USE OF SERVICE VEHICLE

POLICY NUMBER: NDIS FIN 15

INTENT

To ensure that the Service vehicle is used in an approved manner for the purpose of carrying out the business of Real Living Options Inc.

DEFINITION

In this instance, ***vehicle*** *means the motor car purchased for the use of Staff and Management Committee Members in transacting the business of the Service.*

POLICY STATEMENTS

- Real Living Options Association Inc. will ensure that the Service vehicle is used only for the purpose of the Service and in such a manner that will ensure that the vehicle is used appropriately and safely.
- In accordance with legislation, the use of a mobile phone while driving is not permitted.

PROCEDURES

- All use of the Service vehicle shall be for approved purposes only.
- All employees using the Service vehicle must hold an unrestricted current Queensland Driver's License and must abide by all road rules, including drug and alcohol limits.
- All employees must not receive or make phone calls, or messages at any time while driving, including the use of hands-free devices.
- If a road infringement is served on an employee or the Service vehicle then the employee driving the vehicle is responsible for the infringement and penalty.
- If damage occurs to another vehicle while driving the Service vehicle and it is deemed that the driver was negligent or at fault, and the insurer will not meet payment then the cost of repair is to be met by the employee driving the Service vehicle.

- If the Service vehicle is involved in an accident the details must be reported to the General Manager as soon as practicable. The driver must also complete an Incident Report.
- The General Manager has authority to authorise any urgent repairs not covered by insurance in line with policy NDIS FIN 6 Purchases.
- The Service vehicle shall be serviced and maintained by an authorised mechanic as per the manufacturer's instructions.
- The vehicle will be washed and vacuumed as required and waxed annually at a suitable outlet at the expense of Real Living Options Association Inc.
- The vehicle will be kept at the locked premises of Real Living Options Association Inc.

DELEGATIONS

General Manager

- Ensure as far as practicable that the vehicle is used only for approved purposes.
- Ensure incident reports are completed for any accidents.
- Ensure as far as practicable that the vehicle is serviced annually by an authorised service agent.
- Review annual updates on vehicle usage and maintenance.
- Ensure as far as practicable the Management Committee is notified of any accidents or damage to the Service vehicle as soon as possible after the event.
- Approve any repairs over in line with policy NDIS FIN 6 Purchases that are not covered by insurance.

Finance Officer

- Ensure registration and insurance are kept current.
- Account keeping in relation to the vehicle.

RELATED DOCUMENTATION

Assets Register.
Incident report form.
Accounting software records.
Policy NDIS FIN 6 Purchases.
Use of Service Vehicle Agreement for Lifestyle Assistants.

REFERENCES

N/A.

AMENDMENTS/REVIEWS

Amended 13/09/2012.

Amended 05/11/2015.

Amended 30/04/2020.

Amended 07/09/2023.

Amended 14/05/2026.