



Archdiocese of Hobart

Policy Document

MOTOR VEHICLE POLICY AND USAGE GUIDELINES		Document # AOH-FP001	Print Date N/A
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Policy

This policy sets out the eligibility criteria, conditions and procedures for the:

- Purchase, maintenance and disposal of the Archdiocese of Hobart (AoH) motor vehicles
- Safe use of AoH motor vehicles

Scope of Policy

This policy applies to all staff and volunteers of the following entities :

- Archdiocese of Hobart Business Units
- Tasmanian Catholic Education Office (TCEO)
- Catholic Systemic School Principals
- Centacare Tasmania

Archdiocese of Hobart Motor Vehicles

The AoH provides motor vehicles to eligible staff as part of its recruitment and retention strategy, and to individual staff where a motor vehicle is required to perform the duties associated with their specific role (i.e. tool of trade) as well as Pool Vehicles for the ad hoc requirement for a vehicle by staff in general.

No interstate travel is permitted with any Archdiocesan vehicle without the express authority of the Business Manager or Director Catholic Education.

AoH vehicles are provided on a fully maintained basis and will be provided with parking at or as close to the workplace as possible.

The AoH may on occasions purchase a second hand vehicle, or renegotiate a motor vehicle lease arrangement, where a prospective employee wishes to bring that vehicle with him/her as part of the employment offering.

All drivers of AoH motor vehicles must be the holder of a valid driver's licence issued by a relevant road authority within Australia. Any driver of an AoH motor vehicle is to provide a copy of their driver's licence to their immediate manager and/or Human Resources (HR) upon request.

AoH motor vehicles will be purchased by and shall remain the property of the AoH until the vehicle is disposed of.

Vehicles being purchased must be listed on the Government of Tasmania Motor Vehicle List (GTMV) up to a maximum value determined in Section 'Purchase Price & Category' or be made available to not-for-profit/charitable organisations. The Business Manager and the Director Catholic Education have the authority to exercise their discretion to allocate motor vehicles one category above and or one category below the designated category for the employment position, in the course of agreeing to a remuneration package with an employee. Such discretion will be rarely exercised.

Pool Vehicles

The AoH has pool vehicles which will be made available for the use of employees (or volunteers) when appropriate and as determined by Agency heads in undertaking their duties.

Pool vehicles are usually acquired and allocated to a specific program that is generally linked to program funding. They are not allocated to an individual staff member nor do they form part of an employee's remuneration.

A pool vehicle would normally be parked over-night in a secure location at the worksite. An individual employee may apply to the Business Manager, Executive Director Centacare or Director Catholic Education for approval to take a pool vehicle home, and this would normally only be given if it assists the employee with work related travel the following day. The Business Manager may delegate authority for such approval to the Manager Fleet & Property. The Director TCEO may delegate authority to the Head TCEO Corporate Services.

The log book in each pool vehicle must detail a record for each trip by each employee/volunteer, to enable cost/expense allocations to different programs and identification of the driver where an infringement occurs. It is noted that it would be rare that a pool car would incur Fringe Benefit Tax liabilities to employees.

Tool of Trade Vehicles

There is a need from time to time for the AoH to acquire 'Tool of Trade' Vehicles e.g. work utilities for employed tradesman, and light trucks.

There are times where private use of tool of trade vehicles will be approved by the relevant employee's immediate superior and in these instances the occupier of the vehicle will adhere to this policy.

Commuter Use Vehicles

Due to specific business needs some employees of the AoH are provided with access to vehicles for commuting to and from the workplace to allow for safe keeping of motor vehicles due to inadequate security arrangements. This is also referred to as 'home garaging'.

The relevant Agency/Business Unit may alter this arrangement at any time by providing the authorised driver with two (2) weeks' notice of intention to remove this arrangement.

The log book in each commuter use vehicle must contain a record for each trip by each employee/volunteer to enable cost/expense allocations to different programs and identification of the driver where an infringement occurs.

Private Use Vehicles

Some positions of employment with the AoH are provided with the private use of a motor vehicle as a part of their total remuneration package as negotiated at the time of their

recruitment. There are certain positions that require a co-contribution/salary sacrifice for the use of a motor vehicle. The latter is clearly explained in Conditions of Employment

If the custodian of a private use packaged vehicle is on extended leave without pay or for any period irrespective of the circumstances that exceeds twelve (12) weeks, they must return the vehicle to the Archdiocese of Hobart and will not be permitted to use the vehicle for any purpose until their return to work. For equity in this if parental leave is elected to be taken for sixteen (16) weeks on half pay, this provision will be deemed to not apply to a motor vehicle, so that the motor vehicle must be returned after twelve (12) weeks. If the custodian is on workers compensation and the liability of the organisation is in dispute after eighty four (84) days, the vehicle must be returned at that time.

Persons with a private use packaged vehicle may make their vehicle available for use by other employees or volunteers in the exercise of their duties.

The Business Manager and Director TCEO have discretion in extending the above timeframes based on individual staff member circumstances.

The log book in a private use packaged vehicle may be used at the custodian's discretion. Where logbook entries do not permit Fringe Benefit Tax liabilities to be calculated, the custodian should regard the whole value of the use of the vehicle to constitute a Fringe Benefit for tax purposes. Where a private use packaged vehicle is made available to an employee/volunteer for work purposes, the employee/volunteer must complete the relevant log book entries for program/cost allocation, and identification of the driver, if need be.

Use of Personal Vehicle

The use of an employee's personal vehicle in the course of their employment is discouraged and is to be used in exceptional circumstances only. Prior approval must be obtained from the Business Unit Manager before use.

Should a personal vehicle be used the AoH will not be liable for any damage caused at any incident.

A personal vehicle can only be used if the following conditions are met:

- Fully insured with appropriate business use endorsement
- Vehicle is roadworthy
- Vehicle is registered

Humanitarian Settlement Services Volunteer Exemption

Volunteers who are driving to fulfil the requirements of the HSS Program have a special exemption from prohibition against the use of private motor vehicles, and this has been written into the AoH insurance arrangements with CCI Insurances. HSS volunteer drivers need to be aware that unless the journey is an authorised use of their motor vehicle, they will not be covered by the AoH insurance policy.

The HSS program should ensure that each vehicle use is recorded on an authorisation log, including the number of passengers and the origin and destination of the travel. Consent

to be carried in private vehicles should be obtained from the client at the first available opportunity. Driver training may need to be provided, and a register of any incidents should be maintained.

Volunteer drivers are to complete the 'Use of Private Motor Vehicle' by HSS Volunteers Form (Appendix A) prior to the first use of their own vehicle and be aware that the AoH may require repairs, servicing, safety checks, or other vehicle expenses to be undertaken by the volunteer, prior to permitting the use of a particular private vehicle.

Definitions

Motor vehicle

For the purposes of this policy, a motor vehicle is a motor car, van, ute or truck. Motor cycles or other motorised vehicles are not entitlements under this policy.

Valid driver's licence

This is a licence issued by a relevant Road Authority in Australia, which permits the authorised driver of the vehicle to operate that particular vehicle. A valid driver's licence includes probationary licences and learners' licences.

AoH must be notified immediately should the authorised driver's licence be restricted, suspended or cancelled.

Custodian

The custodian of an AoH motor vehicle is the employee issued with the AoH motor vehicle. The custodian is responsible for the vehicle at all times, even though he or she may not always be the driver of the AoH motor vehicle.

Authorised driver

An authorised driver is any employee or volunteer of the Archdiocese who in the course of their employment or volunteering duties is required to drive an Archdiocesan motor vehicle, and who has a valid, current, full driving licence issued by a recognised Road Authority in Australia to drive that type of vehicle.

In addition, where a private use packaged vehicle is issued to an employee, members of that employee's household are authorised to drive that Archdiocesan vehicle.

Member of the employee's household

A member of the employee's household is permitted to drive an AoH-owned motor vehicle, provided there is a reasonable connection to the Archdiocesan employee's work.

Meaning of Household

The term "household" has been used by the Australian Bureau of Statistics (ABS) in terms of census data.

The ABS definition of “household” comprises persons (or a person) in a house, flat/unit or caravan in a caravan park, living and eating together as a domestic unit (ABS, 1986). Using the term “household” makes it clear that the use of the motor vehicle is limited to people living with the AoH employee.

A person who is not related to the AoH employee but living with the AoH employee and so a member of their household (for example a flat mate or a boarder) would be able to use the motor vehicle but this is only where there is a work-related purpose for this use.

AoH Motor Vehicle Types

Included

The types of vehicles within the AoH fleet will vary according to the eligibility category. Eligible vehicle types will be restricted to those contained on the GTMV, to some extent to minimise the AoH carbon footprint and to be consistent with our approach to prudently manage expenses.

The types of vehicles available within each category can be obtained from the Manager Fleet & Property.

- The vehicle has the following minimum safety features:
 - Airbags – driver and passenger
 - Anti-lock braking system (ABS)
 - Reversing sensors
 - Air Conditioning
 - Factory fitted or after-market Bluetooth Hands Free & Voice Control
- In certain circumstances, second hand vehicles may be included in the fleet, where a prospective employee wishes to maintain an existing vehicle upon approval by the Business Manager or Director TCEO. The vehicle is to be no more than two (2) years old at acquisition. On vehicle changeover, the situation will revert to purchasing a vehicle in accordance with the relevant vehicle category and type.

Excluded

The following vehicle types shall be excluded from the fleet:

- Vehicles powered by a V8 or higher engine.
- Vehicles with fuel consumption rates greater than 12 litres per 100 kilometres. Reference is to be made to ADR 81/02 Fuel Consumption at the combined rate. Tool of Trade vehicles are excluded.
- Specialised sporting vehicles
- Prestige vehicles; two door and convertible vehicles.

Authorised Drivers

AoH motor vehicles will only be made available to eligible staff who hold a valid driver’s licence. The employee issued with an allocated vehicle is the custodian of that vehicle and is responsible for the use and care of such vehicle. These responsibilities extend to the

authorising and use of the vehicle by non-AoH people. (i.e. members of the employee's household).

In the event that the custodian's licence is suspended or cancelled, the immediate manager and the HR Department are to be notified immediately and the vehicle returned to AoH.

Any authorised driver of an AoH motor vehicle must hold a valid driving licence at all times.

In the event the AoH motor vehicle is impounded by any authority, irrespective of who the driver was at the time, the custodian is to immediately notify the immediate manager and HR Department of the details. All costs associated with the impounding and releasing of an AoH motor vehicle will be the responsibility of the driver at the time.

Learner drivers may drive AoH motor vehicles provided they hold a valid learners permit, have been authorised by the custodian, satisfy the definition of member of the employee's household and are accompanied by an authorised driver under the definition within this policy who is fully licenced.

Probationary licence holders may drive AoH motor vehicles provided they hold a valid probationary licence, have been authorised by the custodian and satisfy the definition of member of the employee's household.

Prior to driving an Archdiocesan vehicle, each driver, whether employee, volunteer or member of an employee's household, must provide a copy of their driver's licence to the HR Department.

Parking

All employees issued with an AoH motor vehicle will be provided a parking space at or near the workplace if practical, at no cost to the employee.

Purchase Price and Category

Vehicle Allocation

Staff eligible for consideration of an AoH motor vehicle will fall within the following purchasing categories. Note, the Business Manager can exercise discretion:

Category	Type	Purchase Price Government of Tasmania Motor Vehicle buying list
1	Private Use Vehicle – Level A	Up to a maximum of \$38,000
2	Private Use Vehicle – Level B	Up to a maximum of \$34,000
3	Private Use Vehicle – Level C	Up to a maximum of \$30,000
4	Private Use Vehicles – Level D	Up to a maximum of \$25,000
5	Private Use Vehicles – Level E	Up to a maximum of \$20,000
6	Commuter Use & Pool Vehicles – Level A	Up to a maximum of \$25,000
7	Commuter Use & Pool Vehicles – Level B	Up to a maximum of \$20,000
8	Tool of Trade	As determined by Business Manager – Archdiocese of Hobart, Executive Director Centacare, Director Catholic Education

Schedule of Positions

Refer to Appendix B for the current list of Positions within the AoH and the relevant Category.

Appointment to a position with a vehicle

Where staff are appointed to positions where a motor vehicle is available, AoH Fleet & Property Department will purchase a vehicle in accordance with the provisions of this policy unless they are re-assigned a suitable vehicle from within the existing fleet. In this instance, they shall retain the vehicle until its normal change over period.

Vehicle Usage - conditions

The use of AoH motor vehicles may vary depending on the category and/or where certain circumstances occur:

- With the exception of pool vehicles, AoH motor vehicles can be used for business and private purposes.
- Pool vehicles can be used for private use based on approval from the relevant Agency head.

- Custodians of AoH motor vehicles may allow other AoH employees to use the vehicle in the performance of their AoH duties subject to their approval and agreeing to the terms of this policy.
- Users of Pool Vehicles must complete a driver log book each day the vehicle is used for work purposes and conform to the conditions set out in this policy.
- Custodians of private use packaged vehicles will be required to keep a vehicle usage log book for a period of four (4) weeks every five (5) years for Fringe Benefit Taxation reasons or as instructed by the Financial Controller (or similar role).

Running Costs

Fuel

Where possible, fuel must be obtained from AoH approved service stations which are currently BP service stations displaying the Fleet Card sign.

The driver must provide the current odometer reading to the sales clerk on every occasion fuel is purchased.

The driver is also responsible for the safe keeping of the Fleet Card. If the card is stolen or lost, the AoH will be liable for any incurred expenditure for up to two (2) weeks. In the event that this occurs, the Manager Fleet & Property must be notified as soon as possible and a replacement card sought. Wilful neglect, carelessness or similar actions may lead to the custodian being responsible for any purchases incurred during the two (2) week liability period.

Safety

Car Service & Maintenance

Cars must be serviced and maintained in accordance with the vehicle manufacturer's specifications and by authorised service providers whose actions do not void the vehicle manufacturer's warranty. The vehicle is to be serviced according to the specific operating manual for the vehicle.

Car service and maintenance costs are to be paid 'on account' or by Corporate Credit Card.

The custodian of an AoH motor vehicle has the responsibility to maintain the general upkeep of that vehicle (e.g. fluid levels, tyre pressure, etc.).

The custodian shall ensure the vehicle is kept neat and clean and any fault or damage is rectified and/or notified to Manager Fleet & Property.

Approval is required from the Manager Fleet & Property for any maintenance requirements in excess of \$500 other than routine servicing, including the replacement of tyres.

All AoH motor vehicles shall be enrolled in a roadside assistance program with RACT at the expense of AoH.

AoH motor vehicles are not to be modified beyond the initial purchase specifications without approval from the Manager Fleet & Property.

Mobile Phones use in vehicles

All AoH motor vehicles are to be fitted with factory fitted or after-market Bluetooth Hands Free & Voice Control on purchase.

The use of a mobile phone/smart phone to make or receive a phone call (including text messages), send and receive e-mails or utilise other smart phone functions while driving an AoH motor vehicle is prohibited except if the device can be operated by the driver without touching any part of the phone.

The vehicle must be parked when using a mobile or smart phone where the phone or vehicle does not have hands free capability.

Notwithstanding the above points, any authorised driver must abide by the local governing road rules in relation to the use of mobile phones and other portable devices in motor vehicles.

Accidents and Damage

If the vehicle is involved in an accident or damaged, the following procedures are to be followed:

- 1 The driver must not admit liability under any circumstances. The immediate manager and Manager Fleet & Property should be notified of the accident as soon as possible and that person is the primary contact for the other party or parties involved in the accident. If an insurance claim exists, any accident reports or claim forms required must be completed and returned to the Manager Fleet & Property.
- 2 The driver of the AoH motor vehicle must obtain the driver's licence number, insurer and details of vehicle involved (make, model, registration number, owner's name and address and the driver's name and address) of the other party.
- 3 If the vehicle needs to be towed from the scene of the accident, it can be towed to a repairer of the driver's choice, however where possible contact is to be made with the Manager Fleet & Property to obtain details on where to tow the vehicle. Repairs to the vehicle can only be carried out once the authority has been given by the Manager Fleet & Property.
- 4 Where the vehicle is damaged by some other cause, the Manager Fleet & Property should be notified of the circumstances so as to authorise and arrange for the necessary repairs.
- 5 Each AoH motor vehicle has a first aid kit. These are supplied by the relevant Agency.

Safe Driving Practices

It is AoH policy that, as far as practicable, drivers should take a fifteen (15) minute rest break every two hours whilst driving. They should not drive for more than four and a half (4.5) consecutive hours (inclusive of rest breaks) without a break of at least one (1) hour before driving again and must not drive more than eight (8) hours total in any one day (midnight to midnight). Appointments must be scheduled to account for these rules and breaks.

Where possible all driving in hours where the staff member would normally be sleeping must be avoided.

Staff must not drive AoH vehicles when under the influence of alcohol where they have any thought that the blood alcohol level may exceed the legal limit of 0.05%, medications that may impair their ability to drive, or illegal drugs.

Staff must comply with any endorsements on their driver's licence e.g. requirement to wear glasses when driving.

Smoking

All AoH motor vehicles are considered to be an AoH workplace and smoking is not permitted.

Fines

Fines for parking and other traffic infringements or court judgements (including costs) will be the responsibility of the custodian or driver of the vehicle. AoH will not pay any fines incurred by the custodian or driver. The Business Manager, Director Catholic Education and Executive Director Centacare have discretion to approve payment in unusual/exceptional circumstances.

Demerit Points

Custodians of AoH motor vehicles must notify their manager and HR Department immediately if they have accumulated enough demerit points to warrant the suspension and/or cancellation of their licence.

Insurance Cover

Insurance for all vehicles is covered by Catholic Church Insurance (CCI) insurance program. However the cover may be subject to certain conditions including the following:

- If the car is driven by an AoH employee or a person authorised to drive the vehicle and he/she is found to be over the prescribed blood alcohol or drug legal limit, or, is driving with a suspended or cancelled licence, the AoH's insurance may not provide cover for that person. In such circumstances the AoH reserves the right to recover part of or all of the costs of repairs not covered by insurance, as well as third party damage and legal costs, from the driver.
- If the accident is a direct result of the negligence of the custodian or authorised driver, the AoH reserves the right to recover the excess applicable to the motor vehicle from the custodian or authorised driver.

A copy of the CCI Motor Vehicle Insurance Policy is available from the Manager Fleet & Property.

Replacement & Disposal of Vehicles

AoH motor vehicles will normally be replaced once they have reached three (3) years of age or travelled 70,000 kilometres, whichever comes first.

A vehicle may be replaced in special circumstances outside of this period with the approval of the Business Manager for Archdiocese and Centacare vehicles, and the Director Catholic Education for TCEO vehicles. Examples may include for work health and safety reasons or where a car is determined to be a “lemon”.

Change of Employment Status

Promotion

A staff member promoted to a position that meets the eligibility criteria for an AoH motor vehicle may be required to take up the existing vehicle assigned to the previous incumbent of that position until such time as a replacement becomes due. In the event that a vehicle is not available, the staff member may purchase a vehicle in accordance with the provisions of this policy.

Position Transfer

AoH motor vehicles will only be provided to eligible staff under this policy. In instances where the custodian of an AoH motor vehicle transfers, is promoted or demoted (either voluntarily or as a result of disciplinary action) to a position that does not meet the eligibility criteria, the vehicle shall be returned to the AoH no later than two (2) weeks after the original role changes.

Procedural

The purchase, disposal and reallocation of all AoH-owned vehicles is the responsibility of the Manager Fleet & Property.

Purchasing

The purchasing of all AoH motor vehicles is to be undertaken by the Manager Fleet & Property. Eligible employees should forward their requests for an AoH motor vehicle to their immediate manager in the first instance for approval. The approved requisition form, duly authorised, must be provided to the Manager Fleet & Property before a vehicle is ordered.

For replacement vehicles, this should be done in sufficient time to allow the manufacturer to deliver as close to the designated changeover period as is possible.

The Manager Fleet & Property will not purchase or dispose of a vehicle unless approval is obtained from either the Business Manager, Executive Director Centacare or Director Catholic Education.

Authorities and Responsibilities

Custodian

The responsibilities of the custodian/driver of an AoH motor vehicle have been set out in the body of this policy and include but are not limited to:

- Having a valid driver’s licence

- Providing a copy of his/her licence on request
- Consent to required background checks upon request
- Notifying their manager if the licence is suspended or cancelled
- Authorising drivers within the policy eligibility criteria
- Maintaining the vehicle in accordance with the manufacturer's recommendations and keeping it clean
- Maintaining a log book where required and providing this information to Manager Fleet & Property. For vehicles relating to Catholic Education information is to be provided to Finance Department
- Payment of any fines
- Keeping abreast of, and abiding by any other policies associated with an AoH motor vehicle
- Operating vehicles in a safe manner and in accordance with road traffic legislation
- Scheduling appointments to minimise long duration drives and factor in, and observe, rest periods
- Notifying the Manager Fleet & Property of any vehicles defects detected, potential and actual hazards
- Requirements such as medical kit replacement are to be overseen by respective agencies
- Not drive a vehicle that is in an un-roadworthy condition.

Managers

The respective manager is to ensure that employees with AoH motor vehicles are aware of the policy conditions and that the policy is adhered to.

The manager shall also be satisfied that the custodian of an AoH motor vehicle under his/her control has a current valid driver's licence and is abiding by safety requirements while driving AoH vehicles. This includes ensuring that where long distances are to be travelled, that appropriate rest breaks are scheduled into the trip.

Managers should monitor service records and ensure that the vehicle is maintained in a satisfactory condition, including conducting periodic checks on cleanliness and care.

Others

The Manager Fleet & Property has responsibility for ensuring that the policy provisions are met for the purchase, maintenance and disposal of AoH motor vehicles.

The Manager Fleet & Property and Human Resources Department are responsible for the provision of guidance and advice in the execution and interpretation of this Policy.

Acceptance of MV Policy and Guidelines

Prior to driving an Archdiocesan vehicle, the driver must make the declaration on the following page of these guidelines, and present a photocopy of their Driving Licence to HR Department to be placed on their personnel file.

**Human Resources Department
Drivers Declaration**

I,

(Full name)

of

(Address)

declare that I have read, understood and been satisfied with my enquiries relating to the Archdiocese of Hobart’s Motor Vehicle Policy and Usage Guidelines. I agree to comply with this document and any changes in it from time to time in relation to motor vehicle use within the Archdiocese of Hobart.

A photocopy of my driver’s licence is attached.

Signed: _____

Witness’ Signature: _____

Witness’ Name: _____

Date: _____

PLEASE RETURN A SIGNED COPY OF THIS PAGE TO HR DEPARTMENT

Appendix A

Use of Personal Vehicles by HSS Volunteers

Name of Volunteer:

Address of Volunteer:

.....

Registration Number of Vehicle:

Make and Model of Vehicle:

Year of manufacture or first registration:

Number of seats provided in the vehicle:

Are age appropriate child seats available and has the driver been provided with training in fitting them?
.....

Has the driver provided a copy of the insurance, is it comprehensive and current?
.....

Has the driver provided a copy of the registration? Expiry date?
.....

Does the driver keep a travel log of all journeys when using the private vehicle for Archdiocesan activities?
.....

Is the vehicle clean and tidy, inside and out?

Does the vehicle have unrepaired damage?

Is the vehicle modified? Yes/No. If Yes, what are the modifications and are they permitted under the Australian Design Rules?
.....

How long has the driver held a Tasmanian driving licence?

Does the driver have a poor driving record – see NPCRC?.....

Appendix B

Current Positions with Motor Vehicles

Category	Type	Eligible Staff	Purchase Price Government of Tasmania Motor Vehicle buying list
1	Private Use Vehicle – Level A	Business Manager – Archdiocese of Hobart Director Catholic Education Executive Director Centacare Tasmania	Up to a maximum of \$38,000
2	Private Use Vehicle – Level B	<p>Archdiocese of Hobart Manager Corporate Services</p> <p>Centacare Tasmania Director Family Services Director Education & Community Services</p> <p>Tasmanian Catholic Education Office Head of TCEO Corporate Services Head of Mission & Education Services Head of School South Head of School North</p>	Up to a maximum of \$34,000
3	Private Use Vehicles – Level C	<p>Archdiocese of Hobart Senior Finance Officer - Centacare Manager ICT Manager Fleet & Property Risk & Compliance Consultant HR Advisor Manager Communications and Marketing</p> <p>Centacare Tasmania State Manager Child Care Manager Accommodation and Support Clinical Supervisor Counselling Program Coordinator (HSS) Regional Manager North West Community Housing Manager</p>	Up to a maximum of \$30,000

		<p>Program Coordinator (Family Support) NW/West Coast Counsellor Northern Regional Manager Manager Centacare Evolve Housing</p> <p>Tasmanian Catholic Education Office Catholic Systemic School Principals Manager Finance Manager Human Services Manager ICT Manager Facilities Team Leader Curriculum Team Leader Mission & Religious Education Team Leader Student Support</p>	
4	Private Use Vehicles - D	<p>Archdiocese of Hobart Communications Officer Office of Formation in Faith Office of Liturgy Priests/Religious attached to the Business Office</p> <p>Centacare Tasmania Northern Coordinator Childcare Services State-Wide Coordinator (CHATS) Willson Business Development Officer & Training Coordinator</p> <p>Tasmanian Catholic Education Office Coordinator OH&S Education Officers</p>	Up to a maximum of \$25,000
5	Private Use Vehicles – E	<p>Archdiocese of Hobart Office of Evangelisation</p>	Up to a maximum of \$20,000
7	Commuter Use & Pool Vehicles – A	<p>Archdiocese of Hobart Upon approval from Business Manager</p> <p>Centacare Tasmania Upon approval from Executive Director</p> <p>Tasmanian Catholic Education Office Upon approval from Director of Catholic Education</p>	Up to a maximum of \$25,000

8	Commuter Use & Pool Vehicles – B	Archdiocese of Hobart Upon approval from Business Manager Centacare Tasmania Upon approval from Executive Director Tasmanian Catholic Education Office Upon approval from Director of Catholic Education	Up to a maximum of \$20,000
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