



## VEHICLE USAGE POLICY

Work vehicles are available to support workers to use for their duties while on rostered shifts with participants.

You may choose to decline the use of a work vehicle. When this is the case, no reimbursement for fuel or any other vehicle expenses may be sought from Empowering You Disability Services (EYDS).

While driving a work car, you are publicly representing EYDS and therefore you must always drive with respect for other drivers. Any form of abuse or erratic driving toward other road users will end in disciplinary action.

### EMPLOYEE OBLIGATIONS

- Work vehicles must only be used for duties while on shift with a EYDS participant.
- Work vehicles must not be used for personal use unless approved by management.
- Only persons employed by EYDS are permitted to drive work vehicles.
- Employees must have a blood alcohol limit of 0.00 while using a work vehicle.
- Employees must not use any form of recreational drugs while using a work vehicle.
- If any employee is under the influence of over-the-counter medications that may inhibit their ability to safely operate a vehicle, using a work vehicle is prohibited.
- In accordance with the law, no hand-held communication devices are to be used while using a work vehicle.
- Keep the work vehicle clean and tidy and remove any personal items on return.
- Complete the logbook in the work vehicle before leaving and when returning the vehicle.
- Fuel up the vehicle using the BP Fuel card available from the EYDS office if the vehicle is under half a tank on return, unless an agreement has been reached between the employee and management.
- Always drive in a safe manner.

- If an employee incurs and fines or infringement notices while driving a work vehicle, it is their responsibility to pay the notice within the due date.
- If any damage that is incurred by an employee as a result of their actions or negligence must be paid for by the employee.
- Assist with any insurance claims for damages if the employee was driving at the time of an accident or damage incurred.

## **EMPLOYER OBLIGATIONS**

- Have a fuel card available for employees to fill up the work vehicle.
- Maintain the vehicles to a high standard and make sure it is in a safe condition to drive.
- All insurances and registrations be paid and current.
- Work vehicles are kept in good condition inside and outside.
- EYDS will listen to all concerns raised by staff concerning maintenance of the work vehicles and rectify if required.
- EYDS will actively investigate all claims from other employees, participants, or members of the public in relation to unsafe driving and road use, and suspected inappropriate use or damage to any work vehicle.

This Vehicle Usage Policy will be reviewed bi-annually and updated if required. It is available to all staff during EYDS office hours in the board room. Please familiarize yourself with this policy every 6 months.