



1. Policy Statement

This document details Kokatha Aboriginal Corporation's ("KAC") policy and procedures regarding the supply, maintenance and use of KAC owned vehicles which comprise three primary use areas, commercial vehicles, department vehicles, and employment contract vehicles.

The Policy applies equally to all staff employed by KAC within all business units and subsidiaries and to any person given permission to drive a KAC owned or controlled motor vehicle. Variations to the policy may be considered in special circumstances, but all variations require the prior approval of the Chief Executive Officer.

The objective of KAC's Motor Vehicle Policy is to provide a uniform approach to support the appropriate use of motor vehicles, whilst maximising motor vehicle utilisation, minimising changeover costs and minimising vehicle numbers.

This policy also outlines safe driving practices in the expectation that it will reduce the risk and minimise accidents on the road for all people and in particular for staff that drive KAC vehicles. It should be read in conjunction with the KAC Travel Policy and Safe Driving Vehicle Inspection Procedure.

2. Definitions

Commercial vehicles

Commercial vehicles are vehicles that are essential for the undertaking of duties and responsibilities associated with the operation of KAC and are not subject to the application of Fringe Benefits Tax (FBT). These vehicles are the responsibility of the respective cost centre, are not costed to a staff member's package and are not available for private use. (e.g. road maintenance trucks).

Departmental or Pool Vehicles

Departmental or Pool vehicles are vehicles that are required to be used by the nature of the work of a particular department or work area. These vehicles must be used for business travel only and may not be used privately by the staff member. (eg. Kokatha Heritage Services Vehicles)

Employment contract vehicles

Contract vehicles include a vehicle that is provided as part of the staff member's remuneration package and whose entitlement to which is specified in writing in a staff member's employment contract. The vehicle is available for business and limited private use unless otherwise specified in the employment contract. If the level of private use incurs Fringe Benefits Tax (FBT) this may be required to be paid by the individual not the corporation.



Business travel (not subject to FBT)

Business travel is defined as:

- Travel between sites for business purposes;
- Travel between an employee's place of work and another location (apart from the employee's home) for business purposes;
- Travel between a staff member's home and a business destination, provided this is shorter than going via the staff member's primary place of employment.

3. Eligibility

Subject to the policy laid out in this document, vehicles will be available to staff on the following basis:

- Commercial - these vehicles are allocated for a purpose rather than to an individual e.g. road maintenance truck.
- Pool vehicles - a vehicle required to be used by a staff member in the course of carrying out their duties e.g. Heritage team fleet vehicle.
- Employment contract vehicles: A vehicle which is part of an employment package.

Pool vehicles

The type of vehicle will be determined by the nature of the tasks involved and will be at the discretion of the relevant Manager. These vehicles are:

- To be exclusively used on KAC business;
- To be available for all approved staff on an as required basis;
- To be reserved for use in advance through the booking system;
- Not available for private use.

KAC vehicles must only be used for business use. There are one-off occasions where, for operational reasons, a staff member may be permitted to garage a KAC vehicle at home to use for commuting. This type of use is considered private use from an FBT and KAC viewpoint. Commuting use is not permitted on a regular basis. It is the responsibility of each staff member to ensure that designated drivers of KAC vehicles maintain logbook sheets at all times when using the vehicle for both business and private use (including commuting).

Employment contract vehicles

The vehicle type will be determined by the nature of the tasks associated with the position.



Employment contract vehicles are provided on terms and conditions set out in writing in a staff member's employment contract as approved by the Chief Executive Officer.

Logbooks must be maintained at all times with business and private use clearly recorded.

The vehicle can be used:

- By the staff member currently filling the specific job position;
- By other staff members on the approval of the CEO should the vehicle not be in use by the staff member with the contract vehicle entitlement;
- For both KAC and *limited* private purposes by the staff member filling the job position;
- On weekends and approved public holidays by the staff member filling the job position. The vehicle will be garaged at the staff member's residence. The vehicle cannot at any time be parked illegally *or* in a public place overnight (except in a secured car park).

Costs

All costs essential to and associated with the purchase and maintenance of the vehicle will be borne in the first instance by the KAC and supplied as part of the staff member's contract of employment.

Running costs for employment contract vehicles will be borne by KAC and charged to the department.

Any fuel costs associated with private use must be borne by the employee and the receipt attached to the relevant log sheet.

Paid leave

All Departmental or Pool vehicles must be returned to KAC in a clean and roadworthy state by any staff member proceeding to take leave, paid or unpaid prior to the leave being taken. These vehicles will then be made available for the department that the vehicle is primarily used for.

Staff separation

Where a staff member leaves KAC, the vehicle is to be returned upon separation in a clean condition, suitable for use by the next driver. In all cases the keys, fleet cards or other credit/charge cards, logbooks and any other appropriate documentation are to be returned to KAC. The vehicle may be reallocated to an acting staff member in the position on approval of the CEO.



Private vehicles

In accordance with the KAC Travel Policy employees and board members should not use their personal vehicles for KAC travel purposes. Where travel by motor vehicle is required KAC will provide a pool vehicle for this travel. If a pool vehicle is not available, the next option is a hire car. This will be booked and paid directly by KAC. The employee or board member must ensure all identification and licensing requirements are met upon collecting of the vehicle.

In exceptional circumstances, where neither pool car or hire car are available, the CEO may consider approving use of a private vehicle for business use. In this case the kilometer allowance paid will be \$0.50 per kilometre.

4. Fringe Benefits Tax

Where a vehicle is used for a non-business-related activity a liability to pay FBT arises. A logbook is provided in each vehicle and non-business use is to be accurately recorded.

KAC is responsible for the calculation and remittance of all FBT, including that for employment contract vehicles and for the private use of all KAC vehicles. As noted above where an FBT liability arises on an employment contract vehicle this may be required to be paid by the individual not the corporation.

5. Approved Drivers

The driver of a KAC vehicle must be an employee of KAC and the employee must be fully licensed to drive the vehicle. People who are not employees who are unlicensed are not permitted to drive KAC vehicles.

A photocopy of each driver's current licence is to be provided. This will be kept as a record in the employee's file. Employees are to notify KAC management immediately of any change to the status or validity of the licence.

If a driver is unfit to drive because of ill health, suspensions or cancellation of licence, the driver must advise KAC management. KAC reserves the right to dismiss an employee who loses his or her driver's licence if the job required the use of a vehicle and if no other arrangements are available.

6. Vehicle condition

It is the responsibility of the user to ensure prior to a journey that there are no obvious defects regarding the vehicle, i.e., traffic indicators, brake lights and tyre defects. In the opinion of the user, if the vehicle has any defects which will constitute a breach of traffic regulations, the vehicle is not to be used and the defect reported to the relevant Manager and recorded in the KAC Safety Checklist booklet.

It is the responsibility of the assigned driver of a department/clinic/program to appropriately maintain the cleanliness of the vehicle on a day-to-day basis.



Smoking, drug use, drinking and eating is prohibited in all vehicles.

Fuel and oil

Odometer readings must be recorded every time fuel is obtained via fuel card or equivalent. There should be no circumstances where a KAC supplied credit card be used for obtaining these purchases.

It is noted that KAC deems it unreasonable to expect that any vehicle would be utilised over the course of a weekend and/or Public Holiday for more than 500 kilometres on each occasion. Should any employee need to travel further than this for the work-related purposes, they must seek prior approval from the CEO.

Logbooks

All vehicles must have a logbook and these must be filled in daily and handed to the **Office Manager** at the end of each month. For example, if a motor vehicle is used from 12 Noon to 3.00pm, then the key must be returned with the log sheet folder at the same time.

Employment contract vehicles logbooks must be submitted at the end of each month .

It is the responsibility of the employee using the vehicle to ensure that this occurs for all vehicles.

For FBT purposes it is essential that personal and business usage is clearly specified on the logsheet.

7. Use of Vehicles on Approved Paid Leave

Commercial/Pool vehicles should be used for business purposes only and are therefore not available for use on any approved leave.

8. Unauthorised Use of Vehicles

All drivers must hold a current driver's licence valid for the State of South Australia. Drivers from interstate must be aware of and comply with interstate licence transfer laws. Non-compliance may affect insurance and subject the staff member to liability for all fines and penalties.

Vehicles are not to be driven by other persons and are never to be used for the purposes of teaching learner drivers, participating in vehicle trials, beach driving etc. With the exception of 4WD vehicles, no KAC vehicle is to be driven on unsealed roads.

Persons not associated with the business of KAC are not to be given lifts in Commercial or Pool vehicles. This is regardless of the relationship of the person to either the driver or the person responsible for the vehicle.



Non-compliance with these policies will result in associated costs (eg. accident or claim costs etc.) being charged to the staff member and may result in disciplinary action.

9. Parking and Traffic Offences

Parking fines and other traffic infringements are the responsibility of the driver and will not be paid by KAC. All fines will be forwarded to the driver as noted on the logsheet and a statutory declaration filled out. All drivers are expected to be aware of and adhere to the road rules of the state in which they are travelling. Failure to observe the law may result in disciplinary actions as well as the penalties applied at law.

If a staff member has a medical condition or is taking medication that could impair their driving ability it is the responsibility of the staff member to notify their Manager immediately and to refrain from driving until a medical certificate is supplied clearing them to drive.

10. Driving under the Influence of Alcohol or Drugs

Driving with blood-alcohol content over the legal limit or under the influence of illegal drugs is illegal, the consequences of which include personal penalties such as fines and or jail as well as financial penalties associated with the voiding of insurance cover and damage to property expenses. Any staff member found guilty of such an offence will be responsible for the payment of all fines and repair costs resulting from the incident and may be subject to disciplinary action up to and including termination of employment.

11. Safety

Mobile Phones

It is illegal to use a handheld mobile phone whilst driving. Using a hands-free mobile phone can also be a considerable distraction for drivers. Wherever possible, KAC will ensure that vehicles are fitted with Bluetooth capability.

Driver fatigue

Due to the vast area that our service covers, many employees drive long distances. Long distance driving can cause a driver to become fatigued.

Drivers are to ensure they have adequate rests on long journeys. Employees should rest every two hours or whenever any warning signs of fatigue are experienced. This policy should be read in conjunction with the KAC Travel Policy and Safe Driving Vehicle Inspection Procedure.