## Use of Motor Vehicle Policy

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| **Version:** 001 |
| **Date approved:** |
| **Date of review:** |
| **Authority to amend: Board** |
| **Related documents** |

### Use of ABCD vehicle

Staff must have an appropriate current driver’s license before using any ABCD motor vehicle. The currency of all licenses will be checked annually and a copy of the license kept on personal files.

ABCD vehicle may only be taken home by staff with the approval of the Manager. The vehicle must be locked at all times.

The primary user of the vehicle will ensure that the vehicle is maintained to the appropriate standard by:

* cleaning the vehicle inside and out on a regular basis (at least once a month)
* making sure the vehicle has petrol and oil at all times
* reporting when the vehicle has been damaged or when repairs are required.

### Use of private vehicles

Staff and volunteers at ABCD may occasionally be required to use their own vehicle for work purposes. Staff and volunteers are encouraged to inform their individual insurance companies of this issue.

Staff and volunteers will be reimbursed a travel allowance for use of their own vehicle for work purposes.