

Policy EQU1

Use of Workcentre Vehicle Policy



This policy sets out the procedure for use of the Workcentre van.

- 1.1 If GBWCT staff wish to use the van in the context of Workcentre business, the following guidelines apply:
 2. Use of the GBWCT van will need to be booked ahead and confirmed with the van coordinator. There will be no guarantee of availability if an arrangement has not been made prior.
 3. The nominated driver must hold a full licence.
 4. The GBWCT Manager must sight the driver's license and take a photocopy to be kept on file for insurance purposes.
 5. Nominated drivers must refrain from using alcohol or drugs (or being under the influence of the same) for the entire time for which they are responsible for the vehicle. No-one may smoke in the vehicle at any time.
 6. There must be no more than eight people (including the driver) travelling in the GBWCT van. It is the responsibility of the nominated driver (or group leader) to ensure that everyone travelling in the vehicle wears a seatbelt at all times.
 7. The nominated driver/group leader should check oil and water levels and tyre pressure before departure.
 8. Under no circumstances should the vehicle be left unlocked if unattended.
 9. The van should not be driven 'off-road' (i.e. unsealed or poor roads requiring 4WD).
 10. Before leaving the Workcentre, the odometer reading must be entered in the Odometer book held by the office worker. Upon return to the Workcentre the nominated driver (or group leader) must enter details of mileage, course name, purpose of trip and destination in the Odometer Book. This will be billed to the relevant course's travel budget.
 11. The van is to be tidied, locked and the key returned to the office worker after use.
- 1.2 A third party can be employed to drive a Workcentre vehicle and carry passengers if they hold the relevant commercial license – but this must be negotiated first with the GBWCT manager. The group leader will be responsible for ensuring that the driver acts responsibly and drives safely.
- 1.3 The GBWCT van coordinator has responsibility for ensuring that the GBWCT van is warranted, registered, insured and has a full tank of petrol before it is taken out. Whoever uses the van must notify the coordinator if the van needs re-fuelling, or if any items from the First Aid Kit (located in the glove box) are used.

- 1.4 Any accidents, damage to the vehicle or mechanical/safety concerns (e.g. strange noises, high oil consumption) must be reported to the van coordinator as soon as possible. (NB: any accident involving injury must be reported to the Police within 24 hours). Under no circumstances should the driver admit liability to anyone in the event of an accident – this will be determined by GBWCT's insurance company and/or Police.
- 1.5 Any traffic infringements (e.g. speeding or parking tickets) will be the sole responsibility of the driver – GBWCT accepts no liability for payment of fines incurred.