



# Singleton Rugby Club Ltd Motor Vehicle Policy

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## Definitions

The following terms and acronyms are used within this document:

<b>Code</b> - Refers to the Singleton Rugby Club Code of Conduct
<b>SRC</b> – Refers to the Singleton Rugby Club Ltd
<b>SRC Board</b> - Refers to the Singleton Rugby Club Elected Board of Directors
<b>Manager</b> – Refers to the Club's Bar Manager
<b>Club</b> – Refers to Singleton Rugby Club and Grounds (bounded by land at 73 Howe St Singleton)
<b>Motor Vehicle</b> – SRC Owned Motor Vehicle (Ute or other)
<b>Workers</b> – Refers to Employees, Directors, Contractors, Club Members, Players, Patrons Consultants & Ground Manager

### Disclaimer

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## Policy Purpose

The purpose of this policy is to provide guidance on the requirements for safe use of the Singleton Rugby Club Ltd (SRC) Vehicle and the processes and procedures to use the vehicle. The policy describes the guidelines for using the SRC Vehicle. The SRC vehicle belongs to the Club and we want to ensure it is used in a safe manner.

## Vehicle Safety

It is the driver's responsibility to ensure the vehicle is safe and, in a road, worthy condition prior to any use of the vehicle.

The driver/custodian should carry out an inspection of the vehicle to ensure safety and road compliance prior to use and should include:

- A "walk around" visual inspection ensuring lights and indicators are operational and there is no damage to the vehicle; (any damage must be reported)
- Water, fluids and oils are maintained to a level in accordance with manufacturer recommendations;
- Tyres are maintained in accordance with manufacturer recommendations;
- Wheel nuts appear tight and not loosened;
- Any defects or issues should be brought to the Bar Manager or SRC Executives attention immediately for rectification. If the defect or issue affects safety the vehicle should not be used until repairs are completed.

## Approved Drivers

Any use of the SRC vehicle must be approved by the Bar Manager or a SRC Executive Member prior to any use. Only approved drivers who have a current Australian Driver's License are permitted operate the SRC vehicle at any time. Under no circumstances is the vehicle to be driven by learner or unlicensed drivers, or to be used in any type vehicle trials or races of any kind.

SRC is committed to the provision of the safe use of the motor vehicle. SRC requires that when the vehicle is used that realistic driving schedules and drivers taking appropriate rest breaks throughout their journey if required. SRC also strongly recommends drivers ensure appropriate journey planning.

## SRC Vehicle

- Is only for Club related activities, and not for private use;
- The keys for the vehicle will be held by the SRC Bar Manager;
- Smoking is always strictly prohibited in the SRC vehicle;

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- The vehicle should always be locked when not in use;
- The inside of the vehicle must be cleaned of all rubbish after each use this should include the Ute tray;
- All use of the vehicle must be recorded in the logbook provided with all trips recorded;
- The vehicle and keys should be returned to the SRC after use;

The driver of the SRC vehicle is responsible for any fines recorded against the vehicle while they are in control of the vehicle this includes but is not limited to speeding, parking, use of mobile phones, camera fines etc.

## **Fuel / Fluids / Oils / Parts**

When purchasing fuel, the driver must request a tax invoice for fuel costs, this invoice must be provided to the SRC to receive a refund from the Club.

- The driver is to ensure the correct fuel is always used in the vehicle;
- The vehicle should be refuelled after each use and prior to return to the Club;
- Only approved fluids and oils are to be used in the vehicle;
- Any required parts for the vehicle should be purchased from the clubs approved supplier and a tax invoice received;
- If the Clubs Credit Card is used for fuel, fluids, oils or parts then a tax invoice must be provided;

Fuel / Fluid / Oil or Parts tax invoices for refunds should be forward to the Bar Manager or SRC Executive when approved the refund will occur via cash or deposit into the requestors bank account. The Clubs Procurement Policy (PP011) should be followed for all purchases.

## **Vehicle Loading**

Drivers have responsibility for the loads they carry. Positioning and securing a load correctly to eliminate loss and/or damage requires a combination of common sense and skill by the driver. Added weight on roof racks can cause an increase in the center of gravity and can add to the risk of rollover or loss of vehicle control.

## **Alcohol and Drugs**

Driving with more than the prescribed content of alcohol or under the influence of drugs is illegal and will not be tolerated by the Club.

All drivers must also be aware of the SRC Alcohol and Drug Policy (AD007).

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The consequences of driving under the influence including fines and or jail as well as any financial penalties such as voiding of insurance cover and damage to third party property will be the driver's responsibility if a breach is advised by NSW Police.

Any driver of the SRC vehicle found guilty of such an offence will be responsible for paying all or any Club costs and fines associated from the incident and will also be subjected to disciplinary action in line with SRC policies.

## Accidents

In the event of the vehicle being involved in an accident, the driver must not make any admission of liability and must obtain witness details where possible. Drivers should follow legal guidelines for exchanging information with other drivers and call local police if accidents are serious.

Any accidents or damage to the SRC vehicle must be photographed and reported to the Bar Manager and SRC Executive as soon as practicable, an accident/incident report should be completed and recorded by the Bar Manager.

## Insurance / Registration

The SRC Board will arrange vehicle insurance and registration each year, the vehicle should be covered against loss or damage by accident, fire, theft and third-party liability upon and subject to the terms and conditions of the policy of insurance.

## Breaches of the Policy and Disciplinary Action:

Breaches of the Motor Vehicle or any SRC Policy where, as a result of the above process, a driver is found to have breached an SRC Policy will be dealt with via the Club's Code of Conduct.

The Club may take one or more of the following actions:

Disciplinary action may be taken in relation to any breaches of SRC Policy:

- Which may include dismissal, termination; game suspension; club access bans; removal from the club; written warning;
- Contracts of Service may be terminated;
- Recovery of any cost/s incurred by the Singleton Rugby Club Ltd;
- The matter may be referred to the NSW or Australian Police or other regulatory bodies; and
- Any other actions as deemed appropriate by the SRC Board.

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Appendix A – Vehicle Logbook

SINGLETON RUGBY CLUB		Drivers Name
VEHICLE LOG BOOK <small>Rego: ZDU 203</small>	SINGLETON RUGBY CLUB	Purpose of Journey
Date	Odometer Start	Odometer End

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## Appendix B – Vehicle Accident Report Form

### SRC Vehicle - Driver's Accident Report Form



The Driver should complete as much information as possible in below form

#### Driver / Vehicle Information

Full Name of Driver:		Driver License No.		State	
Driver's Address:					
Phone No:					
Singleton Rugby Club Ltd – Club Vehicle (Ute)			Make of Vehicle Mitsubishi Triton (White)		
73 Howe Street Singleton NSW 2330					
Rego: ZDJ 203	Body Type CAB Chassis	Year 2004	Rego Plate ZDJ - 203	V.I.N. MMBOK6504D022605	
Damage to SRC Vehicle:					

#### Accident Information

Date of Accident	Day of Week	Time of Accident	Location – ( Highway or City)		
On what street were you driving?			Approx. Speed		
On what street was the other vehicle driving?					
Reported to Police YES / NO	If yes, name of reporting officer	Station Location	Incident Number		
Witness Name (first and last)		Phone No	Email Address		
Description of Accident (include weather and road conditions):					

SRC Vehicle Incident Report Form

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**Passenger(s) In SRC Vehicle**

Name (first and last)	Phone No.	Email Address	Age if known
Ambulance called to incident YES / NO	Hospitalisation Required YES / NO - Hospital Location		

**Other Vehicle Involved**

Name of Driver (first and last)		Driver License No.	State
Address - Street	City/State/Postcode		Phone No.
Name of Vehicle Owner (if different than above)			Phone No.
Name of Insurance Company		Policy #	
Year/Make of Vehicle	Body Type	License Plate No.	State
Damage to Vehicle:			

**Diagrams of the Accident Site:**

*(Include any information that you feel is required)*

SIGNATURE OF DRIVER:

REPORT DATE:

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