



TRAVEL AND MOTOR VEHICLE POLICY

VERSION 1.3 November 2021

Artistic Swimming WA's vision

Artistic Swimming WA's vision is "To Make Artistic Swimming the Sport of Choice in WA"

Our mission is to make artistic swimming:

- ☆ Accessible
- ☆ Affordable
- ☆ Fun
- ☆ Well run, providing pathways for recreational participation and state / national competition

Policy objective

1. HEALTH AND SAFETY

It is recognised by Artistic Swimming WA (ASWA) that workplace road safety is an important occupational health and safety issue. By addressing road safety issues with our employees, contractors and volunteers, ASWA is expecting to make a major impact on their safety.

ASWA employees, contractors and volunteers agree to the following conditions when using an ASWA vehicle:

- Only authorised drivers are permitted to operate ASWA vehicles.
- The authorised driver must take responsibility for both the driver and passenger conduct.
- The authorised driver will only operate an ASWA vehicle that they are licensed to drive.
- The authorised driver must obey all road and safety regulations.
- The authorised driver must ensure appropriate behaviour of passengers.
- The authorised driver is not to operate an ASWA vehicle if under the influence of alcohol or drugs.
- Smoking is prohibited in all ASWA vehicles.
- At any time, if you become aware of any problem that makes the vehicle unsafe, you should stop the vehicle as soon as it is safe to do so and report the problem to the supervisor or President.
- Vehicle shall not be abandoned in the event of a breakdown.
- The authorised driver must not operate a motor vehicle that is unlicensed, unsafe or is uninsured.
- Mobile phones must not be used whilst driving unless secured in a commercially designed holder fixed to the motor vehicle or can be operated by the driver without touching any part of the phone.
- The authorised driver is not to operate an ASWA vehicle if they are fatigued. Signs of fatigue are yawning, blinking more than usual, having trouble keeping your head up, noticing your eyes closing for a moment or going out of focus, or zoning out whilst driving. If fatigued or driving for long distances, it is important that the authorised driver either swap drivers where possible, stop for a break, or stop to have a short sleep.

Failure to comply with these health and safety conditions while driving an ASWA vehicle may result in disciplinary action and/or removal from the register of authorised drivers.

Authorised drivers may be required to attend safe driving or advanced driver training programs. These driver-training programs aim to promote a better understanding of safe and unsafe road practices, respecting others on the road and obeying the road rules. Failure to participate in the safe driver-training program will result in the driver's name being removed from the Register of Authorised Drivers.

2. PARKING AND TRAFFIC INFRINGEMENTS

It is the responsibility of the authorised driver to comply with all traffic rules and parking ordinances.

All parking and traffic infringement fines are the responsibility of the authorised driver and will not be paid by ASWA.

Repeated instances of traffic infringements may result in disciplinary action and/or removal from the Register of Authorised Drivers at the discretion of the Board.

3. REGIONAL AREA DRIVING

It is recognised by the Board that workplace road safety is an important occupation health issue, particularly when driving in remote locations. All employees, contractors and volunteers agree to the following conditions when driving in remote locations:

3.1 Travel on commonly used roads (includes sealed and unsealed roads)

ASWA contractors, volunteers and employees may require travel to perform aspects of their role. Accordingly, the organisation seeks to ensure each person's health and safety during their travel.

The following points are designed to ensure safety and comfort for contractors, volunteers and employees:

- Vehicles used shall best fit the geography for each trip.
- Travelling on commonly used roads (includes sealed and unsealed roads) is recommended.
- Staff travelling to Regional WA shall hire or be issued with a suitable vehicle for long distance regional driving.
- Employees are responsible to ensure their vehicle is equipped with an appropriate range of safety features and equipment such as:

3.2 Pre and post travel requirements

The authorised driver is responsible for the vehicle and passengers. It is the driver's responsibility to conduct vehicle checks prior to commencing any journey. The check shall include:

- Lights – indicators, brake, night driving lights
- Seat position

- Side and rear mirror position for driver
- Stowage of baggage and equipment
 - Equipment shall not sit at a height higher than $\frac{3}{4}$ of the rear passenger seat (excluding headrest) height
- Tire pressure and spare
- Fuel

Before starting travel each day, the authorised driver must ensure their vehicle is equipped with the following:

- Water – for both car and personal use (4L per day)
- Sufficient fuel for the anticipated journey – it is recommended that the tank be kept to a minimum of $\frac{1}{2}$ full
- Suitable lighting – it is not recommended that employees drive between dusk and dawn
- Mobile phone with charger
- Travel plan completed and approved

3.3 Travel plan

A travel plan must be submitted to provide a formal detail of planned vehicle travel in regional areas, both in regard to route and time. The plan is to ensure accountability and safety when travelling. A pre-arranged time shall be in place for each day of regional travel to ensure arrival at destination, and the emergency plan below will be enacted if the no contact has been achieved for 2 hours beyond that time.

Emergency services require an estimated kilometer range from the last contact call made, in order to assist search and rescue recovery protocols to be enacted.

- Completed and submitted to President and Sports Officer before undertaking the travel
- Sports Officer to report the proposed travel in their calendar with reminders on their computer (linked to mobile device)
- If the driver has missed a communication deadline by 2 hours, and the President or Sports Officer cannot contact the driver, the President initiates the process of emergency escalation

Employees, contractors and volunteers who fail to comply with these regional area driving conditions will be subject to disciplinary action and/or removal from the Register of Authorised Drivers.

4. DAMAGE TO VEHICLES – INSURANCE EXCESS COSTS

The authorised driver of the vehicle will be responsible for insurance excess costs associated with insurance claims on damaged vehicles where that damage was caused by their actions. Under circumstances where the authorised driver was not at fault, no insurance excess costs are payable.

The authorised driver has the right of appeal against excess costs directly to the Board.

5. HIRE VEHICLE

Commitments for ASWA employees, contractors and volunteers may necessitate a vehicle to be hired. The vehicle hired must suit the travel required and the suitability of the motor vehicle license held by the person operating the vehicle. Requirements of vehicle pick up and return is the responsibility of the recorded driver or drivers on the hire car agreement. The process of vehicle hire and driver requirements to follow is:

- Vehicle to be hired through a reputable car hire business. At least two quotes to be obtained from separate companies to ensure a competitive price has been offered.
- Hire car insurance is required.
- Driver is responsible for the vehicle and the passengers.
- Driver shall inspect the vehicle in the presence of the sales assistant.
- If this is not possible, photos shall be taken and emailed to the Manager recording all defects.
- Driver shall follow all requirements of the vehicle hire for driving the vehicle.
- Driver shall inquire about breakdown or accident assistance from the sales assistant.

6. REPORTING ACCIDENTS

Under no circumstance must liability for an accident be admitted.

If damage to an ASWA vehicle occurs, immediately contact the President or Sports Officer.

If you have an accident, please follow this procedure:

- Obtain the other driver's name, address, telephone number, driver's license number, insurance company and car license number
- Try to get witnesses' names, addresses and contact telephone numbers
- *Do not* admit the accident was your fault
- Notify either the President or Sports Officer

Following the above steps:

- Report the claim to the insurance company
- Get a quote from the preferred repairer(s)

After the car has been assessed, the assessor will:

- look at the claim form and the vehicle
- make a decision on the repairs
- send the claim form to our insurer, with a copy of the quote and the assessors report
- must retain a copy of *all* correspondence for the President and Sports Officer.

7. INSURANCE

ASWA vehicles are covered by a Motor Vehicle Insurance Policy.

Please note that under the motor vehicle insurance policy you are not covered, if at the time of the accident you:

- were not an authorised driver
- did not have an appropriate or valid driver's license
- were driving an unlicensed vehicle
- were under the influence of alcohol or drugs
- *do not* without reasonable cause remain at the scene of the accident until the police arrived

To minimise motor vehicle break-ins, valuable items (phones, iPad, computers, cash, etc.) should not be left in the vehicle. Personal information about employees, volunteers and/or customers must not be left in the vehicle while unattended.

If an ASWA vehicle is stolen or items in the vehicle are stolen, the procedure is as follows:

- report the theft to the police immediately
- notify either the President or Sports Officer
- complete the insurance claim form.
- return the claim form
- wait four weeks to see if the vehicle or items is recovered
- retain a copy of *all* correspondences for the President and Sports Officer

8. PERSONAL ITEMS

Personal property left in ASWA vehicles is not insured under any circumstances. The ASWA motor vehicle insurance policy does not cover against the loss or theft of personal items. This loss/theft must be claimed under your own personal insurance. ASWA is not liable for any loss or theft of employees', contractors' or volunteers' personal items from an ASWA vehicle.

9. FORMS

The following pages contain the Forms used in the Staff Travel and Motor Vehicle Policy.

Vehicle Travel Plan

Purpose of Journey:				Number of Passengers		Number of vehicles	
Journey:							
Date of journey: J1 Start		End		J2 Start		End	
J3 Start		End					
Who developed the plan:				Who approved the plan:			
Vehicle:							
Make:		Year:		Colour:		Features:	
						Plate number:	
Driver:		Driver contact #:		SWA contact:		Contact #:	

J1 starting from:				Final destination:		
Proposed route:				Date of travel:	Distance:	Approx. travel time:
Stations Communities Towns on route:				Emergency contacts for area:		
Daily call time schedule	Departure time: Location:	Arrival time: Location:	Departure time: Location:	Arrival time: Location:	Departure time: Location:	Arrival time: Location:

J2 starting from:				Final destination:		
Proposed route:				Date of travel:	Distance:	Approx. travel time:
Stations Communities Towns on route:				Emergency contacts for area:		
Daily call time schedule	Departure time: Location:	Arrival time: Location:	Departure time: Location:	Arrival time: Location:	Departure time: Location:	Arrival time: Location:

J3 starting from:				Final destination:		
Proposed route:				Date of travel:	Distance:	Approx. travel time:
Stations Communities Towns on route:				Emergency contacts for area:		
Daily call time schedule	Departure time: Location:	Arrival time: Location:	Departure time: Location:	Arrival time: Location:	Departure time: Location:	Arrival time: Location:

President/Sports Officer: Name: _____ Signature: _____ Date: _____

Activation of Emergency plan

Last scheduled call made		Last estimated location	
SWA	President	Sports Officer	Staff Emergency Contact
	NAME:	NAME:	NAME:
	CONTACT #	CONTACT #	CONTACT #
	Time called	Time called:	Time called:

Emergency Services record the time the number was called and receiver response	Police Community/Town direct number & name		Emergency 000