Acceptable Use of Vehicles Equipment Policy

*Last updated April 2015*

|  |  |  |  |
| --- | --- | --- | --- |
| Policy number | [insert number] | Version | [insert number] |
| Drafted by | [insert name] | Approved by Board on | [insert date] |
| Responsible person | [insert name] | Scheduled review date | [insert date] |

### Introduction

* 1. Confusion as to whether employees or volunteers are entitled to make use of the organisation’s vehicles and equipment is undesirable, and any misunderstandings and any ambiguity should be if at all possible avoided. The purpose of this policy is to ensure such confusion does not occur.

### Purpose

* 1. The primary purpose for which vehicles and equipment are provided to [Organisation] staff and volunteers is to assist them in carrying out the duties of their employment.
	2. This policy sets out guidelines for acceptable personal use of [Organisation] vehicles and equipment by employees and volunteers of Organisation].
	3. This policy is made up of specific policies governing the use of:
* Mobile Phones; and
* Vehicles

A separate policy has been formulated to deal with acceptable use of computers, internet and email.

### Policy

* 1. [Organisation]’s facilities, vehicles, and equipment are to be used to support its mission. [Organisation] staff and volunteers may not use the organisation’s resources (including any person, money, or property) under their control for personal benefit or gain, or for the benefit or gain of other individuals or organisations, except as specified below.
	2. Employees and volunteers are permitted limited use of vehicles and equipment for personal needs where such use does not interfere with [Organisation] business, involves minimal additional expense to [Organisation], involves minimal additional risk to [Organisation], and conforms with applicable organisational procedures. Such permission may be revoked or limited at any time by the Board or the CEO.
	3. [Organisation] believes that staff and volunteers should be given the tools needed to effectively carry out their assigned responsibilities. Allowing limited personal use of these tools helps enhance the quality of the workplace and helps [Organisation] to retain qualified and skilled workers.
	4. This policy does not apply to those situations where personal use of [Organisation]’s equipment constitutes agreed remuneration under a contract of employment.

## Acceptable Use of Vehicles Equipment Procedures

|  |  |  |  |
| --- | --- | --- | --- |
| Procedure number | [insert number] | Version | [insert number] |
| Drafted by | [insert name] | Approved on | [insert date] |
| Authorised person | [insert name] | Scheduled review date | [insert date] |

### Responsibilities

* 1. It is the responsibility of Management to ensure that:
* staff are aware of this policy;
* any breaches of this policy coming to the attention of management are dealt with appropriately.
	1. It is the responsibility of all employees to ensure that their usage of [Organisation] equipment conforms to this policy.

### Processes

* 1. Use of Mobile Phones

Employees and volunteers of [Organisation] whose duties necessitate use of a mobile phone may be assigned a phone or may be reimbursed for business use of a personal phone under the following circumstances.

Use of the phone may be approved by the CEO, or their duly authorised nominee, according to the following criteria:

* A requirement to travel frequently on business away from the office;
* A need for others to communicate with the employee about [Organisation] business when the employee is away from their office;
* A need for the employee to communicate with others regarding [Organisation] business when the employee is away from their office;
* A need for the employee to have access to mobile internet when away from their office;
* The employee supports or is otherwise responsible for programs, services or systems that necessitate frequent and immediate communications throughout the day or after working hours.

The lowest cost plan available to accommodate the particular organisational need shall be used. The need for a phone must be reviewed at least once a year to verify that the arrangement continues to be justified. The arrangement shall be terminated on resignation, separation or transfer of the employee.

Personal use of a [Organisation] mobile phone, where such use is likely to incur a substantial additional cost for the organisation, is highly discouraged. Employees are expected to fully reimburse [Organisation] for any extra costs incurred by the organisation as a result of such usage.

Alternatively, the employee may purchase their own telephone and submit a reimbursement request for organisation-related calls.

* 1. Use of Vehicles

[Organisation] vehicles must not be used other than for [Organisation] business.

### Related Documents

* [Acceptable Use of Electronic Media Policy](http://www.ourcommunity.com.au/files/policybank/AcceptableUseofElectronicMediaPolicy2015.doc)

About this document

This policy sample has been developed by the [Institute of Community Directors Australia](https://www.communitydirectors.com.au?utm_campaign=policybank&utm_medium=doc&utm_source=website&utm_content=template) (ICDA) and is free for any not-for-profit organisation to download and use, so long as it is for a non-commercial purpose and that the organisation is not paying a consultant to carry out this work. [Click here](http://www.ourcommunity.com.au/general/general_article.jsp?articleId=2153#16) for our full copyright guidelines.

### Important notes

* You can't (or shouldn't) rely on these sample policies and procedures alone. They’re a starting point, but you will have to adapt them to suit your own language and requirements.
* Most samples include both policies and procedures (the policies provide guidance on standards, while procedures give instructions on implementing standards). We recommend adopting policies at a board level, while procedures can be developed/signed off by the organisation's CEO.
* We use the term ‘board’ to cover boards, committees of management, or anybody that has final authority in your organisation. And the term ‘CEO’ extends to executive directors, or your chief administrator. You should change the terms in these policies to match those used in your organisation.

### Other policies

There are numerous policies available on the [Community Directors website](https://communitydirectors.com.au/tools-resources/policy-bank). You can hunt for what you need with our site search function.

### Make a deposit

If you have some great policies that your organisation thinks would be of use to other groups, email them to service@ourcommunity.com.au. We'll review them, amend them so that they're applicable to the greatest number of not-for-profits possible, push them into our format, and load them up.

### Join us!

ICDA is a best-practice governance network for the directors serving on Australia’s 600,000 not-for-profit boards, committees and councils, and the senior Workers who support them.

ICDA members get access to a range of educational, capacity building and networking opportunities that build knowledge, connections and credentials.

If you appreciated this free policy, we would appreciate your ongoing support by joining ICDA from only $65 p.a

### The benefits of membership

1. Receive ‘responsible person’ status – ICDA members are recognised by the ATO under ‘responsible person’ rules
2. Recognition – three membership post-nominal options, providing community and professional recognition for educated and engaged not-for-profit members
3. Capacity building publications – current trends, issues and emerging areas of risk via member-only newsletters governance help sheets
4. Policy alerts – receive notification when changes are made to governance, human resources, financial management, values and communications policies you’ve downloaded through the Policy Bank
5. Preferential member pricing – members receive discounts for the Festival of Community Directors events and online Compact Courses
6. Alumni events – access to deep connections and a vibrant network of believers and doers. There’s an online forum, as well as regular invitations to events like Communities in Control Conference
7. Access to forums, networks, information and opportunities – boost your confidence (and competence) and open career doors
8. Budget-friendly – for as little as $65 a year you get all the benefits outlined above and so much more.

### Legal advice at a pre-agreed price

Please note that this is a template policy for guidance only. For assistance in tailoring this policy to suit your organisation, or for legal advice at a pre-agreed price or training in this area, please do not hesitate to contact Our Community’s preferred legal supplier [Maddocks](https://maddocks.com.au).

E: NFPHelp@maddocks.com.au | W: <https://maddocks.com.au>