



# St John Ambulance Australia (NSW)

## Motor Vehicle Policy

*For ease of use this document has been produced in 2 parts being:-*

**Part A.** *Policy relating to Administration and Business vehicles. Part A. also includes standard categories of Motor Vehicles within St John Ambulance Australia (NSW)*

**Part B.** *Detailed Policy and Motor Vehicle usage guidelines specifically for First Aid Services (FAS) including attachments.*

*Part B. should be read in conjunction with Part A.*



# **St John Ambulance Australia (NSW)**

## **Motor Vehicle Policy**

Part A.

### **Administrative, Business and General Policy**

Updated - June 2012

**Part A. Administration, Business and General**

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## **1. INTRODUCTION**

### 1.1 Purpose

This document sets out the Policy of St John Ambulance Australia (NSW) for the provision of company vehicles for Administrative and volunteer purposes.

### 1.2 Scope

This policy applies to all employed staff and volunteers within St John (NSW) who are entitled by way of overall remuneration package or by virtue of work or volunteer needs, to receive or drive a company vehicle.

### 1.3 Responsibility

The General Manager Corporate Services is responsible for the review, maintenance and implementation of this policy. The Manager Property & Fleet is responsible for procurement, disposal, allocation, audit and coordination of company vehicles and a register will be maintained detailing each company vehicle, its driver, history and garaged/allocated location.

All allocations of vehicles to drivers should, in the first instance, be discussed and agreed with the General Manager Corporate Services.

## **2. POLICY**

It is company policy that a fully maintained company vehicle will be provided to employees as follows: -

- where the Board and/or the CEO has determined that a vehicle is part of the overall remuneration package;
- where there is a need for a vehicle to be provided for effective performance in the job role.

As an alternative to the provision of a vehicle, the company may elect to offer a car allowance or reimbursement at an appropriate rate for work kilometers travelled.

It should be noted that all motor vehicles, other than Van's or FAS vehicles are subject to Fringe Benefits Tax which is payable by the employee. The Australian Taxation Office (ATO) sets the FBT rates payable and ensures compliance. FBT reduces a portion (subject to the overall value of the motor vehicle) of any possible PBI benefit received therefore new employees, entitled to a motor vehicle, should be aware of the cost implications. HR can provide details in conjunction with the Finance group.

## 2.1 Allocation of Vehicles

Vehicles are allocated by specific category to positions or groups as follows:

Categories :-

1. Chief Executive Officer
2. General Managers
3. Managers
4. Senior Trainers/Other Managers
5. Specialist Business eg:-Restocking/First Aid Kit Servicing
6. First Aid Services (FAS) Purpose Specific

## 2.2 Choice Of Vehicle

For categories 1 to 4 the choice of the make of the vehicle is limited to the standard (Auto) model of the car and will use standard unleaded or ethanol E10 or higher blend fuel. Categories 5 and 6 are subject to special requirements eg:- as per business case and may include Diesel, Gas or Battery powered eg:- Carts.

An employee, who is entitled to a Motor Vehicle (Category 1 to 4), may choose one of the options within their category or may choose a vehicle from the next category down if that better suits the (1)business and (2)personal requirements. (see exceptions below)

The major reason for standardization (3 manufacturers) is for efficiency in service and other benefits.

The CEO may authorize an exception and any such exceptions in manufacturer/make and will be subject to the agreement that (a) the employee will arrange services personally (b) will deliver the vehicle to the service centre and (c) will also pick up vehicle. Loan vehicles (if available by the service provider) during service may be arranged with the dealer at time of purchase by Property & Fleet Group. StJ will arrange an account with the preferred service centre to enable charging of services to company account.

The overall basic rule for any exceptions is that the option chosen is of equal or lessor value than the entitlement. Property & Fleet group can provide basic guidelines, in models only, for these exceptions.

As an example, if an employee entitled to say a category 3. (below) vehicle requires a station wagon, the entitlement will be a category 4. station wagon.

This applies to all categories above.

<u>Category</u>	<u>Vehicle Type</u>	<u>Manufacturer/s</u>
1	Caprice (or as approved by the Board)	GMH
2	Calais Sedan Cruze SRIV (1.4L turbo)	GMH GMH
3	Holden Cruze Hatch Toyota Camry Ateva Sedan	GMH Toyota
4	Holden Cruze Hatch Camry Altise Sedan i30 CDW Wagon	GMH Toyota Hyundai
5	Van	Toyota or Hyundai
6	Special Purpose (eg:- FAS)	Toyota, GMH or Hyundai

\*\*\* Models and manufacturers shown above are subject to change due to pricing structures, models and availability. The above are shown as an indication only. To ascertain the entitlement, please refer to your Manager of HR.

St John (NSW) supports Australian made products and cares for the environment therefore our preference is always for vehicles manufactured or assembled in Australia and 4 cylinder vehicles which decrease our carbon footprint. However, where vehicles are part of an existing employment package, and there are personal/family requirements, and/or are required for specific business purposes such as transport of large amounts of supplies/products, exceptions may be authorised by the CEO.

#### Category 4 & 5 Vehicles

These vehicles will be white in colour and have affixed, at time of delivery, relevant St John signage in the form of logos and other identification as determined by the General Manager NSW Business and General Manager Marketing and Innovation, and approved by the CEO.

Category 5 contains 2 main vehicle options, a sedan and a wagon. Vehicles in this category are considered “pool” vehicles and when and if business requirements dictate, a substitute vehicle may be assigned. For example if a particular business need arises where a station wagon (large or small) is required and the assigned employee is currently driving a sedan – a station wagon driven by another employee may be seconded for this business purpose. The vehicle supplied will be based on specific business requirements as determined by the General Manager NSW Business within the parameters of this policy. For regional requirements, a Holden Omega Wagon is also included due to the specific regional travel (eg:- distances and roads) requirements and purchase of this vehicle is subject to a specific business case justification and relevant approval.

## Category 6 (FAS Specific Vehicles)

These vehicles will also be white in colour and have affixed St John NSW logos and other identification etc. as per approved FAS standard.

These vehicles are overall managed by Corporate Services (as a Corporate Asset) through the Manager Property & Fleet, and are therefore covered by the Corporate Motor Vehicle Policy; even though specifically assigned to First Aid Services (FAS) who allocate and schedule the vehicles as required. As such these vehicles are subject to specific guidelines, operating procedures and rules (see Part B.) as set down by the FAS group and approved by Corporate Services and the CEO. Certain responsibilities are delegated to FAS group which appear below. *The arrangement is similar to an external lease arrangement where one party (St John(NSW)Corporate) own the asset and assign operational control (in this case internally) to another party (FAS).* With this arrangement come certain roles and responsibilities within both Groups being Corporate Services -Property & Fleet and Membership & Community Services - First Aid Services which are as follows:-

### Corporate Services:-

- Selection & Engagement of preferred Suppliers
- Procurement & Disposal
- Registration & Insurance
- Ensuring Service Credit accounts are opened and accessible
- Arranging Services for pre arranged dates.
- Manage affixing of livery as per agreed FAS standard.
- Recommendations on service centres/service requirements (Manufacturers recommendation especially in high purchase cost assets) All such recommendations are to be in written format, detailing the potential issues and reasons and addressed to the General Manager Membership & Community Services or a nominate delegate.
- Provide budget base data such as Depreciation, insurance costs, registration costs by vehicle, to FAS.
- Maintain a comprehensive and accurate database of all motor vehicles, their allocation eg: XX Division, the garaging address, the current klm's at end of month etc.
- Mainatin a file of approved exceptions authorized by the CEO.
- The Manager Property & Fleet will prepare and distribute monthly reports for:-
  - (a) Petrol usage and cost including exception report eg:- where a driver is not reporting Klm's travelled , as required, when acquiring fuel.
  - (b) Incident Report (as reported to Property & Fleet)
  - (c) Periodic audit (quarterly) of motor vehicles condition/status and exceptions. Exceptions being damage found on inspection which has not been reported.

### Membership & Community Services

- Be garaged and out of the weather when not in use wherever possible. Any changes in garaging venue arrangements must be reported to Property & Fleet.
- Be clean and tidy at all times.
- Be regularly maintained (operational readiness) according to manufacturer's recommendations.
- Scheduling and loan/allocation and authorisations
- Have a St John (NSW) log book maintained for each vehicle.

- Have any damage or accidents immediately reported to the Manager Property & Fleet incl. a comprehensive accident report (Police incident number if damage is significant)
- The general Manager Membership & Community Services or Delegate will provide a decision on any recommendations made, in writing to the Manager Property & Fleet cc to General Manager Corporate Services.
- Maintain a record of incidents/accidents and corresponding drivers such that an analysis of incidents can be reported.
- Work with Marketing and/or other areas to establish a standard livery and communicate same to Manager Property & Fleet and also ensure any changes are communicated to ensure currency of the standard.
- Budget for, and manage the running costs, including maintenance and repairs of the motor vehicles allocated to FAS.

With the increased use of computers controlling considerable number of functions within new vehicles the need for specialised diagnostic equipment, usually very specific to the manufacturer and proprietary, a value judgment is required when selecting vehicle maintenance providers. Considerations should be, in no particular order are:- effect on warranty, proximity to St John, Cost and service.

### **General**

No stickers (eg. bumper stickers,) or other such advertising or supporters posters etc. not relating to St John (NSW) may be affixed to ANY St John (NSW) motor vehicles that display St John (NSW) signage. No smoking in St John (NSW) vehicles.

#### 2.3 Ownership of Company Vehicles

Company vehicles are either purchased or leased as the situation dictates. Those vehicles that are purchased are owned by St John (NSW) and are registered in its name. Those vehicles that are leased are owned by the Leasing company albeit registered in the name of St John (NSW).

#### 2.4 Running Costs of Company Vehicles

The cost of fuel for both owned and leased vehicles is a charge to the company and members will be provided with a fuel card for this purpose. The fuel cards provided are for the specific company vehicle and must not be used for any other vehicle or purpose. From time to time advice will be issued as to preferred petrol brand/outlets and type of fuel to be used. Drivers must ensure that they use the nominated brand/outlets to ensure St John (NSW) receives its fuel at the lowest possible cost.

The cost of servicing, registration and third party insurance and membership of a motorists association for leased vehicles is included in the lease costs of the vehicle. Where the vehicle is owned, these costs are a charge to the company.

The driver or delegated responsible officer of the vehicle is responsible for ensuring that it is serviced in accordance with the manufacturer's specifications.



The company does not pay for car washing/detailing for administrative vehicles (categories 2 to 4). It is the responsibility of the driver to ensure that they maintain the vehicle in a clean and tidy state both internally and externally. The motor vehicle is a Company asset and has been entrusted to the employee. Failure to comply may result in re-evaluation of a Company car facility or other actions.

The Manager Property & Fleet will conduct regular audits/inspections on motor vehicles to ensure that they reflect the organization in the correct way and that the assets are maintained so as to maximize the resale/trade in value.

Motor vehicles found to be neglected, in a state of disrepair or damaged will be reported to the General Manager Corporate Services and the Manager of the cost centre of employee entrusted with the Motor Vehicle or in the case of State Fleet vehicles to the General Manager Membership & Community Services for follow up action.

## 2.5 Purchase, Disposal and Changeover of Vehicles

All motor vehicles will be purchased, leased or disposed of, or otherwise allocated by the Property & Fleet Group within Corporate Services.

Vehicle replacement/changeover will be managed by recommendation of the Manager Property & Fleet and based on a number of factors including:-

- a. Based on kilometers travelled and usage requirements
- b. Based on the current 2<sup>nd</sup> hand vehicle market
- c. With the primary aim of break even or surplus on written down value (WDV).
- d. Cost of changeover relevant to cost of fit out eg. vans with shelving etc.  
Special consideration will be given to FAS Vehicles with considerable signage, light bars etc. as well as projected usage.
- e. Cash Flow availability
- f. For leased vehicles at expiry of term of lease.

Therefore the actual replacement/changeover may vary considerably depending on the combination and impact of the above factors.

## 2.6 Substitute Vehicles

Where a company vehicle is off the road, the employee may have the use of a spare vehicle (if one is available) or a loan vehicle from the repairer (if available) or with the approval of their Manager and the Manager Property & Fleet, a leased or rental vehicle.

## 2.7 Personal Use of Vehicles

All company vehicles except those in Categories 5 & 6 (where specific requirements and/or qualifications are required) may be driven by the assigned driver or immediate family members and personal use of the vehicle during periods of leave is acceptable. Where the vehicle is to be driven beyond the NSW State borders during a period of leave, it is acceptable to use the fuel card for fuel purchases, but those purchases made with the fuel card outside NSW are to be reimbursed to the company.

## 2.8 Options & Accessories

All vehicles will be supplied with a standard set of accessories as negotiated with our suppliers. Tow bars are not standard equipment and will be fitted for business purposes only. No other options are permitted except through an approved business case, recommended and signed by the departmental head, and approved by the General Manager Corporate Services. Options fitted at the expense of an employee become corporate property and no rebate or refund is permitted upon disposal. A hands free mobile phone kit will be installed for employees who are issued with a mobile phone for business purposes where Bluetooth capability is not a standard feature on the motor vehicle; or where Bluetooth connectivity is deemed not sufficient for business needs. Personalised plates are not allowed due to ongoing costs incl. admin.

## 2.9 Traffic Infringements and Parking Fines

All traffic infringement notices must be paid by the person driving at the time of the infringement. Upon receipt of a traffic infringement notice, the Manager Property & Fleet will complete the necessary Statutory Declaration and return the notice to the issuing authority. A photocopy of the infringement notice will be forwarded to the person driving at the time of the infringement. It is imperative that the matter be settled immediately and if any further action is taken by external authorities the matter will be referred to the CEO. St John reputation and status in the community is of vital importance and any actions re recovery of debts re infringement notices could have a detrimental effect.

## 2.10 Comprehensive Vehicle Insurance

The company has a comprehensive insurance policy on all vehicles 10 years old and under.

## 2.11 Vehicle Accidents

In the event of an accident the first consideration should be to ensure that no one is injured. The following steps should be followed:

- Call an ambulance if required
- Call the police if you think the damage is in excess of \$1,000.
- Call a tow truck if the vehicle is not drivable.
- Exchange details with the other driver including name and address, license number, registration number, year make and model of vehicle, insurance details, names of independent witnesses (if any).
- Do not make any admissions of liability.
- Report the accident to the Manager Property & Fleet as soon as possible who will arrange accident report forms and necessary repairs.

## 2.12 Driving Licences

All persons driving a company vehicle must possess a current NSW driver's license. An employee must advise their immediate Manager and the Manager Property & Fleet immediately if their license is cancelled or not renewed for any reason.

## 2.13 Prohibited Use of Vehicle

Drivers are prohibited from driving, or allowing their company vehicle being driven by a person:

- Who has consumed alcohol or drugs in quantities greater than those prescribed by law.
- For carriage of a load in excess of that which the manufacturer recommends.
- Who is unlicensed or disqualified.
- In circumstances or conditions or in a manner that is likely to cause damage to the vehicle.
- In a manner that is likely to bring St John NSW into disrepute or damage the communities perception of our organization.
- The vehicle must not be used as a hire vehicle or used to gain personal benefit in cash or in kind.

## 2.14 Excessive Accidents

Where the driver is responsible for a number of accidents/damage to a vehicle, the organisation reserves the right to review the existing arrangements which may include loss of access to a company motor vehicle. Drivers with a poor accident record may be required to attend special driver training.