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| **MOTOR VEHICLE AND TRAVEL POLICY** Version 2 (April 2018) |

**AIM:**

This policy is aimed to ensure the responsibility and process for all internal staff in relation to travel via car, plane or other means. This policy highlights the requirements, responsibilities and costs associated for the employees and Employer where use of a motor vehicle for company purposes is involved.

**IMPLEMENTATION:**

**COMPANY CAR USE:**

All Consultants and Staff that are insured to drive HAFDC company car must provide a copy of their driver’s license to the office that will be placed on file.

The Company care must not be driven by anyone that is not insured or approved to drive the car.

All Consultants and Staff that are permitted to drive the car must ensure that they notify Management if there is any reason that they are unable to drive the car legally (i.e.: revoked license etc.)

All road rules are to be followed when driving the car.

When driving the car, the driver is responsible for all speeding/ parking infringements and other related fines whilst driving / using the car.

Consultants and staff are responsible, including cost associated with, ensuring that the car is kept well cleaned and maintained (inside and outside)

If the car is used for personal use the cost of petrol is to be paid for by the Consultant / Staff member who is using the car.

Petrol will be paid for by Holistic Approach Family Day Care Scheme in line with the current EBA when the car is used for business purposes.

If you are involved in an accident and are liable you are responsible for the excess of the insurance.

Any accidents that occur in the car must be reported as soon as possible to the Operations Manager.

The car will be regularly maintained (meaning ‘KIA service’ as indicated by manufacturer) by Holistic Approach Family Day Care Scheme.

A log book must be completed each time the car is used for business purposes.

**CAR HIRE:**

It is your responsibility of the driver of the vehicle to ensure that the MAXIMUM INSURANCE PROTECTION is taken out at the time of hiring the vehicle. A request will be made on booking for the maximum cover to apply, HOWEVER ULTIMATELY THE RESPONSIBILTY RESTS WITH THE DRIVER OF THE VEHICLE.

Failure to obtain maximum cover will result in the driver of the vehicle being responsible for the excess on the vehicle and not ALINA DAN CONSULTANCY OR HOLISTIC APPROACH FAMILY DAY CARE SCHEME in the event a claim needs to be made for a motor vehicle accident or other damage.

**IN RELATION TO FLIGHTS:**

It is each employee or Contractors responsibility to allow to catch any flight. The recommended time from the airlines is 1 hour prior to the flight departure time, with check in closing 30 minutes prior to the departure time. Checked baggage must be checked in a minimum of 30 minutes prior to departure time. Self-check in of checked baggage closes about 35-40 minutes prior to departure.

Failure to be at the airport prior to the flight closing will result in the employee or contractor being responsible for the costs associated with changing flights or the purchasing of new ticket.

These costs may also include further accommodation and travel expenses.

**MOTOR VEHICLE ACCIDENTS:**

If an employee has an accident in a company vehicle which they are approved by the employer to utilise for work purposes and an at fault accident occurs, the employer can make a claim through the company insurance (NRMA) – the employee is responsible for the excess. Should the employee have an accident in a company car and NOT be the at fault driver all details of the at fault driver must be collected (Driver’s License number and a copy taken on your phone, address, phone number and the at fault drivers insurance details, and police record number if applicable) a claim will then be made through the company’s insurance with no excess payable if the employee is proven to not be at fault.

If an employee has an accident in their personal vehicle which they are approved by the employer to utilise for work purposes and an at fault accident occurs, during work hours, the employee will make a claim through their personal insurance – the employee is responsible for the excess. Should the employee have an accident in a personal vehicle and NOT be the at fault driver all details of the at fault driver must be collected (Driver’s License number and a copy taken on your phone, address, phone number and the at fault drivers insurance details, and police record number if applicable) a claim can then be made through their personal insurance with no excess payable if the employee is proven to not be at fault.

A copy of the claim documentation should be provided to the employer to be held on file should any further follow up be required.

All employees who utilise their personal car for work purposes need to maintain the vehicle in a road worthy condition (evidence of which is to be provided to the employer) with full comprehensive insurance – (a copy of which is to be provided to the employer also).

**FRINGE BENEFITS TAX (Company Car Use Only):**

Use of the company car will require log books to be filled out for each kilometer driven, including personal usage, beginning as soon as this document is approved. All usage which is deemed to be for personal use will accrue FBT at the end of each FBT year. Upon the conclusion of the FBT year HAFDC will seek a figure for the personal usage of the vehicle and this amount will need to be repaid at an agreed rate between employee and employer. This amount may be deducted from your wage each week in advance based on an average yearly FBT amount or the FBT may be paid in full at the end of each FBT year.

If you do not use the car for personal use there will be no need for FBT to be paid.

**SOURCES/LEGISLATIVE REQUIREMENTS:**

Fair Work Australia

Holistic Approach EBA

National Employment Standards

Australian Taxation Office

**REVIEW PROCESS:**

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| Version | Date | Responsible Person |
| 1 | October, 2017 | Michelle Florimo |
| 2 | April, 2018 | Michelle Florimo |

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