

# VEHICLE FLEET POLICY COVER SHEET

*Version:* 1.1

*Contact:* Registrar

*Date of Issue:* February 2017

*Review Date:* November 2019

## Introduction

Four documents have been developed to enable Parishes to purchase and use vehicles, which are held in trust by the Diocese as the legal entity able to register vehicles. These documents consist of:

1. Vehicle Fleet Policy and Procedure
2. Authorised Driver Agreement Form
3. Pool Vehicle 'Trip' Register
4. Motor Vehicle Accident Report Form

Vehicles held in trust by the Diocese for Parishes will be registered in the name of the Bendigo Anglican Diocesan Corporation. As per current<sup>1</sup> *Road Safety (Vehicles) Act 2009*, a vehicle operated by a charitable, religious or benevolent organisation may be registered for nil registration fee if it is:

- registered in the name of the organisation and marked with its name
- used primarily for organisational business purposes (not regular private use)
- used only for non-profit reasons

These vehicles will be insured by the Diocesan insurer and costs invoiced to the Bishopric or Parish, annually as per the Vehicle Fleet Policy and Procedure.

## How to use the forms:

Clergy, Diocesan Employees and volunteers must read the **Vehicle Fleet Policy and Procedure** form and complete the **Authorised Driver Agreement Form** prior to driving any Diocesan vehicles.

A copy of all completed **Authorised Driver Agreement Forms** are to be returned to the Registry, as per the directions at the bottom of the sheet.

The following forms must be kept and used in Diocesan owned vehicles:

- **Vehicle Fleet Policy and Procedure**
- **Pool Vehicle 'Trip' Register** (every trip to be recorded and completed forms to be held securely in the Parish / Opportunity Shop)
- **Motor Vehicle Accident Report Form** (all incidents to be recorded and copy forwarded to the Registry as per instructions on the form)

---

<sup>1</sup> February 2017