



CONDITIONS OF USE

1. Other than in exceptional circumstances only volunteers authorised by the Motor Vehicle Policy are permitted to drive City of Wanneroo motor vehicles. Such exceptional circumstances would normally be limited to those instances when:
 - a) in the course of the vehicle's normal use it is necessary to entrust it to the custody of another party [e.g. parking attendants or garage staff]
 - b) illness or other indisposition of the authorised employee driver whilst actually using the vehicle necessitates that another party takes over.
2. Volunteers with commuting use of a City motor vehicle must have the vehicle off the road by 6.00pm unless on authorised business.
3. Motor vehicles are not to be used by, or loaned to other persons, for private use. Only with the approval of the Director, and/or Unit Manager may volunteers borrow motor vehicles for authorised business.
4. Ignition keys are not to be left in parked vehicles at any time.
5. Covering of the City emblem on motor vehicle doors will not be tolerated under any circumstances.
6. In NO circumstances should any person drive or permit another to drive a City motor vehicle who:
 - a) does not hold a valid drivers licence for the type of vehicle concerned;
 - b) has been refused motor vehicle insurance or continuance thereof by any insurer;
 - c) drive whilst under the influence of alcohol or drugs.
7. All motor vehicles are safely maintained and drivers are required to report obvious defects which may develop such as worn tyres, faulty steering, inoperative driving and signalling lamps, poor or uneven braking or similar unsafe condition. Volunteers responsible for City motor vehicles are to ensure they are maintained per service schedule and kept in a clean and tidy state.
8. Drivers are personally liable to pay all fines imposed for parking and traffic offences committed whilst the motor vehicle is in their control. All traffic offences, other than parking infringements, are to be reported to the Director and/or Unit Manager.
9. Upon any City motor vehicle involved in an accident the driver is to:
 - a) render necessary assistance to any injured person and report details of the accident to the Police if there has been harm caused to any person;
 - b) report the accident to the nearest Police Station within 24 hours if the damage to the City vehicle and/or other vehicles or property involved is considered to be more than \$100;
 - c) secure the necessary details regarding other person or vehicles involved, complete accident detail form and present it to your co-ordinator.
 - d) complete any necessary insurance claim forms or other documentation immediately with your co-ordinator .
 - e) under no circumstances admit liability for causing the accident.
10. During normal working hours, all fuel must be obtained from the Works Depot unless a fuel card is provided. For rostered after hours duties and emergency situations, fuel can be purchased from retail outlets. Driver's signature and vehicle plate number must appear on invoice.



11. In the event of a breakdown , refer to the instructions covering breakdowns found in the glove box compartment of the vehicle and ring the Community Support Services Administrator (94055600) to report the incident.
12. The City will be responsible for the payment of running costs incurred whilst the motor vehicle is being used on official business. Any expenses incurred are to be supported by proper invoices.
13. When travelling outside the metropolitan area no expenses for repair or renovation in excess of \$50 are to be undertaken without approval from the Community Support Services Administrator (94055600)
14. The authorised driver is to ensure that the motor vehicle is :
 - a) washed at least once every week;
 - b) kept adequately maintained in accordance with the vehicle manufacturer's instruction handbook
 - c) condition and/or operation of tyres, wheels, steering, brakes driving and signalling lamps, engine, transmission and body is checked at least once a month and report any defects noted during such check or becoming apparent at any other time and have all such defects rectified before further use of the vehicle.If any defect is identified complete a Job Card and report to Community Support Services Administrator (94055600)
15. Use of a motor vehicle whilst in an unsafe condition can void indemnity otherwise granted by insurers and render the driver personally liable for any damage sustained.
16. The allocation and distribution of commuting use only vehicles is at the absolute discretion of the Director and/or Unit Manager.

VOLUNTEER DRIVER DECLARATION:

I, _____ hereby declare:

1. I am the holder of a current motor vehicle driver's licence and have no knowledge of any circumstances which could cause its cancellation or suspension.
2. I have not been refused motor vehicle insurance or continuance thereof by an insurer.
3. I acknowledge and understand the Conditions of Use of City Motor Vehicles set out above.

Employee Signature _____ Date _____

VOLUNTEER DRIVER'S LICENCE DETAILS

State issued _____ No. _____ Class _____

Expiry Date _____ F extension _____ Yes/No

Conditions or Endorsements [if any] _____