



October 2026

Motor Vehicle Policy

Version	1
Responsible Officer	Executive Officer
Review Timeframe	Four years or earlier if legislative or operational requirements change.
Effective Date	16 October 2026
Related documents	Work Health and Safety Act 2011 (NSW) Road Transport Act 2013 (NSW) RAMJO Code of Conduct RAMJO Work Health and Safety Policy RAMJO Purchasing Procedures Local Government (State) Award

Purpose

The purpose of this policy is to establish clear requirements for the use of motor vehicles when undertaking official RAMJO business and to ensure that travel is conducted safely, lawfully, and in a manner that minimises risk to RAMJO, its employees, members, and the community.

Scope

This policy applies to:

- The Executive Officer.
- All RAMJO employees.
- Contractors, consultants, and other persons authorised to undertake travel on behalf of RAMJO.

Policy Statement

RAMJO is committed to ensuring that all vehicle use undertaken for official business is safe, efficient, and compliant with legislative requirements.

The Executive Officer is provided with a RAMJO vehicle for business purposes only. All other staff are generally required to use their privately owned vehicles when undertaking approved RAMJO business travel.

Where appropriate and subject to approval by the Executive Officer and the availability of project or operational funding, alternative transport arrangements including hire vehicles may be provided.

Executive Officer Vehicle

Provision of Vehicle

RAMJO may provide a motor vehicle to the Executive Officer to support the performance of their duties.

The vehicle shall:

- Remain under the control of the Executive Officer;
- Be garaged at the Executive Officer's residence when not in use;
- Be maintained in a safe and roadworthy condition; and
- Be available for organisational business as required.

The Executive Officer vehicle is provided primarily for work-related travel, including:

- Travel to and from meetings;
- Site inspections;
- Attendance at conferences, training and professional development;
- Travel between workplaces; and
- Other authorised organisational business.

Permitted incidental private use is limited to:

- Travel associated with approved organisational business;
- Reasonable stops incidental to work travel; and
- Other uses specifically approved by the RAMJO Chair.

Business Use Only

The RAMJO vehicle provided to the Executive Officer is for official RAMJO business use only and must not be used for:

- Private travel;
- Commuting unrelated to approved business activities;
- Personal errands;

The Executive Officer must comply with all taxation, Fringe Benefits Tax and reporting requirements that may arise from the garaging and use of the vehicle.

Authorised Drivers

Only the Executive Officer, RAMJO Employee, or another person specifically authorised by the RAMJO Board (Chair), may drive the vehicle.

The vehicle must not be loaned to family members, friends or other unauthorised persons.

Responsibilities

The Executive Officer must:

- Hold and maintain a current and valid driver's licence appropriate to the class of vehicle being driven.
- Immediately notify the Chairperson of any licence suspension, cancellation, disqualification, or driving offence that may impact their ability to drive.
- Operate the vehicle in accordance with all road rules and legislation.
- Ensure the vehicle is maintained in accordance with manufacturer recommendations.
- Report any vehicle damage, accident, theft, or infringement as soon as practicable.

Maintenance and Servicing

The Executive Officer shall ensure the RAMJO owned vehicle is:

- Serviced in accordance with manufacturer recommendations;
- Maintained in a safe and roadworthy condition;
- Kept clean and presentable; and
- Subject to all required registrations, inspections and insurance renewals.
- Appropriate records of servicing and maintenance shall be retained.

Employee Use of Private Vehicles

Requirement to Use Private Vehicles

Employees are expected to use their privately owned vehicles for work-related travel where practical and reasonable.

Travel must be authorised by the relevant supervisor before the expense is incurred.

Where the use of a private vehicle is not practical, appropriate, or cost-effective, staff may seek approval from the Executive Officer to utilise alternative transport arrangements for approved RAMJO business.

Alternative arrangements may include:

- Hire vehicles;
- Rental vehicles arranged through an approved supplier;
- Carpooling with other staff;
- Public transport; or
- Other approved transport options.

Approval for alternative travel arrangements must:

- Be discussed with and approved by the Executive Officer prior to travel wherever practicable;
- Demonstrate a business need or operational benefit;
- Be funded from the relevant project budget, grant funding, or approved operational budget;
- Represent value for money and be consistent with project funding requirements.

Where project funding is available and permits the use of hire vehicles or other transport options, RAMJO may approve such arrangements in preference to the use of a private vehicle.

Licensing Requirements

Staff using private vehicles for RAMJO business must:

- Hold a current and valid Australian driver's licence appropriate to the vehicle being driven.
- Produce evidence of a current licence prior to the confirmation of travel.
- Immediately advise their supervisor if their licence is suspended, cancelled, restricted, or subject to any condition that may affect their ability to drive.

Vehicle Insurance Requirements

Staff using private vehicles for RAMJO business must ensure their vehicle is:

- Registered in accordance with relevant legislation.
- Maintained in a safe and roadworthy condition.
- Covered by a minimum of comprehensive motor vehicle insurance or, where comprehensive insurance is not held, at least third-party property damage insurance.
- Insured for any business use requirements applicable under the policy.

RAMJO accepts no liability for loss, damage, excess payments, depreciation, or uninsured costs associated with private vehicles used for business purposes.

Reimbursement of Business Travel

Employees who use a private vehicle for authorised work purposes are entitled to reimbursement in accordance with the kilometre reimbursement rates contained in the Local Government (State) Award, as amended from time to time.

Claims must:

- Record the date of travel;
- Specify the purpose of the journey;
- Record start and finish locations;
- Record kilometres travelled; and
- Be submitted on the approved claim form.

Fuel, Tolls and Operational Expenses

For the RAMJO owned vehicle:

- Fuel, servicing, registration, insurance and approved operational expenses will be paid by the organisation.
- Toll expenses incurred while undertaking authorised business travel will be reimbursed or paid by the organisation.

For private vehicles:

- Reimbursement through the kilometre allowance is deemed to cover fuel, registration, maintenance, insurance and normal operating costs.
- Additional reimbursement will only be made where specifically authorised.

Safe Driving Requirements

All persons driving on RAMJO business must:

- Comply with all road laws and regulations.
- Drive safely and courteously at all times.
- Wear seatbelts where fitted.
- Not operate a vehicle while impaired by alcohol, drugs, medication, fatigue, or any other condition that may affect safe driving.
- Take adequate breaks during long-distance travel.
- Not use a mobile phone while driving except through approved hands-free systems and in accordance with road rules.

Traffic Infringements and Penalties

The driver of a vehicle is personally responsible for:

- Traffic fines;
- Parking infringements;
- Tolls incurred through unauthorised use;
- Any penalties arising from breaches of road laws.

RAMJO will not reimburse fines or penalties incurred by any employee.

Accidents and Incidents

Any accident, damage, theft, or incident involving a vehicle used on RAMJO business must be reported to the Executive Officer (or Chairperson where the Executive Officer is involved) as soon as practicable and within 24 hours where possible.

A written incident report may be required.

Monitoring and Compliance

RAMJO may request evidence of:

- Current driver's licence;
- Vehicle registration;
- Insurance cover; and
- Other documentation necessary to demonstrate compliance with this policy.

Failure to comply with this policy may result in disciplinary action.