



# Use of Vehicle

## Policy Statement

This policy acts to ensure that:

- All staff utilising the CCEL Motor Vehicles, or their own vehicles for the purpose of undertaking work visits adhere to strict safety practices in order to keep themselves and others around them safe

## Explanation

Vehicle Usage in Country Kids Club relates to travel by Coordination Unit Staff. The policy outlines the requirements of Vehicle Maintenance and Driver Requirements.

## Driver Requirements

- Service Staff using their own vehicle or a CCEL vehicle are required to hold, maintain and provide to CCEL copies of:
  - A current Drivers Licence
  - Driver History Record Check

## Roles and Responsibilities

### CCEL/Coordinators

- If using personal vehicles:
  - Ensure they are maintained, road worthy and carry professional driver comprehensive insurance
  - Ensure they submit accurate Mileage Claim Forms at the end of each pay fortnight
- Ensure that any staff using the company vehicles:
  - Are listed as a professional driver under the CCEL Comprehensive Insurance
  - Abide by the Use of Vehicle Agreement as set out by CCEL

## Use of Vehicle Agreement

Country Children's Early Learning Pty Ltd owns and maintains vehicles for staff and contracted Educators to use as directed by the CCEL Director. The requirements of this agreement are to ensure that only authorized persons drive the vehicles and that their condition and safety is maintained at all times.

Staff and Educators are required to provide to the CCEL Director the documents listed below prior to driving a CCEL vehicle:

1. Current Driver's License
2. Record of any driving offences from the last 10 years
3. Record of any car insurance policies cancelled by an insurance provider from the last 10 years

**Policy Created**  
February 2016

**Policy Last Updated**  
July 2022

**Policy Review Date**  
March 2024



CCEL Vehicles are only to be used for the purposes related to the business operation of Country Children's Early Learning's services, and as directed by the CCEL Director. CCEL Staff permitted to use the vehicles must adhere at all times to the requirements below:

- View the vehicle for obvious safety defects prior to driving on each occasion (e.g. low tyres, windscreen damage, window cleaner empty)
- Take the time prior to each trip to ensure an adequate driving position and mirrors are adjusted for vision
- Complete the start and finish odometer reading of each trip including the purpose of the trip on the mileage record kept in the driver's side door
  - Submit completed mileage forms to CCEL at the end of each month
- Drivers of CCEL vehicles must not drive for more than 2 hours without stopping for a rest pause
- Food is not to be consumed by adults in any of the CCEL vehicles
- All drivers of CCEL vehicles are expected to adhere to the road laws that apply within the state that they are driving (this includes the use of mobile phones)
- Any damage to vehicles must be reported to the CCEL Director at the earliest possible convenient opportunity
- Vehicle accidents must be reported to CCEL within 24 hours
- Costs incurred by damage to a vehicle at the fault of the driver will be billed to the driver (e.g. infringement notices, accidents where the driver is found to be at fault)
- It is each driver's responsibility to maintain the cleanliness of the vehicle by:
  - Cleaning its interior surfaces after each use with the wipes provided
  - Vacuuming the interior of the car regularly
  - Washing the exterior of the car regularly

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Continual Monitoring and Improvement

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider and Co-ordination Unit Staff accessing current relevant information
- Approved Provider, Co-ordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

### LINKS TO OTHER POLICIES:

- Staff Code of Conduct
- Work Health and Safety