

Private Motor Vehicle Usage Policy

Policy number	7.9	Version	1
Created by	HR & Operations Manager	Created on	23 October 2024
Responsible person	HR & Operations Manager	Scheduled review date	22 October 2026

1. Purpose

This policy outlines the conditions under which staff members may use their private motor vehicles for work purposes and the associated requirements. It ensures that staff members are reimbursed for legitimate expenses and that all necessary safety, legal, and insurance requirements are met.

2. Scope

This policy applies to all employees, contractors, and volunteers who use their private vehicles to conduct business on behalf of New England Conservatorium of Music (NECOM), within New South Wales (NSW), Australia.

3. Policy Statement

Staff members may use their private motor vehicles for work purposes, provided they meet the following conditions:

- **Approval:** The use of a private vehicle for work purposes must be pre-approved by a manager or supervisor.
- **Insurance:** Staff members must maintain a comprehensive car insurance policy that includes cover for business use. Proof of insurance must be provided upon request.
- **Driver's License:** Staff members must possess a valid Australian driver's license.
- **Vehicle Roadworthiness:** The vehicle must be registered and meet all roadworthy standards as per NSW regulations.

4. Conditions for Vehicle Use

The following guidelines apply to the use of personal vehicles for work purposes:

- **Work-Related Travel:** Private vehicles may only be used for approved work-related activities, such as attending meetings, site visits, or transporting work-related items.
- **No Personal Use Reimbursement:** Staff members will not be reimbursed for travel related to commuting between their home and regular workplace.
- **Logbook Requirements:** Staff members must maintain a detailed logbook of work-related trips, including dates, times, distances, and purposes of travel.

5. Reimbursement

Staff members are entitled to reimbursement for approved work-related travel in their private vehicle. The reimbursement will be calculated based on the Australian Tax Office (ATO) approved rates for private vehicle usage (cents per kilometre), or the applicable Award that governs their employment conditions.

- **Reimbursement Rate:** As of 2024, the ATO-approved rate is \$0.82 per km. Staff members should refer to current ATO guidelines for updated rates.
- **Claim Submission:** Staff members must submit reimbursement claims monthly, along with their logbook and receipts (if applicable). Claims must be submitted no later than 5 days after the end of each month.

6. Safety Requirements

- **Fatigue Management:** Staff members must ensure they are well-rested before driving and take regular breaks, especially for long-distance travel.
- **Mobile Phones:** The use of mobile phones while driving must comply with NSW road rules. Hands-free devices may be used where legally permitted.
- **Speed Limits:** Staff members must adhere to posted speed limits and all other road regulations while using their vehicle for work purposes.

7. Insurance and Liability

- **Staff members Responsibility:** The staff member is responsible for any damage to their vehicle or third-party property resulting from the use of their private vehicle for work-related activities.
- **Company Liability:** NECOM will not be liable for any damage, loss, or injury caused while using a private vehicle for work purposes unless explicitly covered under workers' compensation laws.

8. Accidents and Incidents

In the event of an accident or incident while using a private vehicle for work purposes:

- **Report the Incident:** Staff members must report any accident, injury, or significant damage to their manager as soon as possible.
- **Insurance Claims:** The staff member must lodge an insurance claim with their insurer. NECOM will not be responsible for the payment of excess or other insurance-related costs unless otherwise stated.

9. Breach of Policy

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment, as well as the refusal of future claims for reimbursement of travel expenses.

10. Review of Policy

This policy will be reviewed every two years or whenever legislative changes affect its content.

11. Related Documents

- Australian Taxation Office (ATO) Guidelines for Vehicle Reimbursement
- NECOM Expense Reimbursement Policy
- NSW Road Safety Rules and Regulations

Policy version and revision information

Policy Authorised by:

Title: