



## **VEHICLE USAGE POLICY**

This policy exists to provide guidelines for the usage of Fauna Rescue of SA Inc. Vehicles.

### **1. PURPOSE**

The purpose of this policy is to protect Fauna Rescue of SA Inc. assets and the safety of its members. It ensures Fauna Rescue members understand the principles associated with the use of Fauna Rescue vehicles, that the association's vehicles are well respected and maintained at all times. This policy applies to all Fauna Rescue members who drive any Fauna Rescue of SA Inc. owned vehicle.

### **2. RESPONSIBILITIES**

#### **a. Vehicle Coordinator**

The Vehicle Coordinator is appointed by the Fauna Rescue Committee at the first General Meeting after the AGM, or at any other time required should the position become vacant.

The Vehicle Coordinator is responsible for:

- Managing the service and maintenance of Fauna Rescue vehicles
- Managing vehicle bookings
- Maintaining a record of driver's licence details of all members authorised to drive Fauna Rescue vehicles
- Maintaining all other required vehicle administration
- Submitting vehicle condition reports to the Fauna Rescue Committee at General Meetings.

#### **b. Members**

Members must:

- Treat the vehicle with respect at all times
- Ensure the vehicle is registered and roadworthy before driving
- Record all journeys in the vehicle logbook
- Document any damages or problems with the vehicle in the maintenance book located in the glovebox and report same to the Vehicle Coordinator as soon as possible
- Complete any other relevant forms
- Abide by this policy at all times

### **3. POLICY**

#### **a. General**

Spare keys for Fauna Rescue vehicles are to be stored in the key safe located at Fauna Rescue Headquarters.

Fauna Rescue vehicles are to be insured at all times.

A copy of the Vehicle usage Policy and the Vehicle Emergency Guidelines are to be kept in the glovebox of vehicle at all times.

The Fauna Rescue vehicle is only to be driven by a member of Fauna Rescue of SA Inc., unless prior approval has been granted by The Chairperson.

The Fauna Rescue Committee reserves the right to withdraw authority to drive Fauna Rescue vehicles of any member.

**b. Prerequisites to Drive**

To be eligible to drive any Fauna Rescue vehicle, members must:

- Read, understand and abide by this policy
- Have an appropriate and current driver's licence for the class required
- Have their licence details on record with the Vehicle Coordinator
- Be at least 25 years of age
- Have held a licence to drive in South Australia with no endorsements for at least 2 years
- Book the vehicle in advance with the Vehicle Coordinator

**c. Usage**

While a member has usage of a Fauna Rescue vehicle, members must:

- Obey traffic laws and respect other drivers
- Drive safely at all times
- If applicable, wear glasses or contact lenses when driving
- Not be under the influence of drugs and/or alcohol
- Check the vehicle to ensure tyre pressure and all car fluids are at appropriate levels and all lights are in working order
- Avoid double-parking, blocking entrances and engaging in other traffic violations that may result in fines
- Clean both the interior and exterior of vehicle on completion of use
- Automated car washing systems should be avoided, as they may damage the finish of the vehicle
- There is a NO SMOKING policy in all Fauna Rescue vehicles
- Return vehicles with fuel tank at least a quarter full and submit any fuel receipts as per Fauna Rescue Expense Claim Policy
- Return Fauna Rescue Vehicles nightly and garage in the Fauna Rescue Headquarters building at 24 Gaelic Avenue, Holden Hill, SA, unless permission to retain overnight in a secured area has been granted by the Vehicle Coordinator

**d. Insurance and Accidents**

If you have an accident, do not make any claims regarding liability - FACTS ONLY, NO COMMENT.

Insurance is void for members driving who are found to have a blood alcohol reading of over .05. If any member is involved in an accident whilst over .05, the member will be liable for any damage.

The standard policy excess is \$500.

At the scene of the accident, exchange personal details with other driver(s).

Call the Vehicle Coordinator as soon as possible after the accident and assist with all information and requirements relating to the accident.

It is a condition of use that by driving Fauna Rescue vehicles, if a member is found to be responsible for an accident, they will be required to pay the policy excess.

If a Fauna Rescue vehicle is found to have been returned damaged wilfully, or through negligence, the member will be required to pay the policy excess.

Negligent acts, such as water damage from windows left down whilst it is raining, spilt liquids (e.g., coffee), etc., will be the responsibility of the member to bear all cleaning costs.

**e. Roadside Assistance**

In the event that the Fauna Rescue vehicle cannot be driven (refer to the Vehicle Emergency Guidelines, located in the glovebox of the vehicle), if Roadside Assistance has been requested/used, inform the Vehicle Coordinator as soon as possible.

**f. Infringement Notices/Fines**

It is a condition of use that by driving a Fauna Rescue vehicle, the member accepts liability for all infringements.

If a member receives a serious infringement, e.g. excessive speeding, the member may, at the Fauna Rescue Committee’s discretion, lose their authority to drive a Fauna Rescue vehicle.

Upon receiving any infringements in the mail, the Vehicle Coordinator will send an email to the member who was responsible for the vehicle at the time of the infringement, notifying them of the infringement and supply the member with a copy of the fine.

The member has 24 hours to respond to the Vehicle Coordinator to identify themselves as the driver or not. If the member does not respond to the email within 24 hours the member will automatically be nominated as the driver.

If the member disputes that they were driving, it is up to the member to document this and provide evidence that they were not driving the vehicle on the day in question.

If a member receives a fine or infringement notice (e.g., parking ticket), it is recommended that the member pay it on the day received. If the member does not do so, the member may be liable for any additional costs incurred by Fauna Rescue of SA Inc.

**4. REVIEW OF POLICY**

This policy will be reviewed yearly. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate or valid in its current form, the policy shall be reviewed immediately and amended accordingly.

**Fauna Rescue of SA Inc – Vehicle Usage Policy Agreement**

Please sign this page and return to the Secretary  
P.O. Box 241, Modbury North, S.A. 5092

**PLEASE KEEP THE POLICY DOCUMENT FOR YOUR FUTURE REFERENCE**

Name (PLEASE USE CAPITAL LETTERS): \_\_\_\_\_

**I have read, understood and agree to abide by the Fauna Rescue of SA Inc. Vehicle Usage Policy dated 10 May 2022 to the best of my ability.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_