penalties, or costs resulting from failure to obey these will be the responsibility of the driver. Brook RED will reimburse kilometres consistent with the SCHADS Award.

8. Managerial Discretion

The General Manager has overall responsibility for this policy. Managers have absolute discretion and may at any time deny or revoke an individual's driver registration.

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References

Brook RED Driver Registration Form

<https://www.qld.gov.au/transport/safety/rules/children>

Vehicles as a Workplace – Work Health and Safety Guide, Work Safe QLD

Document Control and Record of Changes

Version	Effective Date	Approved by	Summary of Change	Date of Next Review
Version 01	January 2016	Eschleigh Balzamo	Introduction of new policy	-
Version 02	April 2017	Eschleigh Balzamo	Change of format	January 2018
Version 03	May 2017	Eschleigh Balzamo	Change to version control Addition of content	January 2018
Version 04	September 2018	Eschleigh Balzamo	Addition of content	January 2019
Version 05	September 2019	Eschleigh Balzamo	Review and update	January 2020
Version 06	June 2021	Eschleigh Balzamo	Review and Update	June 2022
Version 07	June 2022	Eschleigh Balzamo	Review and Update	July 2023
Version 08	August 2023	Eschleigh Balzamo	Review and Update	August 2024

The General Manager has overall responsibility for this policy. If there are any questions regarding this policy, please direct these to the Business Services Manager or General Manager.