

1 CHAPTER EIGHT: VEHICLES

1.1 Introduction

Everyman's Vehicles are a HQ asset and are allocated from time to time by the CCOM. They are supplied for the use of staff to carry out their duties. Everyman's is not obligated to supply a vehicle or type of vehicle to a staff member.

Vehicles are provided primarily for Base work or in an area. They are not to be designated as "belonging" to a particular staff member, but the designated member will be responsible for the care and maintenance of the vehicle.

Private use of the vehicle is permitted as a privilege, not a right. Duty use of a vehicle will always have precedence over private use.

Users must be familiar with this Chapter and also PHILOMAN 2.28.

1.2 Vehicle Presentation

Vehicles are a valuable asset and are to be treated with care. All instances of damage are to be reported to HQ.

1.2.1 Vehicle Cleanliness

Staff are to ensure vehicles are kept clean and tidy at all times. Cleanliness, the condition of paintwork, etc all has a bearing on the resale value of the vehicle. Scratches or dents obviously affect the resale value. Consequently, staff are to take care that paintwork and interiors are guarded against scratches and marking.

The exterior of the vehicle is to be clean at the beginning of a new day or as practically possible (ie following bush work). The interior is to be protected where possible and vacuumed regularly. On return from a bush trip the vehicle is to be cleaned inside and out.

The vehicle is to be polished at regular intervals.

1.2.2 EWS Signage

Logos including QR Codes are to be affixed to the front doors of the vehicle. They may also be affixed to the rear door if applicable. Magnetic logos are provided for each bush going vehicle for use when vehicles are required to be camouflaged. Layout is shown in Annex 8.2.2.

1.3 Vehicle equipment and fit out

1.3.1 Alcohol

Under no circumstance is alcohol permitted to be carried in an Everyman's vehicle.

1.3.2 Four Wheel Drive

All 4 wheel drive vehicles will have the following equipment as minimum:

- Department of Defence Vehicle Authorisation Form AD 049 & Pen
- *Copy Comprehensive Insurance*
- *Copy Vehicle Registration, including Third Party Insurance*
- "Accident Particulars" folder
- Copy Roadside Assistance membership
- Local Street Directory
- First Aid kit
- Camouflaged "sock" folder (may have to request hosting unit to issue for an exercise trip)
- Cam net, to fit that vehicle and folder (may have to request hosting unit to issue for an exercise trip)
- Pack-rack or equivalent
- Tow bar
- Rubber floor mats, front and rear
- Shovel
- Tow rope
- "Magnetic Logos

1.3.3 Two Wheel Drive

- Department of Defence Vehicle Authorisation Form AD 049 & Pen;
- *Copy Comprehensive Insurance*
- *Copy Vehicle Registration, including Third Party Insurance*

- “Accident Particulars” folder
- Copy Roadside Assistance membership
- Local Street Directory
- First Aid Kit
- Tow-bar
- Rubber floor mats, front and rear
- Protection in the boot of the vehicle

1.3.4 Toll Tag

When necessary HQ will arrange for a Toll Tag to be fitted to an EWS vehicle. This is provided to undertake EWS duties. Any costs arising from personal use are the user’s responsibility and reimbursement can be arranged by contacting HQ staff.

1.3.5 General

Any equipment lost or damaged will be replaced at cost to the driver at the time, if due to driver negligence.

Adding of extra equipment that alters the vehicle in any way is not permitted without the permission of the CCOM. (This includes the installation of mobile phone equipment etc)

1.4 Vehicle Authorisation and Documentation

All drivers are to utilise the Department of Defence Vehicle Authorisation and Task Form, AD 049 to record ADF, EWS and private travel and POL (petrols, oils & lubricants) usage and change of drivers. The form is to be maintained daily and submitted to HQ monthly, and when required to ADF authorities.

1.5 Vehicle Registration

EWS HQ will ensure that registration and third party insurance is current and paid on time. EWS HQ is to hold registration certificates. A copy will be provided for each vehicle.

1.6 Vehicle Insurance

Comprehensive insurance for each vehicle is to be managed by HQ under a fleet insurance scheme. A copy of the comprehensive insurance will be provided for each vehicle.

1.7 Roadside Assistance

HQ will arrange Roadside Assistance for each vehicle. A copy of membership will be provided for each vehicle.

1.8 Vehicle Documents

A folder is to be maintained in each vehicle. This will include:

- Department of Defence Vehicle Authorisation & Task Form AD 049
- *Copy Comprehensive Insurance*
- *Copy Vehicle Registration, including Third Party Insurance*
- Copy Roadside Assistance
- Accident Particulars Form

1.9 Drivers Licences

1.9.1 Civilian Licences

EWS vehicles may only be driven by authorised persons who are aged 25 years or more and who hold an unrestricted Australian drivers licence for the class of vehicle being operated.

A copy of the licence is to be provided to HQ at the time of engagement and at the time of renewal. Any limitations imposed on the holder in relation to the driving of vehicles must be reported to HQ promptly. To facilitate renewal of the EWS Vehicle Insurance the Volunteer Driver Information Form 2.2.4C is to be updated annually. A copy will be held on the holders personnel file at HQ.

1.9.2 Traffic Infringements

All traffic infringements for a vehicle are the responsibility of the designated driver. The AD 049 will be the basis of determination for this and drivers must ensure the document is completed at the time of driver hand over. If the AD 049 is not completed the person responsible for the vehicle will be deemed to be the driver.

1.9.3 ADF Licences

It is an advantage for a Representative to gain a Defence driving licence. Staff can be allocated a military vehicle if they have a current Defence licence. Licences can only be gained by attending and passing an ADF Driver's Course. Under no circumstance should an Everyman's Representative drive a military vehicle if he/she does not hold a relevant Defence licence.

1.10 Vehicle Operation

1.10.1 Driver Performance

Drivers must exercise responsible driver behaviour in all circumstances. This is important from a safety and also from a public image perspective.

When operating on ADF bases and training areas, all military directions must be complied with. Our suitability to work with the ADF is judged, in part, by our capacity to match their performance standards.

It is also necessary to monitor and conform with safety guidance when driving in difficult terrain or over long distances or periods of time.

All drivers should be familiar with national guidelines for fatigue management. These are available at: <https://www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management>

If duties may involve driving on difficult terrain or require 4WD, the driver should seek guidance from HQ regarding skill assessment and, if required skill development to ensure the driver and vehicle are able to operate safely in the required environment.

1.10.2 Accidents

All vehicles have an "Accident Particulars" form in the Vehicle Document folder. This is to be used to record the details of any accident.

When involved in a traffic accident the Accident Particulars form is to be completed and details provided to third parties but at no time following an accident is the driver or passenger/s at liberty to admit fault - that is the task of the Police and/or Insurance Company.

Where a driver is deemed to be at fault, he/she will be required to pay any excess.

All accidents are to be reported to HQ at the earliest possible time after the accident.

1.11 Private Use of Everyman's Vehicles

1.11.1 Use of Vehicles

Vehicles may be used for private purposes subject to the following:

- EWS Duties always having priority;
- Partnership and sponsor development;
- Private use for up to 1000 km each year;

- One trip to and from one destination per year may be authorised as additional private travel by the CCOM;

When private travel is authorised by CCOM as additional travel then 8.12 will be applicable.

Spouses are permitted to use the vehicle for private use under the guidelines above (including completing a Volunteer Driver Information Form 2.2.4C and providing a copy of their licence to HQ).

When a Representative is relieved on a Base for Annual holidays, etc precedence for use of the vehicle will be with the relieving staff member.

1.11.2 Reimbursement for Private Use

“Private use” of Everyman’s vehicles includes all travel when not on duty. Initial travel to work location and final travel home is considered duty travel. All travel, both private and duty is to be recorded in the AD 049.

When additional private travel is authorised then HQ is to calculate the cost per kilometre for such travel and is to invoice staff members as appropriate. The cost is to be ascertained using ATO and commercial information and is to be confirmed by the CCOM. The cost will exclude fuel costs which remain the responsibility of the user.

1.12 ADF Fuel Cards

The ADF may provide a Defence fuel card for purchase of fuel for a particular vehicle. These cards are to be secured at all times when not being used. The cards are to be kept with the log sheets in the assigned vehicle, which is to be securely locked when the vehicle is not in use.

Fuel cards are vehicle specific and can be used to purchase fuel for that vehicle only. The use of this fuel must be strictly for use in direct support of the ADF (PHILOMAN 2.28 is the authority).

1.13 Fuel for Private Use

If the EWS Vehicle is used for private purposes, the fuel tank must be filled using the Defence Fuel Card before the private use begins. At the end of private use, the vehicle must be filled again and paid for by the Rep. The Tax invoice for purchase of fuel is to be kept with Defence Fuel docket held at the centre as proof that fuel was purchased. An entry of such purchase is to be made in the AD 049.

1.14 Maintenance

1.14.1 Servicing of Vehicles

Vehicles are to be serviced as close to their schedule as specified in the owners' manual, be it mileage or date. Vehicles are to be serviced under sponsoring unit arrangements in accordance with PHILOMAN 2.28. *At times expenditure on vital maintenance may not be possible. In such instances*

the vehicle must be removed from operation to ensure the safety of everyone concerned. At all times procedures set out in Chapter 4 are to be followed.

In most training establishments, access to any servicing by the sponsor unit is likely to be very limited due to the ADF's outsourcing of service providers off base for their own vehicles. When this is the case the REP should review PHILOMAN 2.28 with the sponsor unit ADF command, (not through civilian Defence Support Group agencies DSG) in the first instance. From there, ADF command will advise the Rep what can be achieved within the budget of the sponsor unit, and refer the Rep to DSG with ADF command recommendation.

To reduce tyre wear staff are reminded to rotate the tyres around the car as required in the Owner's Manual.

1.14.2 Reporting Usage and Servicing

REPS who are responsible for an EWS vehicle are to include the following details in their monthly report:

- Vehicle Registration and make;
- Odometer reading as at end of month;
- Km travelled in current month.
- Date of last vehicle service
- Vehicle Odometer for due service.

1.15 Use of a Non EWS Vehicle for EWS Purposes

1.15.1 Permission

When a need arises for a non EWS vehicle to be used for EWS purposes, permission must be obtained, in writing, from the CCOM before each use. The Request to Use Non EWS Vehicle form (Form 8.15.1) is to be completed and forwarded to the CCOM, with the following documents, prior to use:

- *Copy Vehicle Registration*
- *Copy Comprehensive Insurance*
- *Copy of Third Party Insurance*
- *Volunteer Driver Information Form 2.2.4C (if not already completed)*
- *Copy of Current Drivers Licence (if not already provided)*

1.15.2 Provision of Fuel for Non EWS Vehicle

*The vehicle must have a full tank of fuel, paid for by the Rep, before use. When the task requiring use of the vehicle has finished, the fuel tank should be refilled using an EWS credit card (**NOT a Defence Fuel card**) or the Reps own funds. Personal funds can be reimbursed by forwarding the Tax Invoice and an Expense Reimbursement Form (Form 5.8) to EWS HQ.*

An AD049 is to be utilised to record approved usage and submitted to HQ with monthly reports.

1.16 Vehicle Replacement

All purchase or sale of vehicles are to be authorised by the Board and managed by HQ.

1.16.1 Purchase of Vehicles

When a purchase is authorised a Purchase Order Extraordinary will be provided by HQ and a valid Tax Invoice must be provided to HQ before payment is made. Care must be taken to verify good title is being obtained.

Arrangements for registration and insurance of vehicle in line with policy are to be discussed with HQ early in the purchase process.

1.16.2 Sale of Vehicles

All vehicle sales are to be authorised by the Board and completed in conjunction with the CCOM. When a vehicle is sold the following must occur:

- Have the vehicle detailed
- Obtain a Roadworthy Certificate
- Place advertisements on the vehicle and in relevant media, if required
- On sale of the vehicle, issue a temporary receipt, explaining that an official receipt will be forwarded directly from HQ, and then deposit the sale price into the HQ bank account
- Under no circumstances is a vehicle to be released to a prospective buyer unless the full amount has been paid by bank cheque or cash, and a receipt issued

1.16.3 Bank Cheque

A prospective buyer may make a cash deposit. Vehicles can only be purchased by use of a Bank Cheque or cash. Under no circumstances are personal cheques to be received.

1.16.4 Receipts

An official receipt is to be produced by EWS HQ and forwarded to the owner as soon as possible. An interim receipt can be issued by the person responsible for the sale and faxed or emailed to HQ ASAP. Details of interim receipt must include:

- Name and Address of purchaser
- Date of sale
- Make, model and registration of vehicle sold
- Method of payment (bank cheque or cash) and amount received

1.17 Movement of Vehicles

Occasions may arise where the CCOM may authorise relocation of a vehicle to another location or by another staff member. HQ is to co-ordinate such changes.

1.18 Trailers

Trailers are provided at some locations to enhance ministry. Whilst they are provided for work purposes, they may be used privately with CCOM authorisation. Duty requirements always have precedence over private use.