

## MOTOR VEHICLE USAGE POLICY

### Usage

- Usage is to be predominantly for work use only
- Some private usage allowable up to 50 kilometres per week
- Non-IRCA staff must not drive the vehicle without written permission of the Manager
- Vehicle may be garaged at private premises of staff (due to lack of security and risk in relation to workplace location)

### Driver obligations

- Log Book must be maintained on a weekly basis recording odometer readings, locations visited and names of drivers
- Drivers are expected to observe all road rules and wear seatbelts at all times
- Drivers to provide a written report of any accident or damage including date, whereabouts and description of damage, and details of 3<sup>rd</sup> party.
- Drivers must have an up-to-date licence and have it in their possession when driving
- Drivers to clear all rubbish from vehicle after use
- Drivers to have car cleaned after bush trips

### Checks and authorisations

- All trips off the bitumen must be authorised by the Manager
- Prior to bush trips the vehicle must be checked to ensure presence of tyre change kit, safety tools, water, spare tyre
- First Aid Kit must be maintained in the vehicle at all times

### Remote trips

In addition to the above directions, in undertaking a trip to a remote area, drivers must:

- Make arrangements to take a communication device such as satellite phone or GPS Spot device to enable communication
- Enter a reporting arrangement with their supervisor such that the supervisor is made aware of the time and location of trip, and is notified upon arrival and departure at the remote location
- In line with work health and safety obligations, assess risks such as whether it is too hot to drive, wear and bring appropriate clothing for weather conditions
- Pack ten litres of water per day per person.
- In planning the trip, consult with the relevant community to assess access to relevant roads, i.e., take into account cultural events and considerations.

Version	Date adopted/revised	Endorsement/Description of change
1.	21/3/2016	General Manager Daniel Featherstone
	17/5/2016	Endorsed by IRCA Board