

# Mildura Disability Support Car Policy



**Date Created:** 10<sup>th</sup> April 2025

**Reviewed By:** Narelle Fraser – Director

This policy outlines the appropriate use of both company and private vehicles for work-related purposes at Mildura Disability Support.

## 1. Company Car Policy

### Storage Location:

- The company vehicles when not in use, will be stored in the carport or in the street 2/225 12<sup>th</sup> Street, Mildura. See below pictures.

### Key Storage:

- Cars are booked via Google calendar, and access will be provided to you. If a company car is not available, you are permitted to use your own vehicle with management approval.

Keys are stored in a key safe. It is located on the gate of 2/225 12<sup>th</sup> Street, Mildura. See below picture.

Code for key safe:

### FACE

Put the letters to FACE and then pull the cylinder down. Put the key in it and snap the cylinder back into place.

Then mix the code up to lock it again.

Record your km travelled in ShiftCare in the mileage section.

### Usage Guidelines:

- The company car is strictly for work-related purposes.
- Drivers must adhere to all road safety laws and ensure the vehicle is driven responsibly.
- Drivers are strictly prohibited from operating the vehicle under the influence of drugs or alcohol.
- Smoking or the consumption of alcohol in the vehicle is strictly prohibited.
- The vehicle must be kept clean and tidy at all times.
- No one except clients or their children (under 18) may be transported by staff in company vehicles.

### Damage or Incident Reporting:

- Any damage to the vehicle or involvement in an accident must be reported immediately to management. If you are in a car accident, please get the details of the other driver, and witness names and phone numbers. Please report the accident to the Disability Support Coordinator and complete an incident report in ShiftCare. If the car is not driveable an insurance claim will need to be made for the car to be towed. Insurance claims are managements responsibility.

If you have less than 5 years driving experience, and have an accident that is your fault, you will be required to pay the inexperienced driver excess. This is the excess above the normal excess. If you are involved in an accident that is not your fault, you will not be required to pay the excess.

In the event the car breaks down and cannot be driven, please call RACV on 131111.



### Fuel and Maintenance:

- The company will cover all fuel and maintenance costs. Staff must ensure they re-fuel vehicles when they get to a quarter full, with the Shell fuel cards located in the vehicle consoles at Shell fuel stations using the PIN 1234. It is not necessary to keep the receipts.

- Staff must check the oil and water before each trip likely to be over 30km total for their shift.
- Staff must refill the water if it is low and report the oil level to management if it is low.

### Driver Eligibility:

- Staff must hold a valid driver's licence and notify management immediately if their licence is suspended or revoked.

## 2. Staff's Own Car Use Policy

### Requirements for Private Vehicle Use for Work:

- Staff must ensure their vehicle is **clean** and free of anything offensive or inappropriate (as defined below).
- Vehicles used for work purposes must be **insured comprehensively** and comply with all legal standards, including up-to-date registration and maintenance.
  - Staff must email a copy of their certificate of currency to MDS within 7 days of signing this policy or before using their private vehicle for work. Email to [admin@milduradisability.support](mailto:admin@milduradisability.support)

### Definition of Offensive or Inappropriate:

- **Offensive:** Material that contains or promotes discrimination, hatred, violence, profanity, or sexually explicit content. This includes bumper stickers, decals, or any visible displays.
- **Inappropriate:** Items or materials that create a negative or unprofessional image, such as excessive clutter, personal hygiene items in view, or anything unsuitable for a professional setting.

### Behaviour While Driving:

- **Staff must not drive under the influence of drugs or alcohol.**
- Staff must comply with all road rules and refrain from using mobile phones or engaging in unsafe behaviour while driving.

### Dash Cam Usage Policy

All company vehicles are equipped with dashcams for safety and security purposes. These devices record video footage of the area outside the front of the vehicle and audio, including conversations held inside the vehicle, while the engine is running. The recordings are used to enhance safety, monitor compliance with company policies, and ensure the protection of employees, clients, and assets.

Footage from the dashcams will only be reviewed if required as part of an investigation into an incident or in response to a complaint made by a client. By using a company vehicle, you acknowledge and consent to the recording of video and audio as part of this safety initiative.



### **Mileage Reimbursement:**

- Reimbursement for kilometres driven for work purposes over 10km, will be provided in line with the agreed-upon rate for km travelled whilst with the client. Mileage must be updated in ShiftCare when using own vehicle on shifts.
- Staff must complete a mileage reimbursement form and submit to [info@milduradisability.support](mailto:info@milduradisability.support) by Monday 9am weekly for the previous pay week. Mileage reimbursement will not be processed without a mileage reimbursement claim form being submitted and the total km recorded in the relevant shift. Staff must maintain accurate records of trips for reimbursement purposes.

### **Carpooling and Client Transport:**

- Staff transporting clients must prioritise client safety, ensuring seat belts are worn at all times and driving is conducted safely.
- Only clients or their children (under 18) may be transported by staff in private vehicles for work purposes.

### **Disciplinary Action**

Failure to comply with this policy may result in:

- Verbal or written warnings.
- Suspension of driving privileges for company vehicles.
- Reimbursement claims being denied.
- Further disciplinary action, up to and including termination of employment, depending on the severity of the breach.

### **Acknowledgement and Agreement**

By signing below, you acknowledge that you have read, understood, and agree to abide by the terms outlined in this policy.

	Signature	Date
Employee		

This policy will be reviewed annually or as needed to ensure compliance and relevance.

### **Mildura Disability Support**

For questions or clarifications, contact **Admin@milduradisability.support** or **0497 173 572**.



Wright Court - Street parking for 3 company cars.

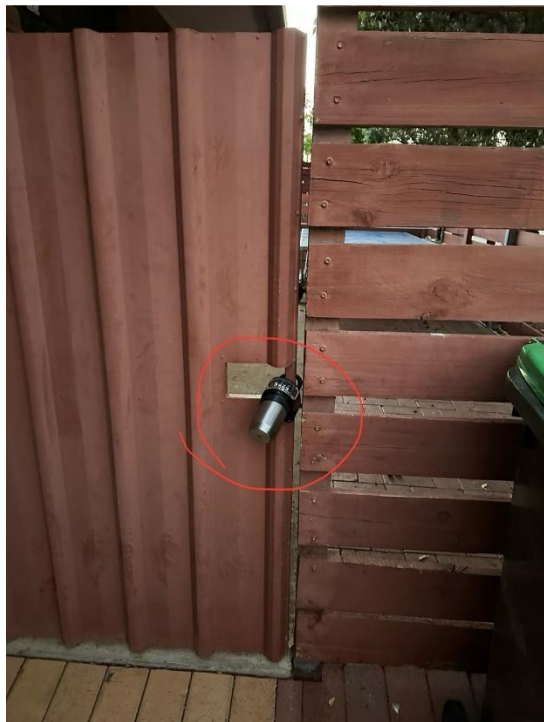
Twelfth street – Park staff cars



Where to park company car. Grey Mazda goes under the Carport where indicated above.



To enter the MDS respite house at 2/225 12<sup>th</sup> Street, Mildura.



Location of the key safe for MDS respite house front doors & the cars.