



# Surf Life Saving Lower North Coast Branch Newcastle Permanent Vehicle Policy



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## 1. Purpose

- 1.1 To ensure that all members of Surf Life Saving Lower North Coast Branch (the Branch) understand the guiding principles of this policy for the safe and proper use of the Newcastle Permanent Vehicle.

## 2. Scope

- 2.1 This policy applies to all Branch members whom the Branch Executive consider eligible for the use of the Newcastle Permanent Vehicle in the performance of their role as officers of the Branch, and inclusive of any employee of Surf Life Saving New South Wales (SLSNSW).
- 2.2 All eligible Branch officers and SLSNSW employees who have completed the Newcastle Permanent Vehicle Agreement detailing terms and conditions are permitted to drive Newcastle Permanent vehicle. The exception being any response to an incident in extreme circumstances whereby a member is granted approval by the Branch Executive.

## 3. Policy

- 3.1 All Branch members and employees must abide by the Newcastle Permanent Vehicle Policy and hold a current driver's licence of the appropriate class required. Any Branch member who fails to drive in a satisfactory manner, and/or ceases to be a Branch member, will have their authority revoked by the Branch Executive.
- 3.2 Drivers on a Probationary "P" licence must display "P" plates when driving the Branch Newcastle Permanent Vehicle. Drivers on learner's permit are not permitted to drive Newcastle Permanent Vehicles.
- 3.3 At all times drivers must ensure due care and responsibility is taken and must comply with relevant legislation and road rules, including all policies and procedures endorsed by the Branch.
- 3.4 If a Newcastle Permanent Vehicle is involved in an accident that may have caused injury or damage to any third-party vehicle or person they must record and report all relevant information to the Branch President within 24 hours of the incident occurring.
- 3.5 All drivers should be aware of the safe driving guidelines relating to fatigue management, and take regular breaks to reduce the incident of fatigue. Drivers should not drive for more than 10 hours in any 24-hour period and have rest periods of 15 minutes, for every two hours of driving
- 3.6 Smoking is not prohibited in/on or within 10 metres of the Newcastle Permanent Vehicle.
- 3.7 Any hazardous substances, chemicals or dangerous goods are prohibited from being carried in the vehicle. The exemption being fuel carried in approved containers for Inflatable Rescue Boats (IRB's) and Rescue Water Craft (RWC). This exemption will only apply in extreme circumstances and at the approval of the Branch President.

## Annexure A

- 3.8 All repairs and maintenance will be carried out at the discretion the Branch Executive. Under no circumstances should there be any upgrades or features added to the vehicle except with the permission of the Branch Executive.
- 3.9 Operating the Newcastle Permanent Vehicle under emergency lights (Red and Yellow) is not permitted under standard operating procedures and is not endorsed by the State Government. Any driver who engages emergency lights while driving on public thoroughfares will have their driving privileges revoked immediately. Red and yellow lights may only be used while on the beach or if assisting other agencies on the public road verge.
- 3.10 Drivers of the Newcastle Permanent Vehicle shall not drive the vehicle or allow the vehicle to be driven by another driver with a blood alcohol level in excess of the legal maximum. Any driver who causes damage to a vehicle whilst above the legal alcohol limit, or who causes damage as a result of the reckless or deliberate misuse of the vehicle will be responsible for the costs of the repairs.

### **Responsibility**

- 4.1 Keep the vehicle locked at all times when not in use. When garaged at the driver's residence, the vehicle should be maintained in a secure location, preferably "off street" and under cover.
- 4.2 Be responsible for the loss of any personal property stolen from the vehicle The Branch does not provide insurance or reimbursement for such losses.
- 4.3 Not use the vehicle for hire or reward.
- 4.4 Be responsible for the payment of parking and traffic violations. The Branch accepts no liability for traffic fines which shall remain the responsibility of the allocated driver who will also be required to accept any liability for any fine if an infringement occurs while the vehicle is driven by any other person (other than the allocated driver).
- 4.5 Not use a hand-held mobile phone whilst driving. Factory fitted Bluetooth should be paired to your phone and use hands free when driving.
- 4.6 The Branch will provide a Caltex Star fuel card for the purchase of fuel and oil only.