



Policy Name	Use of Private Vehicle Policy for Staff
Policy Number	12
Version No.	V2
Approved by Board on	27 March 2017
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Last Review Date	12 March 2019
Review Dates	2020, 2021

Purpose

The policy shall apply to staff travel where an employee's private vehicle is used to undertake work related purposes.

Policy

The Use of Private Vehicle Policy for Staff defines the process for staff to be recompensed for use of their private vehicle for work purposes.

1. Procedure

In conducting the business of Southern Tablelands Arts Inc. staff may apply for remuneration to cover travel costs within the following conditions:

- 1.1 When the office car is not available for use staff.
- 1.2 The travel cannot be postponed as the work-related task is of an urgent or unforeseen nature
- 1.3 Public transport or a taxi is not a reasonable alternative and the departure time of travel is before or after normal business hours making the exchange of vehicles logistically impractical.
- 1.4 Using a private vehicle is a last resort option.
- 1.5 The use of private vehicle must be approved in writing prior to the travel being undertaken.
- 1.6 An employee is to ensure their private vehicle, when used for work related tasks, is roadworthy, appropriately registered and comprehensively insured and in good working order. They must also have the appropriate current Driver's Licence.
- 1.7 Approval for the use of a private vehicle is not to be anticipated and no expenses should be incurred prior to formal approval.
- 1.8 The request must be made in writing specifying:
 - Proposed date
 - Purpose
 - Addresses of departure and destination points
 - Odometer reading at the beginning and at the completion of the travel
 - Comprehensive Insurance Policy Details (number and date of expiry) and vehicle registration details (Registration No. expiry of registration, name car registered to, address of registrant)

2. Reimbursement

The employee may seek vehicle usage allowance as per the relevant Award.

- 2.1 Payment for using private vehicle for official business may only be made for prior approved travel.
- 2.2 Prior to any payment, the employee must certify that all travel took place as approved.

Reimbursement for travel does not cover time or distance of travel to and from work.

3. Theft

Theft of property belonging to the owner of the privately-owned vehicle (whilst being used for work related purposes) is not covered by Southern Tablelands Arts Insurance Policy. Under these circumstances, the staff member will be required to claim expenses related to theft from their vehicles through their own insurance policy.

4. Insurance

Private vehicles used to undertake work related purposes for Southern Tablelands Arts Inc must be registered and comprehensively insured. A staff member using their own private vehicle for work related purposes does so with the understanding the use is not covered by Southern Tablelands Arts Inc Insurance Policy, rather, claims for coverage resulting from an incident or accident would be against the private vehicle's comprehensive insurance policy.

Relevant documents

Staff Contracts

Clerk Private Sector Award 2010 as amended from time to time.

Code of Conduct

Financial Management Policy

Staff Vehicle Log Sheets

Risk Management Policy