

Rowing SA Rental Vehicle Policy			
Policy number	RVP001	Version number	1
Drafted by	Christine Newberry, Catherine McDougall, Andrew Swift	Board approval on	June 2024
Person Responsible	Andrew Swift and Christine Newberry	Scheduled review date	June 2026

1. Scope

This procedure applies to all Rowing South Australia (Rowing SA) members, volunteers and staff, who are driving a rental car required while on Rowing SA business. This policy outlines responsibilities for the use and safety of the vehicle.

Rental vehicles are required from time to time when representing Rowing SA. When a Coach, Team Manager, Chaperone or Member is required to use a vehicle, this business is classified as “work” and accordingly expectations are placed on drivers to manage the workplace health and safety risks to themselves, any passengers and road users. The following expectations also apply when driving a private vehicle for Rowing SA business or events.

2. Authorised Operators

Coaches, Team Managers, Chaperones, Volunteers, or staff may be required to use a vehicle, either privately owned or rented. To be covered by Rowing SA insurance, they must:

1. Be a current member of the Rowing SA.
2. Be employed by or representing Rowing SA
3. Hold the correct Drivers Licence required Australian law.
4. Be a member of the Rowing SA Board of Directors or have been given approval by the board to drive the vehicle.
5. Have read and agreed to this Policy.

3. Driver Responsibility

The obligations of employees and authorised designated drivers with respect to the use, maintenance and care of motor vehicles supplied by Rowing SA

- The vehicle shall only be operated (driven) by persons 25 years and over, who hold a Full Australian Driver's License (Car and are permitted to drive a vehicle).
- Persons operating the vehicle shall always obey all road rules and regulations, such as obeying traffic signs, speed signs, parking restriction signs, drink driving laws etc.
- At all times, drivers must drive in a manner appropriate for representing Rowing SA in a professional capacity.
- Once the vehicle is received, the vehicle, should be thoroughly checked for any existing damage or issues. If necessary, use your phone to film the exterior of the vehicle highlighting any existing damage.
- The vehicle must not be driven if alcohol or drugs have been consumed or absorbed.
- To ensure that the provisions of any insurance policy relating to the motor vehicle are observed. This includes immediately reporting any incidents or accidents involving the vehicle.
- It is the drivers responsible to promptly pay all parking and traffic infringement penalties.
- To ensure that the motor vehicle is securely locked when left unattended and that any alarm system fitted to the motor vehicle is turned on.

- To ensure that the motor vehicle is not driven by anyone other than the authorised driver or an approved designated driver.
- To ensure that the motor vehicle is kept in a clean and satisfactory condition both inside and out.
- To ensure that the First Aid Kit, Hi Vis Safety Vest and torch (where fitted) are not removed from the motor vehicle.
- Smoking is prohibited in all motor vehicles.
- The vehicle is not used for any motorsport activities such as racing.

4. Accidents

In the event of an accident or incident (including where there is no injury to employees and/or damage to the vehicle) the driver shall immediately report this to Rowing SA.

5. Accident Procedure

All accidents involving a vehicle must be reported immediately to Rowing SA.

In the event of an accident involving another non-worker's vehicle the following procedures must be followed (unless the driver is unable to due to injury):

- Stop and render assistance where required and obtain all necessary details from the other driver e.g. their number, licence number, insurer, contact details etc.
- The Police must be called to the scene of the accident in the following circumstances:
- If any person is injured and an ambulance has been called.
- If any damage has been done to third party property, e.g. house, fence, awning, etc.
- If there is a conflict over which driver was at fault.
- A police report must be provided for all minor accidents. Minor accident is defined as low impact, minor or no damage to the car, an ambulance is not required, and no injuries or damage is sustained by any person.

Rowing SA must be notified in all cases involving an accident.

In the event of a critical incident resulting from a motor vehicle accident, the following critical incident response coordination should be followed.

1. Assess situation, call emergency services, assist those in danger.
2. Alert your organisation's emergency response team.
3. Report incident to Rowing SA
4. Complete an incident report that accurately records those involved and a description of the event.

6. Theft of Vehicle

If a vehicle is stolen whilst on Rowing SA business, the police must be contacted immediately, and Rowing SA must be notified.

7. Insurance and Excess

Rowing SA will pay for the insurance for the vehicle.

- Where there is an insurance claim arising from the damage incurred during business use of the vehicle, Rowing SA will be responsible for the excess.
 - Unless - there is an insurance claim arising from damage incurred during unauthorised use the driver will be accountable.
 - Loss or damage to a vehicle in connection with anything that invalidates the insurance, including the act of consuming alcohol or other drugs, or any other act which would constitute a traffic or criminal offence, will result in the employee being held liable for any expenses or claim(s) that arise, that are not covered by the insurance.
 - Depending on the nature and severity of the incident, the employee/volunteer may also be subject to disciplinary action.

8. Vehicle Keys

Lost keys will be replaced at the expense of the driver. The driver can then apply to Rowing SA for reimbursement.

9. Infringement Notices

- All infringement notices issued to the vehicle will be passed onto the driver of the vehicle for payment of the fine or notice. This includes all parking fines at the discretion of Rowing SA.
- Any overdue payment penalties, additional fees and any other fees or expenses relating to the infringement (including but not limited to court fees) will be the responsibility of the driver.
- Should an employee or volunteer be issued with a notice, and they were not driving the vehicle at the time of the offence, the individual may nominate the driver of the vehicle by downloading and completing a Statutory Declaration form before the expiation notice becomes due.
- Payment receipts for infringements are to be provided to Rowing SA.

10. Fatigue Management

It is recommended that drivers:

- take regular and adequate rest breaks.
- stop when fatigued.
- plan the journey, taking into consideration factors such as pre-journey work duties, the length of the trip and post-journey commitments.
- travel a reasonable distance during a day's driving considering factors such as type of vehicle, roadway and traffic conditions, terrain, legal speed and driving times.
- avoid where possible driving in risky hazardous situations i.e. heavy rain, fog, frost, flood, etc.
- make themselves aware of Insurance coverage, including circumstances which are not covered by Insurance, situations where an excess applies to drivers, and when and if Rowing SA would require drivers to pay either an excess or full liability.

11. Driving under the influence of alcohol or drugs

It is illegal to drive a vehicle with an alcohol content over the legal limit or under the influence of illegal drugs. The consequences of driving a vehicle whilst over the legal limit or whilst under the influence of illegal drugs may result in fines and or jail as well as financial penalties associated with the voiding of insurance cover and damage to property expenses.

Any driver found guilty of such an offence will be responsible for the payment of all fines and repair costs resulting from the incident and may be subject to disciplinary action including but not limited to written warnings or ending of their volunteer agreement.

- Employees/Volunteers/Contractors/Third Parties must always observe the relevant statutory laws regarding the consumption of drugs and alcohol.
- Employees/Volunteers/Contractors/Third Parties must consider the use of legal or prescribed drugs that may cause drowsiness or the loss of attention.
- Employees/Volunteers/Contractors/Third Parties must also consider any contraindications of prescribed medications.

12. Use of mobile phone

Whilst driving a vehicle the member, should not under any circumstance operate a mobile phone.

If a call must be made or taken the worker must stop the vehicle in a safe location and ensure that the engine is turned off before using the mobile phone.

13. Rental car fuel

- Renters must not accept the Fuel Service Option; the contract includes a refuelling charge.
- The rental vehicle must be returned to the rental company with a full tank of fuel.

Members who do not have a fuel card may request reimbursement for fuel for rentals using the Reimbursement Procedures via Rowing SA.

14. Car return

Every reasonable effort must be made to return the rental vehicle on time to avoid additional daily or hourly charges.

If extra charges apply, please advise Rowing SA.

15. Authorisation

Date of approval by the Board	25/06/2024
Rowing SA	