



DIOCESAN COUNCIL FUNDED VEHICLES

Approved by Diocesan Council
Review due

12 February 2009

1. GENERAL POLICY

- 1.1 This document details Diocesan Council policy on the size, type, replacement, allocation, usage and management of vehicles allocated to personnel in Departments funded by Diocesan Council.
- 1.2 Specifications in this policy relating to vehicle type and size are for guidance and may be varied to accommodate design changes and for other specific purposes.
- 1.3 Approved standards shall not be varied without prior approval of Diocesan Council. Heads of Departments seeking approval for change shall do so through the Diocesan Secretary.
- 1.4 Selection of new vehicles is to be based on the smallest, most economical vehicle suitable for handling the identified role, with due consideration to:
 - fuel economy
 - running expenses
 - reliability
 - initial cost and trade-in potential
 - suitability for vehicle role

2. REPLACEMENT POLICY

- 2.1 Unless otherwise approved, vehicles are to be replaced after three (3) years or 60,000 kilometres.
- 2.2 Notwithstanding this replacement policy, any vehicle may be replaced before three (3) years or 60,000 kilometres if above average maintenance and/or running costs and/or trade-in value indicate that it is economically desirable to do so. The Diocesan Secretary may recommend such action.
- 2.3 Records of maintenance and running costs of each vehicle are to be maintained by the Diocesan Office as part of fleet management system records. To facilitate this all motor vehicle running costs should be charged through Motorcharge where possible.

3. COLOUR

- 3.1 Personnel to whom specific vehicles are to be allocated may express a choice of colour for consideration provided there is no cost penalty or resultant delivery delay.

4. DRIVER'S RESPONSIBILITY

- 4.1 The Designated Driver is the person to whom the vehicle has been allocated.
- 4.2 The Designated Driver must, as soon as practicable, report all accidents or damage to the vehicle to the Diocesan insurers and the Diocesan Secretary on the appropriate 'Motor Vehicle Accident Procedure' form (available on the website).



- 4.3 The Designated Driver must report a traffic accident to the police when the incident occurs on a road or any place commonly used by the public (including carparks); and
- the incident resulted in bodily harm to any person; or
 - the total value of property damaged to all involved parties exceeds \$3000
 - the owner or representative of any damaged property is not present.
- 4.4 It is the responsibility of the Designated Driver to ensure the vehicle is serviced according to the recommended owner's manual maintenance plan, as outlined in the manufacturer's booklet issued with the vehicle.
- 4.5 Adherence to this policy will enhance the resale value of the vehicle and assist in preserving the mechanical condition according to the recommendations of the vehicle manufacturer.
- 4.6 Consistent with this, it is expected that operators maintain vehicles assigned to them in clean condition both inside and out.
- 4.7 Unless otherwise determined by the appropriate Church Council or Head of Department, vehicles may be used by the Designated Driver when on annual or long service leave, subject always to the Designated Driver meeting the cost of fuel in respect to the use of a vehicle when it is used for private business outside of the metropolitan area (or beyond a reasonable distance from home in the case of regional drivers) during annual and long service leave periods.
- 4.8 The Designated Driver is expected to meet fuel costs when the vehicle is used for private purposes in excess of what is considered reasonable by the Director of Finance.
- 4.9 A Designated Driver holding a probationary driving licence is permitted to drive a Diocesan-owned motor vehicle for business purposes only.
- 4.10 Family members of a Designated Driver are only permitted to drive a Diocesan-owned motor vehicle when in company of the Designated Driver or at any time considered to be of an urgent nature.

5 SPECIAL VEHICLES

- 5.1 Non-standard vehicles such as buses shall be disposed of after three years or as determined otherwise subject to the vehicle's general condition.

6. EQUIPMENT AND ACCESSORIES

- 6.1 The following gives guidance as to the various equipment and accessories provided in motor vehicles:
- Transmission automatic or manual gearbox at the request of the driver
 - Colour see Clause 3
 - Tyres all vehicles – Steel Radial
 - Mudflaps all vehicles - front and rear
 - Fuel Caps all vehicles - locking type
 - Floor Mats all vehicles
 - CD player / radio all vehicles
 - Air conditioner all vehicles
 - Trailer Hitch only as approved by the Diocesan Secretary from time to time
 - Heated Rear Window all vehicles
 - Other equipment as dictated by the function of the Designated Driver's position in the Diocese.

DIOCESAN COUNCIL POLICY 3



- 6.2 Any other equipment/accessories or options required to be fitted shall be entirely at the user's own expense or as otherwise authorised by the appropriate management committee.

7. VEHICLE SELECTION

- 7.1 The selection of vehicles shall be the responsibility of the Designated Driver in conjunction with the Diocesan Secretary.
- 7.2 Subject to clause 1.4 and 6, unless otherwise approved by Diocesan Council, vehicles shall be the base model within the manufacturer's range of products.
- 7.3 Vehicles shall be chosen on the basis of the lowest engine capacity appropriate for the Designated Driver's function (but not less than 1500cc) and/or budgetary guidelines.

8. DISPOSAL OF VEHICLES

- 8.1 Vehicles will be replaced at three (3) years or 60,000 km except as specified in paragraph 2.2.
- 8.2 Disposal may be by auction, sale by tender or trade-in or by other means as approved by the Diocesan Secretary.

9. ACQUISITION

- 9.1 All aspects of acquisition are to be co-ordinated by a member of staff appointed by the Diocesan Secretary.
- 9.2 The identification of vehicles and their components and optional accessories shall be recorded by a member of staff appointed by the Diocesan Secretary.