



## Hillsong Church Vehicle Policy

### **Policy Brief & Purpose**

The Hillsong Church vehicle policy describes the guidelines for using Church vehicles. A “Church Vehicle” is any type of vehicle the church assigns to employees or volunteers to support the transportation needs or fulfill any role (paid or voluntary). The Church vehicles belong to Hillsong Church and we want to make ensure drivers are aware of there responsibilities and the vehicles are used and looked after properly.

### **Scope**

This policy refers to all our employees/volunteers who have access to church vehicles to perform any role within Hillsong Church.

Prerequisites to drive a Church vehicle.

Access to drive a vehicle is only allowed if the driver has:

- A valid driver's license.
- A driving record that states you have not been arrested on charges of violating vehicle and traffic laws (e.g. Driving under the influence of drugs or alcohol).
- Drivers have/in the process of completing the Hillsong Vehicle Induction process and have submitted a copy of their driver's license.
- Each time a vehicle is driven, the QR code in the vehicle must be scanned and the required information completed as well as the vehicle log book being completed.

### **Driver's obligations**

We expect drivers who use Church vehicles to follow rules. They should:

- Drive safely, obey traffic laws and respect fellow drivers.
- Check their vehicle to ensure petrol, tire pressure is at appropriate levels.
- Report any damages or problems with their assigned vehicle to their oversight as soon as possible.
- Avoid double-parking, blocking entrances and engaging in traffic violations that may result in fines.
- If a driver has their license suspended or revoked, they must inform their oversight.
- Drivers who are fatigued / sick should avoid driving if they feel their driving ability is impaired.

### **Drivers are not allowed to:**

- Smoke inside of a church vehicle (including passengers)
- Lease, sell or lend a Church vehicle
- Violate distracted driving laws by using a phone or texting while driving.
- Use a Church vehicle to teach someone how to drive.
- Leave the church car unlocked, unattended or parked in dangerous areas.
- Allow unauthorized people to drive the church vehicle.
- Use the vehicles allocated petrol card to purchase fuel for any other vehicle/purpose

Accidents (refer to the 'In case of Incident' paperwork in the vehicles glove box)

At the scene of an accident the driver is to:

- Make sure everyone is safe and call the ambulance or fire brigade if necessary.
- Contact the police if the accident is serious or people are injured, include this information on the incident report. If police attend, obtain the name and station location of the police officer.
- Do not accept responsibility for the accident.

- Obtain name, address, phone number, licence number, vehicle registration number and insurance details of all involved in the accident.
- If possible, obtain the name, address and telephone number of witnesses.
- If possible and safe to do so, take photos of the scene and any vehicle damage.
- Complete an Incident Report and submit it to [insurance@hillsong.com](mailto:insurance@hillsong.com) along with any photos of the scene and vehicle.

### **Fines and Parking Offences**

Drivers are responsible for all fines relating to the vehicle, including but not limited to parking offences and speeding fines. Payments are to be made by the due date.

If the infringement notice is in the name of Hillsong Church, the fine will be re-issued to the offending driver.

Any reason for non-payment of fines should be documented and forwarded to your manager before contesting the fine.

### **Vehicles and Log Books**

Vehicles may be available in the fleet which are not allocated to a specific driver and are consequently deemed to be a pool vehicle. Pool vehicles are intended for short term use by approved drivers. Vehicle Log Books are kept in vehicles and are to be completed by the driver in each instance the vehicle is used.

- The QR code in the vehicle also must be scanned and the required information completed.

### **Workplace Health and Safety**

Drivers of church or leased vehicles have an obligation to operate within the parameters allowed by law, including but not limited to:

- Drive within the speed limit.
- Do not drive under the influence of alcohol or drugs.
- Do not drive in a manner so as to cause danger to the public or self.
- Do not drive an un-roadworthy vehicle (bald tyres etc.).
- Use safety devices fitted to vehicle (seat belts etc.).
- Do not use a mobile phone that the driver is holding in the driver's hand while the vehicle is moving or is stationary but not parked.

Any breach of the above may void the insurance on the vehicle and make the driver subject to charges under the law and liable for any damage to the vehicle or vehicles, or other property, private or public. The driver could also become liable for damages through injury to third parties.

A breach of the above parameters would also be in breach of workplace health and safety responsibilities. In particular worker responsibilities under the Work Health and Safety Act 2011 include:

- Take reasonable care to ensure the safety of self and others.
- Comply with workplace health and safety instructions, policies and procedures as provided by the Church, or that of the workplace at which you are present.
- Do not interfere with or misuse anything provided for health and safety purposes at the workplace.

### **Vehicle Return**

When a driver is returning the vehicle after a period of use, the vehicle is required to be returned in the below listed condition:

- All personal items removed.
- Interior of vehicle and boot clean
- If petrol is below a quarter of a tank, petrol is to be purchased using the vehicles allocated petrol card and at point of transaction the vehicle kms need to be given to the cashier for fleet management recording purposes.