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# Western Australian Centre for Rural Health

## Vehicle Usage Agreement for Staff, Students and Visitors

Effective: 7<sup>th</sup> December 2023

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### Table of Contents

1. General Information and Vehicle Usage on Placement.....	2
2. Student Placement Travel to Another WACRH Site or Rural Town .....	2
3. Personal Usage .....	2
4. Vehicle Insurance, Conditions of Use, and Security .....	2
5. Vehicle Logbooks and Fuel Tracking Sheets .....	3
6. Fuel Cards .....	3
7. Fines and Infringements.....	4
8. Car Cleaning and Etiquette .....	4
9. Vehicle Servicing, Maintenance and Breakdowns .....	4
10. In Case of an Accident.....	5
11. When To Report a Traffic Incident .....	5
12. Dangerous weather event (e.g. Floods, Cyclones, Bushfires, etc) and road closures: .....	5



## **1. General Information and Vehicle Usage on Placement**

Western Australian Centre for Rural Health (WACRH) recognises that access to vehicles for clinical and recreational purposes enhances a student's experience of being on a rural placement. WACRH has a limited range of vehicles at each site that students who are on placement with WACRH can access subject to safety, funding, and internal organisational demand.

WACRH pool vehicles are primarily available for students to use to get to and from placement (subject to availability) but may be used for personal travel within reasonable limits of each location (e.g., Karratha students can use the vehicle within the City of Karratha limits, Geraldton students within the City of Greater Geraldton etc.). WACRH vehicles are also used by WACRH staff and approved visitors.

Students who are accommodated close to their placement sites, are expected to walk, carpool with another student, use a WACRH bicycle to and from their placements to free up the use of vehicles by students who require to travel longer distances to their placement sites.

Students have access to WACRH vehicles at the discretion of WACRH Staff. Failure to abide by any WACRH/UWA policy, guidelines or agreements may result in students being denied access to vehicles.

## **2. Student Placement Travel to Another WACRH Site or Rural Town**

If students are required to travel to another WACRH site or regional town for placement-related tasks, they must obtain approval from a WACRH staff member.

Before travelling, the following documentation may be requested at least one week prior to travel. This information is necessary for insurance purposes and to fulfill WACRH's duty of care to all students on placement:

- Travel plan
- Risk assessment

The approval of travel will be assessed using a variety of criteria (depending on location), including but not limited to:

- Location, distance, and duration of travel
- WACRH vehicle requirements by other students and staff at the time
- Beneficial placement experience/learning outcomes of the travel
- Financial costs associated with travel (e.g. accommodation).
- Risk assessment

## **3. Personal Usage**

In exceptional circumstances, where there is no access to personal vehicles, a WACRH student on placement may request use of a WACRH vehicle. The use of the vehicle must be approved by a WACRH Staff member, and the student usually be limited to one (1) recreational use of a vehicle (outside of the city limits) per placement. Any additional requests will be assessed on a case-by-case basis by a senior WACRH staff member at the relevant site.

Personal travel applications are site specific, please direct these queries to your WACRH Site Administrator.

## **4. Vehicle Insurance, Conditions of Use, and Security**

The WACRH vehicles are covered under the UWA (University of Western Australia) insurance policy, and the policy provides cover for all licensed motor vehicles (cars) owned by the University or in which it has an insurable interest. WACRH staff, approved WACRH student and visitors are covered by the insurance policy.

No unauthorised persons are permitted to use any WACRH vehicles at any time e.g., friends, work colleagues or family members.

**Failure to follow the following procedures will result in vehicles not being insured and you may be personally liable for the costs of any damage:**

- The driver must have the correct class (e.g., C class) and current driver's licence.
- It is the driver's responsibility to ensure that you obey all road rules.
- Vehicles must only be used on university business and used for students to get to and from their placement sites.
  - Approval must be granted by the WACRH Staff for personal use. Please refer to the "Personal Use" section.
- The vehicle must not be driven by a person under the influence of drugs or alcohol.
- The driver must not refuse to be legally tested for alcohol or any drug, if requested.
- The vehicles are to be driven on officially gazetted roads only. Off-road and beach use on soft sand and sand dunes is strictly prohibited.
- If the vehicle is to be used in an off-road situation, the driver must have successfully completed a Four-Wheel Drive Training Course.
- Learner (L plate) drivers are not permitted to drive vehicles insured by this policy.

## **5. Vehicle Logbooks and Fuel Tracking Sheets**

The following forms are located in the vehicle, and must be completed by staff, students, and visitors each time they use the vehicles:

- WACRH Vehicle Logbook - to record each journey.
- WACRH Fuel Tracking Sheet (depending on location) - for recording each time the fuel cards are used.

Please ensure that these forms are completed **each** time you drive the vehicle, and the vehicles are filled with fuel.

These forms are to be submitted to the WACRH Administrator upon request for auditing and insurance purposes to the WACRH Administrator.

## **6. Fuel Cards**

Fuel cards are to be used for purchasing fuel for the WACRH vehicles only.

Students **must not** use the WACRH fuel cards for their own personal travel. Personal fuel receipts may be requested by WACRH after any personal use has been completed. The fuel cards are regularly audited by UWA Campus Management, and unauthorised use of the fuel cards will result in UWA requesting the fuel costs to be reimbursed.

- The University of Western Australia reserves the right for fuel cards to be recalled and cancelled if they are misused.
- The loss or theft of a card should be reported immediately to your supervisor. Written confirmation is also required for the loss/theft of a card (an email would be sufficient).

WACRH **does not** reimburse students for fuel costs. In exceptional circumstances, a request for reimbursement can be submitted for consideration.

## **7. Fines and Infringements**

Student will be responsible for all fines and infringements that they may incur. Fines and infringements can be classified as:

1. Driving offences such as speeding, bad driving, infringement of parking regulations etc.

Should this occur; WACRH will contact the student(s) using the vehicle at the time to identify the driver, who will be liable for the offence.

The payment of this infringement is the responsibility of the driver, not WACRH.

## **8. Car Cleaning and Etiquette**

WACRH vehicles reflect our organisation, so please take pride in them.

- Remove all rubbish and personal belongings from the vehicles after each use.
- The vehicles are to be vacuumed and cleaned inside and washed outside out on a regular occurrence.
  - Pressure washers are located at most of the WACRH accommodation houses/apartments for use. Alternatively, selected fuel stations have car wash facilities that can be used.
- Please be mindful of your booking date/time and return the vehicle by the date and time you have reserved the vehicle, as other students or staff may require use of the vehicle.
- Please follow instructions of the WACRH staff as to where to return the vehicle and keys after use.
- If you receive the vehicle in a poor state of cleanliness, please report this to your supervisor or WACRH Administrator to action.
- Please ensure that fuel car is refuelled prior to returning. This is particular important for vehicles that are used for long distanced.

## **9. Vehicle Servicing, Maintenance and Breakdowns**

All WACRH vehicles are regularly serviced. Should you find that the vehicle service is out of date, or if you have any mechanical or likewise concerns (including chipped/cracked windscreens), please contact your WACRH supervisor and WACRH Maintenance (in your location) immediately to discuss your concerns prior to driving the vehicle.

In the event of a breakdown (including flat battery), please first call your WACRH Supervisor to report and request assistance. If you are not able to contact your supervisor, please contact RAC on 1300 558 456.

Broken/chipped windscreens must be reported to a WACRH administration staff member as soon as possible and include when, where and how it occurred. This information is required for insurance purposes.

## **10. In Case of an Accident**

Should you be involved in an accident whilst driving a WACRH vehicle, please.

- Ensure that all people involved are safe. If there are any injuries, please contact Emergency Services (Ambulance, Police, Fire) immediately.
- Once everyone is safe, obtain insurance information such as, name, contact number, registration and driver's license of any other vehicles/persons involved in the incident.
- Please take photos of all vehicles involved and document the accident, including road details and damage
- Report all vehicle accidents to your WACRH supervisor as soon as possible after the accident. If the supervisor is not available, please contact a senior staff member at your WACRH site,
- Please ensure that a Police Crash Reporting form has been completed. This form is required by our insurance provider for any claim. You can complete a Crash Reporting form online at <https://www.crashreport.com.au/>
- Please wait with your vehicle until the vehicle has been removed from the scene and secured.

## **11. When To Report a Traffic Incident**

The driver of a vehicle must report a traffic crash to WA Police when the incident occurred on a road or any place commonly used by the public, e.g., car parks; the incident must be reported if:

- The incident resulted in bodily harm to any person; or
- The total value of property damaged exceeds \$3000; or
- The owner or representative of any damaged property is not present.

## **12. Dangerous weather event (e.g. Floods, Cyclones, Bushfires, etc) and road closures:**

In the event of flooding/cyclone/bushfires, all non-essential travel is prohibited, and the WACRH vehicle must not be used. If you are prevented from traveling for any reason you must notify a WACRH Staff member.

Travel is prohibited if a road is closed by Emergency Services (e.g. Police, SES, DFES, etc).

For the latest emergency information relating to floods, cyclones and bushfires refer to <https://www.emergency.wa.gov.au/> and <https://dfes.wa.gov.au/>.