

Drivers' Responsibilities

March 2017

The right to use a government-provided vehicle comes with responsibilities.

These responsibilities apply to anyone required to drive a government vehicle.

IN CASE OF A BREAKDOWN:

Please contact the vehicle manufacturer on the details provided in the service book and not RACT.

DRIVERS' RESPONSIBILITIES

PLEASE ENSURE THAT A COPY OF THESE RESPONSIBILITIES IS GIVEN TO ALL DRIVERS AND THAT A COPY IS KEPT IN THE VEHICLE'S GLOVE BOX

These responsibilities apply to anyone required to drive a government vehicle.

The right to use a government provided vehicle comes with responsibilities.

RESPONSIBILITIES – GENERAL

It is the responsibility of the **driver** of a government vehicle to:

- be aware of, and comply with Government policy and your agency's policies on driving a vehicle;
- ensure that the vehicle is kept clean and tidy;
- ensure that the vehicle is presented for its crucial first service, and that all following services are undertaken in accordance with the manufacturer's requirements, as to do otherwise may jeopardise the manufacturer's warranty;
- provide the odometer reading at the time of purchasing fuel and ensure that the correct reading is entered;
- only purchase fuel from authorised sites – noting that the Government has a mandatory common use contract with Caltex as a primary provider and BP as a secondary provider. BP is only to be used when there is no access to a Caltex provider;
- only use standard unleaded petrol (91 Octane) unless the vehicle you drive is a dedicated premium fuel vehicle;
- ensure that the fuel card is kept secure and, if there is a pin number, ensure it is not kept on or near the card;
- advise your agency fleet manager as soon as possible if either the vehicle or the fuel card is lost, stolen or damaged;
- be aware that the agency fleet manager receives exception reports on multiple fuel fills, over-tank capacity fuel fills and invalid odometer readings; and
- ensure that the vehicle log-book (if provided with the vehicle) is kept up-to-date. It is expected that the log-book will be updated at the end of each business-related journey. An up-to-date log book is a useful method of reducing the Fringe Benefits Tax payable by the Tasmanian Government.

In addition to the above, it is the responsibility of the person (**the officer**) provided with a government vehicle as part of their employment contract to:

- inform other people whom you allow to drive the vehicle about the agency's and the Government's policies on driving a vehicle; and
- ensure that all accessories (eg bike racks) are returned with the vehicle at the end of the lease.

IN THE EVENT OF AN ACCIDENT

Any driver, who is involved in **any** type of accident, should:

- **not admit liability.**
- ensure that any injured person is immediately attended to and medical attention if necessary is arranged.
- call the police and advise them of the accident. If the police do not attend the accident, then the driver must attend the most conveniently located police station within 24 hours to complete a self-reporting accident form.
- note all details of people and vehicles involved in the accident, including details of any independent witnesses, on the card provided in the glove box, such as:
 - **all registration numbers;**
 - makes of all vehicles involved;
 - all driver names and addresses;
 - contact phone numbers (home and work);
 - owner's names (if different to that of the driver);
 - insurance company names and policy numbers;
 - names and addresses of any witnesses; and
 - the areas of accident damage to the vehicle.
- at the first opportunity, accurately complete a Motor Vehicle Claim Form available on line at the Tasmanian Risk Management Funds website ([Motor Vehicle Accident Claim Form](#)) and forward it immediately to the Fund Administration Agent (address details indicated on the Accident Claim Form).
- inform the officer (if he or she is not the driver) so that the officer can advise the agency fleet manager as soon as possible of **any** damage, or mechanical concerns, including any internal warning lights or vehicle service indicators.
- co-operate with the agency fleet manager by making the vehicle available to be repaired either as soon as possible, or as instructed by the agency fleet manager.
- ensure that, in the event of a major accident involving extensive damage to the vehicle, Jardine Lloyd Thompson is notified (6220 7420 business hours or 0409 178 321 after hours) as soon as possible so that towing of the damaged vehicle can be arranged.

A COPY OF THIS DOCUMENT CAN BE FOUND ON THE PURCHASING WEBSITE
[Tasmanian Common Use Contracts - Fleet Management Agreement](#)