

## GIRL GUIDES VICTORIA VEHICLES

### Aim and Scope

The aim of this document is to set out the policy on how Girl Guides Victoria vehicles may be used and the procedures that govern their use.

It applies equally to:

- a. all cars and buses owned, operated, hired or leased by Girl Guides Victoria (“Guide Vehicles”); and
- b. any person who drives a Guide Vehicle at any time.

### POLICY

#### 1. Acquisition and Maintenance

Guide Centre arranges the acquisition, registration, insurance, scheduled maintenance and disposal of all Guide Vehicles.

#### 2. Conditions of Use

Guide Vehicles are for the use of Girl Guides Victoria personnel on Girl Guides Victoria business.

- a) Any adult member of Girl Guides Victoria who holds a current Driver’s Licence may drive a Guide Vehicle;
- b) Limited private use may be approved by the Chief Executive Officer (CEO);
- c) Non-members may drive a Guide Vehicle where such use is associated with Girl Guides Victoria business (for example, a partner sharing the driving to a distant event);
- d) Non-members may be transported in a Guide Vehicle;
- e) Permission must be sought from the CEO before the Guide Vehicle is taken interstate;
- f) Guide Vehicles must not be used to instruct learner drivers; and
- g) Smoking is not permitted in Guide Vehicles at any time.

#### 3. Responsibilities of Drivers

Any person driving a Guide Vehicle must:

- a) Comply with all road rules and laws at all times;
- b) Comply with any conditions that apply to their Driver’s Licence (for example, probationary conditions or use of corrective lenses);
- c) Take personal responsibility for any fines and penalties incurred during their use of the Guide Vehicle, including payment of fines and allocation of licence demerits points;
- d) Check that trailers are registered and appropriate to the size and towing capability of the Guide Vehicle before coupling them;

- e) Ensure that only persons experienced in towing and manoeuvring trailers drive the Vehicle while a trailer is coupled to it;
- f) Accurately complete the log book for the Guide Vehicle you are using at the beginning and end of each trip;
- g) Ensure that they are fit and capable to drive, and take regular breaks during trips; and
- h) Ensure that they comply with Girl Guides Victoria policy *GO.20 Youth Members Travelling in Vehicles* where possible.

**4. Liability for Expenses**

- a) The driver must personally meet all fuel and other costs of private use of a Guide Vehicle;
- b) Girl Guides Victoria reserves the right to invoice the driver for any excess payable on an insurance claim arising from the driver's use of a Guide Vehicle; and
- c) Girl Guides Victoria's insurance policy does not cover the theft of personal items from a Guide Vehicle; therefore Girl Guides Victoria cannot accept responsibility for their loss.

**5. Provision of a Car for the State Commissioner**

The provision of a car for the State Commissioner should be at the discretion of the incumbent.

Two options are available to her:

Option 1. Girl Guides Victoria provides a fully maintained motor vehicle.

Option 2. An allowance to compensate the State Commissioner for the cost of using her own vehicle. The allowance will be calculated based on 23,000km per year, at a rate negotiated between the State Commissioner and the CEO and reviewed annually.