

Portfolio:	Fellowship Engagement	Ref. No.	POL- 3164
Department:	Global Health		
Title:	RACS' Vehicle Use and Management		

1. PURPOSE AND SCOPE

The RACS Vehicle Use and Management Policy sets out the principles and procedures for the usage and management of RACS-owned, controlled, and/or hired vehicles. This policy applies to the use, control, insurance, maintenance, safety, and protection of RACS-owned, controlled and/or hired vehicles.

2. KEYWORDS

Global Health, International Activities, International Projects, vehicles

3. DELEGATION OF VEHICLE USE AND MANAGEMENT AUTHORITY

3.1. Overview

The RACS Country Manager delegates the management and approval authority for vehicle use and management to the local staff. In the absence of the Country Manager, the RACS Head of Global Health will be the Acting RACS Country Manager.

Although the RACS Country Manager may further delegate the vehicle use and management authority, he/she shall remain responsible for compliance with all relevant policies and procedures. Any staff who have been delegated authority to use, manage and/or dispose of a RACS vehicle is responsible for adhering to the policies described herein

3.2. Vehicle Use and Management Guidelines

The use of RACS' vehicles must always serve the best interests of RACS' program implementation.

- 3.2.1** RACS vehicles must be used **for official business only**. In certain exceptional cases, the use of RACS vehicles may be authorised for non-official use. Non-official use relates to emergency situations but must also consider the best interests of the organisation. The RACS Country Manager or RACS Head of GH may authorise and assign RACS vehicles for non-official use in case of an emergency.
- 3.2.2** RACS' vehicles should be only driven by authorised persons such as RACS appointed staff and partner clinicians, as defined under this policy. Only authorised persons holding a valid and full driving license may drive RACS' vehicles. Partner clinicians and non-RACS staff must sign a waiver (Annexure 2) form before using RACS vehicles.
- 3.2.3** RACS' vehicles must be kept in good working condition for the safety of users, and to minimize repair and maintenance costs.
- 3.2.4** RACS Safety and Security Guidelines should be strictly followed. An appropriate level of motor vehicle insurance must be taken, and valuation should be undertaken before signing on to a policy. Insurance should never be allowed to lapse, and renewal is the responsibility of the Country Manager.
- 3.2.5** When not in use, vehicles are to be parked in the designated and secure parking spaces at the RACS Office, or a safe area designated by the RACS Country Manager.
- 3.2.6** The vehicle must be filled at each refuelling so that the fuel consumption rate may be verified. When petrol/diesel coupons are in use, a register must be maintained

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for coupons providing data on acquisition and use, and the data must be reconciled with vehicle records. Coupons must be stored in a safe place, and their use must be controlled by the Country Manager.

- 3.2.7** A vehicle log sheet (Annexure 1) must be available in each RACS' vehicle which the approved driver will use to record date of use, name of driver, odometer reading at start and end of trip, purposed and location of trip, signature of driver. Vehicle log sheets are to be reviewed by the Country Manager and RACS Melbourne staff on a monthly basis. The RACS audit checklist will note a review of vehicle log sheets during remote auditing and in-country monitoring visits.

3.3. Principles for Use and Management

- Ensure integrity and accuracy in financial and administrative recording and use of vehicles.
- Ensure the safety and security of all vehicle occupants as per RACS' policies and procedures, and local laws and regulations governing vehicle use.
- Promote due care and attention to the security, control, and maintenance of vehicles.
- Safeguard RACS' interests in the disposal of vehicles and in the case of accident or theft.

3.4. Compliance with RACS International Financial and Administrative Policies and Regulations

RACS vehicle use and management must strictly comply with Country Office Policies and Regulations, including procurement procedures. The delegation of vehicle use and management authority is granted on an individual basis and requires delegated authorities to adhere to RACS policies and procedures, and local legal requirements.

RACS' vehicles may only be replaced when the following conditions are met:

- The vehicle has reached _____miles/kilometres and/or _____ years of age, whichever occurs first.
- The RACS Country Manager and RACS Head of GH have authorised the disposal of the old vehicle, subject to the safety and operational condition of the vehicle.
- The RACS Head of GH has approved the purchase of a replacement vehicle.
- A budget allocation needs to be available and confirmed for the purchase of the replacement vehicle

4. USE OF RACS' MOTOR VEHICLES

This policy also applies to the leasing and/or driving of leased or rented vehicles on behalf of RACS for official business.

4.1 Key Use and Management Responsibilities

- The overseeing of the purchase, maintenance, insurance, and coordination of RACS-owned or leased vehicles are the responsibility of the RACS Country Manager.
- The RACS designated driver and all persons authorised to drive RACS vehicles are responsible for complying with the conditions of use outlined in this policy.

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- All approved passengers (on RACS business) in a RACS vehicle must comply with conditions related to passengers as outlined in this policy.
- The RACS designated driver and all persons authorised to drive RACS -owned or hired vehicles are responsible to ensure the Vehicle Road Worthiness Certificate and Registration, and Insurance Policy are valid and current; and that copies of the Registration and Insurance Policy Papers are in the glove box or clearly visible in the vehicle.
- The RACS designated driver and all persons authorised to drive RACS-owned or hired vehicles must do pre-journey checks daily or at the beginning of the journey and in the afternoon, or along the way checks must be done to ensure the travel is conducted safely to prevent any accidents.
- The RACS designated driver and all persons authorised to drive RACS' vehicles should be responsible for daily and weekly checklists, as listed below:
 - Water in radiator
 - Engine oil level
 - Transmission oil level
 - Tyres and spare - air pressure and baldness/grip
 - Windscreen
 - Water in sprinkler holder
 - Battery holder
 - Rear view mirrors
 - Seat belts
 - Interior cleanliness
 - Basic tools for the vehicles

4.2 Authority to Drive a RACS' Vehicle

Only permanent RACS' staff members and partner clinician holding a valid and full driver's license (of the appropriate class) acceptable in the relevant country, may drive a RACS-owned vehicle. Authority to drive also applies to the driving of leased or rented vehicles on behalf of RACS. A staff member or partner clinician can no longer drive a RACS-owned vehicle when any of the following apply:

- A RACS staff member or partner clinician no longer holds an acceptable current driver's license of the appropriate class
- if a RACS staff member or partner clinician is not medically fit and using medication which could cause drowsiness whilst driving
- RACS staff or partner clinicians are disqualified from driving by a competent Court
- RACS staff member or partner clinician is found to be non-compliant with RACS Vehicle Use and Management Policy
- The relevant staff member is no longer an employee of RACS.

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4.3 Conditions for Use and Management

- RACS authorised drivers must ensure that due care is always taken and must adhere to RACS Vehicle Use and Management Policy and other relevant policies and procedures.
- RACS' authorised drivers must obtain prior approval to drive a RACS-owned or hired vehicle using the RACS driver approval and vehicle use form.
- RACS authorised drivers must possess a full, valid driver's license of appropriate classes acceptable.
- RACS authorised drivers must complete the Vehicle Log Form provided in a folder in each of RACS vehicles. RACS staff must check that the Vehicle Log Form has been completed when the driver returns the car keys to RACS. The Vehicle Log Form must be checked by a RACS staff member who has not been the driver for the trip being logged.
- RACS authorised drivers must ensure that when returning the vehicle to the office, that the vehicle has been refilled to a full tank.
- RACS authorised drivers must ensure that when returning any of the RACS vehicles to the office, that the vehicles are in a clean condition. The condition of the car and refuelling will be checked at the same time as the Vehicle Log Form is checked.
- A RACS authorised driver must observe all road rules as stipulated by Road Transport Authority (RTA), such as the use of mandatory seat belts, acceptable speed limits, and traffic laws.
- RACS authorised drivers are not permitted to use their cell phones when driving nor allowed to have loud music playing, both of which are factors that can lead to road accidents.
- RACS authorised drivers are not permitted to operate vehicle under the influence of any drugs or alcohol. Smoking is also not permitted in or near any RACS-owned vehicles.
- RACS authorised drivers are responsible for the safety of their passengers and their compliance to safe passenger practices, including the use of seat belts.
- RACS authorised drivers are to ensure that there are no passengers seated in the tray of the vehicle whilst it is being driven.
- If there are any traffic infringements or penalties incurred by the RACS authorised driver when driving a RACS vehicle, it is the responsibility of the RACS authorised driver in charge of the vehicle during the time of the infringement to pay any fines arising from the infringement.
- In the event of parking fines, a RACS authorised driver is expected to pay upfront and have these reimbursed by RACS on the submission of eligible receipts.
- In the event of an accident, whether there is injury caused or damages sustained, all relevant information must be recorded and reported to RACS Country Manager, the Police and RACS-insurance brokers and staff or partner clinicians responsible for the accident should be accountable for damages incurred. RACS authorised Driver must complete a **RACS Incident Report** immediately email the completed report to the Head of Global Health and the Country Manager.

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- The carrying of non-RACS passengers is only permitted in the following cases and/or for the following non-RACS staff:
 - Local clinicians involved in approved clinical outreach (clinicians)
 - Implementing partners during a partner visit to the program
 - RACS volunteer clinical teams whilst engaged in a Visiting Medical Team
 - During an emergency where use of the vehicle is approved
 - RACS appointed consultants conducting a RACS consultancy
 - Non-RACS passengers agree to sign a waiver form before using RACS vehicles.
- RACS' vehicles must be parked overnight at the RACS office at all times when not in a field location. They must not to be taken home and parked overnight at driver's homes
- In the event of any mechanical faults being experienced approved drivers are to immediately report mechanical faults to the RACS Country Manager.

4.4 Definition of Key Terms

The terms and their definitions identified below are specific to this policy's procedures and support compliance by all users and those administering the use of RACS' vehicles.

Driver: means a driver of a vehicle, and includes the rider in control of a motorcycle, powered cycle or bicycle, or a person in control of a motor vehicle which is being towed, and where a separate person acts as steer man of a motor vehicle includes that person as well as any other person engaged in the driving of that vehicle.

RACS Designated Drivers refers to the staff member designated to drive any RACS vehicle by virtue of his/her role as 'Driver' as per the staff member's job description.

RACS Authorised Driver refers to the RACS staff, partner or clinician authorised to drive any RACS vehicle as provided under this policy.

Passenger: means any person other than the driver who is carried in or on a vehicle.

Driver's License: means a license issued under the Road Transport Authority (RTA) and includes a learner's permit or provisional license granted under the provisions of the RTA Act.

5. ASSOCIATED DOCUMENTS

Approver **International Engagement Committee**
Authoriser **Council**

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ANNEXURE -2**RACS DRIVER / PASSENGER WAIVER FORM**

The Royal Australasian College of Surgeons (RACS) Global Health Programs provides vehicles for official business only. The RACS designated driver and all persons authorized to drive RACS' vehicles, including all approved passengers in a RACS vehicle are responsible for complying with conditions of use outlined in RACS' Vehicle Use and Management Policy. A copy of this policy can be obtained from RACS Timor-Leste Interim Country Manager.

RACS Authorised Driver refers to the RACS staff, partner or clinician authorised to drive any RACS vehicle as provided under RACS' Vehicle Use and Management Policy. Passenger means any person other than the driver who is carried in or on a vehicle.

This Waiver for automobile accident ("Waiver") is made on _____ day of _____, 20 _____

Date of the Trip: _____

Purpose of the Trip: _____

I, _____ of _____ as a **driver / passenger (select one)** of RACS' vehicle, by signing this waiver form I hereby acknowledge that:

1. I have read the RACS' Vehicle Use and Management Policy and fully understand the conditions of use as outlined in this policy.
2. If I am the driver of RACS' vehicle, I understand that I am fully responsible for any risks, consequences, legal ramifications, and costs of remedial actions resulting from any accident / collision caused by me.
3. I accept the risks and consequences associated with driving or becoming a passenger in a RACS' vehicle, and thereby release RACS, its officers, and employees from and against any loss or liability, including:
 - a) Any loss or damage (Partial or Total Loss) to RACS' motor vehicle, directly caused by collision, impact, overturning, skidding, or falling into, including legal liability of RACS against loss suffered by third parties.
 - b) Claims by any person in respect of personal injury or death.
 - c) Claims by any person in respect of loss, or damage to, any property.
 - d) Costs and expenses, including the costs of defending or settling any claim referred to in point **b)** above.

Name: _____

Signature: _____

Date: _____