



Motor Vehicle Policy

Version	12.2021	Scheduled review date	12. 2022
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Cam Can provides people with disabilities and their families with personalised, tailored support that maximises their control over available resources, decision-making and choice. Whilst this policy provides a guide, there may be times when alternative decisions are made for the benefit of Members.

Purpose

The purpose of this policy is to clarify expectations relating to motor vehicle use for work-related purposes.

Staff using any vehicle for work-related purposes

The following points relate to all staff who use a vehicle for work-related purposes, regardless who owns the vehicle.

- **Driver's licence:** Staff must hold a current motor vehicle driver's licence of the correct class. A photocopy of the driver's licence must be provided to the Administration team before commencing employment, and will be recorded on the staff member's file. Staff are to notify their manager immediately of any change to the status or validity of their licence.
- **Legal responsibility:** Staff are fully responsible for the vehicle while it is in their charge and must observe all traffic laws, regulations and by-laws. Passengers must be restrained in accordance with relevant laws.
- **Courtesy:** Staff must ensure courtesy is shown to other road users and pedestrians.
- **Traffic Violations:** Staff are financially responsible for all traffic and parking infringements they incur. Cam Can will not be liable for any fines or penalties as a result of vehicle use by its staff at any time.
- **Accidents:** Staff must report all accidents to the Police (<https://www.police.wa.gov.au/Traffic/Reporting-a-traffic-crash>)
- **Incidents:** Staff must report incidents to their manager via telephone as soon as safe to do so.
- **Mobile phones:** Staff are not to use a mobile phone without a hands-free device. Devices are to be purchased at the employee's cost.
- **Negligence:** If a staff member is unable to drive due to ill health, suspension or cancellation of licence, s/he must advise their manager. Any staff member found to be in breach of Cam Can's Code of Conduct due to driving under the influence of drugs or alcohol may be dismissed, and will be responsible for all damages.

Staff using a Member's vehicle for work-related purposes

The following points *typically* (but not exclusively) relate to Support Workers who use a Member's private car to support the Member:

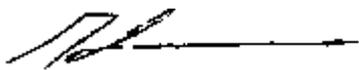
- Consent to drive: Prior to the car being used, a Coordinator is responsible for obtaining written consent (with terms of agreement) from a Member and/or their family, listing a Cam Can staff member as an authorised driver for insurance purposes in the event of an accident/incident. This is to be obtained through signing the Motor Vehicle section within Cam Can's *Welcome Pack*.
- Car familiarity: Staff must receive an orientation to the vehicle and its use by the owner prior to use.
- Accidents/Incidents: It is the Member/family's responsibility to ensure the motor vehicle is roadworthy, registered and adequately insured for accidents/damage. Assessments of roadworthiness rests with the WA Department of Planning and Infrastructure and WA Police. If a staff member feels the car is not roadworthy, do not drive the vehicle, and speak to your manager.
- Insurance: In the event of an accident/incident, the owner of the vehicle (e.g. Member) will use their own insurance to pay for any damages caused to their vehicle, other vehicles, or people/property, including the insurance excess. If a Member/family is unwilling/unable to pay, the Member may exercise their legal right to seek recompense from a third party.

Review of the Policy

This policy will be reviewed on a three-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 shall be reviewed immediately and amended accordingly.

Authority

This policy is issued by:



Marc Lema
MANAGING DIRECTOR



Anthea Lema
DIRECTOR

Date: 17 December 2021

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