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This document was created in response to a Freedom of Information request made to CSIRO.

FOI Number: FOI2013/9

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Request: *Any and all information held by CSIRO relating to CSIRO vehicle policy, and specifically;*

*a) The CSIRO Motor Vehicles Policy (Financial 2006/05)*

*http://intranet.csiro.au/intranet/finance/Policy/motorVehicles.htm*

*b) CSIRO Insurance Motor Vehicle Insurance policy*

*http://intranet.csiro.au/intranet/insurance/MVaccidents.htm*

Documents: 1 and 2

For more information, please refer to CSIRO's FOI disclosure log at [www.csiro.au/FOILog](http://www.csiro.au/FOILog)



# CSIRO Motor Vehicles policy

<b>Policy classification</b>	Number	Financial 2005/05
	Title	<b>CSIRO Motor Vehicles policy</b>
	Level	Organisational - Operational (Level 2)
	Category	Financial
	Applies to	All CSIRO staff
	Issue status	Supersedes all previous policy/ financial directions on Motor Vehicles.
<b>Policy description</b>	Overview and purpose	The purpose of this policy is to provide guidance on the use of Official & Executive vehicles, whether owned, leased or rented by CSIRO.
	Policy review	Policy to be reviewed annually.
<b>Policy statements</b>	Policy statement 1	It is CSIRO policy that the acquisition, use, maintenance and disposal of all <b>Official vehicles</b> , whether owned, leased or rented by CSIRO, must be in accordance with the relevant procedures.
	Policy statement 2	It is CSIRO policy that the acquisition, use, maintenance and disposal of all <b>Executive vehicles</b> , whether owned, leased or rented by CSIRO, must be in accordance with the relevant procedures.
<b>Key roles and responsibilities</b>	Policy owners / authors	Corporate Finance/People & Culture
	Accountability	Responsibility for implementation and accountability for compliance with Motor Vehicle policy rests with line management: Executive Team, Division/Unit Managers, and Functional Managers as appropriate.
<b>Policy implementation and authority</b>	Implementation date	1 July 2005
	Authority	Chief Financial Officer & Executive Director, Corporate Operations
<b>Further references</b>	Related Procedures and Guidelines	See attached material
	Other policy / references	<p>CSIRO People &amp; Culture Policy  <a href="http://www.csiro.au/intranet/hr/policy/policy.asp">http://www.csiro.au/intranet/hr/policy/policy.asp</a></p> <p>CSIRO Procurement Policy  <a href="http://www.csiro.au/intranet/finance/procurement/policy/policyStatement.htm">http://www.csiro.au/intranet/finance/procurement/policy/policyStatement.htm</a></p> <p>CSIRO Cash-Out-Policy  <a href="http://intranet.csiro.au/intranet/hr/policy/pay/cash/policy.asp">http://intranet.csiro.au/intranet/hr/policy/pay/cash/policy.asp</a></p> <p>CSIRO Terms and Conditions of Service  <a href="http://intranet.csiro.au/intranet/hr/wr/tc/index.html">http://intranet.csiro.au/intranet/hr/wr/tc/index.html</a></p> <p>CSIRO OHS&amp;E  <a href="http://www.csiro.au/services/humanres/essentials/safely/index.html">http://www.csiro.au/services/humanres/essentials/safely/index.html</a></p> <p>CSIRO Motor Vehicle Allowance  <a href="http://www.csiro.au/intranet/hr/policy/allow/motor/policy.asp">http://www.csiro.au/intranet/hr/policy/allow/motor/policy.asp</a></p> <p>CSIRO Motor Vehicle Insurance</p>



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<http://intranet.csiro.au/intranet/insurance/motor.htm>

Green Vehicle Guideline Targets for Government Vehicles

<http://intranet.csiro.au/intranet/finance/Guides/vehicles/greenvehicle.htm>



# CSIRO Motor Vehicles policy

## Policy statement 1

It is CSIRO policy that the acquisition, use, maintenance and disposal of all **official vehicles**, whether owned, leased or rented by CSIRO, must be in accordance with the relevant procedures.

## Supporting information – Procedures

### 1. Official Vehicles

#### 1.1 Authority

1.1.1 – CSIRO Management shall issue written instructions consistent with this policy on the arrangements for the use of official vehicles.

1.1.2 – Official drivers are persons that hold a current drivers license for the class of vehicle being driven and are required to drive a CSIRO vehicle in the normal course of business (also see Section 2.0 Executive vehicles).

1.1.3 – Holders of a learner's permit for the class of vehicle being driven may only drive official vehicles with the specific approval of CSIRO Management and in accordance with State legislation.

#### 1.2. Vehicle acquisition, maintenance and disposal

1.2.1 – The delegate ([Delegation 40](#)) shall select passenger vehicles for general pool use from the range of vehicles included in Pool Vehicles in [Appendix 1](#).

The delegate ([Delegation 40](#)) shall ensure that standards are not exceeded and the range of vehicles selected from the approved list represents value for money for the intended use.

1.2.2 – The Division/Unit Manager may restrict the range of pool vehicles to a lower cost option for similar models included on the lists.

1.2.3 – The delegate ([Delegation 40](#)) shall decide on the provision of safety options consistent with CSIRO health and safety policy.

1.2.4 – Passenger vehicles shall be leased from approved leasing companies.

1.2.5 – Commercial vehicles may be leased or owned based on the value for money principle taking account of whole-of-life costs of vehicles including the “cost of money”. Government contracts for commercial vehicles should be used wherever possible.

1.2.6 – The lease, purchase and disposal of vehicles should be handled by purchasing officers who are at arm's length from any personal benefit that may arise from the transactions.

#### Retention Periods

1.2.7 – Vehicles, whether owned or leased, shall be retained for a duration that achieves the lowest cost of operation, provides the required functionality and meets CSIRO's OH&S guidelines. The current lease durations for approved passenger vehicles that meet this requirement are shown at [Appendix 1](#)

#### Disposal

1.2.9 – CSIRO owned vehicles being disposed of may be traded-in on new vehicles, sold by closed tender or auction and are subject to the principle that the disposal shall be effected to the best advantage of the Organisation.

Staff may purchase these vehicles only by successful participation in a closed tender process when the vehicle has been offered for sale either publicly advertised in the press (in the vehicles for sale classified section) so that the public has an opportunity to buy the vehicle, or by a closed tender managed on behalf of CSIRO by the approved leasing companies.



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See Policy circular No: 1997/08 - 1 July 1997 for further details  
[http://www.csiro.au/doco/policy/pc97\\_08.htm](http://www.csiro.au/doco/policy/pc97_08.htm)

### Registration

1.2.11 – All official vehicles must be registered as required by State or Territory legislation.

1.2.12 – All vehicles must be registered in CSIRO's name with State or Territory authorities and shall bear State or Territory number plates.

### Maintenance and Servicing

1.2.13 – Drivers are responsible for the care of official vehicles (whether for short periods during the day or on long term issue).

1.2.14 – Any defects requiring attention shall be reported immediately. A vehicle which has a defect which would render it unsafe to drive must not be driven.

1.2.15 – Where official vehicles are leased with full maintenance included in the lease, the leasing company should be contacted prior to any repairs, maintenance, or service being undertaken.

1.2.16 – Official vehicles owned by CSIRO must be serviced in accordance with the manufacturer's directions.

### Fuel Supplies

1.2.17 – The most economical fuel card should be obtained at the time of vehicle acquisition and during the operational life of the vehicle.

1.2.18 – If fuel supplies are not available on site, fuel should be purchased using an oil company credit card so that "Commonwealth" prices are paid. In emergencies credit cards or cash may be used. A receipt must be obtained for any cash purchases.

1.2.19 – On each refuelling of a vehicle, the current odometer reading shall be provided by the driver to the cashier.

### Drivers' Responsibilities

1.3.1 – Official vehicles may be driven only by official drivers and in accordance with procedures approved by CSIRO Management.

1.3.2 – Official drivers must be aware of CSIRO Management's instructions.

1.3.3 – The *Commonwealth Motor Vehicles (Liability) Act 1959* applies. The effect of this Act is that where the driver of a CSIRO vehicle causes injury to a third party, the driver is deemed to be CSIRO's agent, and where the driver is negligent, CSIRO is liable to the third party. CSIRO may have a right of recovery against the driver, depending on the circumstances.

1.3.4 – Drivers are responsible for paying fines incurred during their use of an official vehicle.

### Criteria for Use of Official Vehicles

1.4.1 – Official vehicles may be used when the occasion requires that CSIRO should provide official transport or when, in the interests of economy and efficiency, it is desirable that an official vehicle be used, or for any other purpose consistent with instructions by Divisional Management.

1.4.2 – Official vehicles may be used for purposes outlined in **Motor Vehicles - Policy Statement 2 – Executive Vehicles**.

### Security and Garaging

1.4.3 – Official drivers are responsible for the security of vehicles and their contents while



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they are on issue to them and must ensure that vehicles are locked when unattended. Vehicles taken away from official premises should, if possible, be parked off-street, preferably in a garage or carport.

**1.4.4** – Vehicles other than Executive vehicles should normally be garaged at official premises. Garaging at private residences should only be permitted if improved operational efficiency or marked economies will result.

### Private Vehicles

**1.4.5** – Vehicles owned by officers may be used on official business subject to the approval of the delegate ([Delegation 70](#)). The circumstances in which permission may be granted for the use of private vehicles on official business are defined in Paragraph 65 of the CSIRO Terms and Conditions of Service.

<http://intranet.csiro.au/intranet/hr/wr/tc/part7a.htm#65>

### Insurance and Accidents

#### Comprehensive Insurance

**1.5.1** – Comcover provides comprehensive motor vehicle insurance for all CSIRO owned and leased vehicles. Comprehensive insurance is effected for CSIRO owned vehicles when they are registered on the Fixed Assets Register. Insured leased vehicles are listed on monthly leasing company reports.

**1.5.2** – All CSIRO owned and leased vehicles valued over \$80,000 must be notified immediately upon acquisition to Corporate Finance.

#### Reporting Accidents

**1.5.3** – All accidents and/or damage to official vehicles must be reported in accordance with CSIRO Management's instructions.

**1.5.4** – The person responsible for a vehicle which is involved in an incident, whether or not damage is sustained, must follow procedures specified on the intranet:

<http://intranet.csiro.au/intranet/insurance/MVaccidents.htm>

#### Recovery of Costs from Drivers of Official Vehicles

**1.5.5** – No action shall be taken against the driver of an official vehicle to recover the cost of repairing or replacing the vehicle, except in accordance with sub-paragraphs 1.3.3 or 1.5.6.

**1.5.6** – In certain circumstances, normal procedures shall be instituted to recover losses incurred by CSIRO that are legally recoverable, eg using the vehicle in contravention to policy, driving under the influence of drugs or alcohol, etc.

#### Insurance - Privately Owned Vehicles Used on Official Business

**1.5.7** – The Organisation does not carry any insurance risk on private vehicles used for official purposes (see Paragraph 68 of the CSIRO Terms and Conditions of Service). The applicable mileage allowance rates are payable in connection with the use of a private vehicle on official business include a component to meet the cost of both comprehensive and third-party insurance.

<http://intranet.csiro.au/intranet/hr/wr/tc/part7a.htm#68>

**1.5.8** – The delegate ([Delegation 70](#)) who approves the use of a private vehicle on official business must ensure that the owner or user of that vehicle is aware of the conditions regarding insurance. Note that many insurance companies will refuse cover for a privately insured vehicle used for business purposes.

#### Parking/Traffic Infringements

**1.6.1** – It is CSIRO policy that drivers are responsible for paying fines incurred during their



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use of an official vehicle.

**1.6.2** – Traffic Infringements for CSIRO owned vehicles (eg. speed cameras, red light cameras, etc) and unpaid parking fines will be forwarded by the relevant authority directly to the Division/Unit. Drivers wishing to dispute an infringement must lodge an appeal direct with the relevant authority.

**1.6.3** – In case of leased vehicles CSIRO has a contractual obligation to the Leasing Companies to ensure all traffic infringement notices and parking fines are paid. Traffic infringements (eg. speed cameras, red light cameras, etc) and unpaid parking fines will be forwarded by the relevant authority directly to the Leasing Company, who will forward it to the cost centre contact within CSIRO for payment. In all instances, it is the driver's responsibility to pay the fine.

**1.6.4** – If drivers wish to dispute the traffic/parking infringement, they must lodge an appeal with the relevant authority **before** the final notice is issued. Once an appeal is lodged, drivers should forward a copy of the documentation to the Leasing Company, in case a final notice is inadvertently issued.

**1.6.5** – In the event of non-payment by the CSIRO driver, and after receipt of a final notice of non-payment, the fine will be paid by the Leasing Company and the amount will be billed on the Division/Unit's monthly statement. In most States the issuing of a final notice incurs an added cost.

If the driver pays after the final notice is issued, proof of payment is required by the Leasing Company so that they can apply for a refund. The application for a refund will not include reimbursement of the additional costs incurred.

By not paying fines/traffic infringements within the required time, drivers run the risk of incurring additional costs which will not be met by CSIRO.

### Supporting information – Guidelines

#### Motor Vehicle Driving Guidelines

##### Introduction

These guidelines describe the responsibilities and procedures recommended for when staff use vehicles owned or leased by CSIRO. These guidelines define acceptable minimum standards.

##### General guidelines

Staff driving CSIRO owned or leased vehicles must comply with all relevant Commonwealth, State and Territory legislation and regulations on the use of vehicles.

##### CSIRO vehicles should be:

- registered as required by State and Territory legislation
- appropriate for required tasks
- purchased or leased in accord with policy
- carry required safety equipment
- are not modified without recertification as roadworthy
- maintained in a serviceable and safe condition.

##### Staff driving CSIRO vehicles should:



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- be licensed as required by State and territory legislation for the class of vehicle being driven
- receive all information, instruction, training and supervision necessary to safely complete their driving tasks
- comply with the directions in the attachments to these guidelines.

### Accidents

All incidents involving motor vehicles must be reported using the CSIRO "OHS&E Incident Report" form. The CSIRO "OHS&E Incident Report" form is available at

[http://intranet.csiro.au/doco/policy/pc2005\\_03\\_Appendix\\_1.doc](http://intranet.csiro.au/doco/policy/pc2005_03_Appendix_1.doc)

For all accidents involving CSIRO Vehicles, the procedures detailed on the intranet should be followed. Please ensure that the details of any other drivers involved are obtained.

<http://intranet.csiro.au/intranet/insurance/MVaccidents.htm>

The procedure to be followed in the event of an accident is set out in the leaflet entitled **'What to do if you have an accident'** which includes a Motor Vehicle Accident Report form. This leaflet should be kept in the glove box of all CSIRO vehicles. The procedures provide that the officer should –

- Request POLICE presence if:
  - someone has been killed or injured in the accident
  - any of the vehicles involved needs to be towed
  - the other driver cannot provide their details.
  - All other accidents should be reported to the police in accordance with your State/Territory laws.
- obtain details of any other drivers (third parties) involved including:
  - registration number of vehicle
  - driver's licence number
  - name of driver and owner of vehicle
  - address and telephone numbers of driver and owner of vehicle.
- obtain a police report number.
- forward any verbal or written communication with other parties (third parties) to Comcover immediately.
- report the accident to your HSE officer.

### DO NOT

- admit fault or liability to anyone.
- offer payment to any other party concerned.
- agree that CSIRO or it's insurer will meet the costs of the other driver.

### Implementation Checklist

Division/Unit Managers should ensure that:

- vehicles appropriate for required tasks are purchased or leased as CSIRO vehicles (See **"Attachment B"** for notes on LPG fuelled vehicles)
- only appropriate vehicles are used for particular tasks
- staff are nominated to issue keys for vehicles, to log faults and ensure that they are corrected and to maintain kits (eg first aid kits) as listed in the attachments
- CSIRO vehicles are safely equipped (see **"Attachment E"**), maintained and serviced
- driving safety programs are implemented as required to prevent incidents involving



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CSIRO vehicles and injuries to staff, damage to CSIRO property or environmental impacts

- incidents involving motor vehicles are reported using the CSIRO "OHS&E Incident Report" form (as an incident with environmental consequences if appropriate)

### Supervisors should ensure that:

- driving requirements are assessed as part of the CSIRO "Health, Safety and Environment Assessment of Work"
- staff employed as drivers and staff involved in long-distance or regular driving as a necessary component of their work undergo pre-employment and ongoing medical examinations to determine their fitness for the task (see CSIRO Policy "Medical Assessment" and "**Attachment A**" for these guidelines)
- only staff with appropriate licences and driving skills use CSIRO vehicles
- staff are provided with information, instruction, training and supervision as required to safely use the vehicles they are expected to drive (eg defensive/advanced driving, off-road and 4WD training)
- recommended driving and rest regimes are drawn to the attention of staff and driving/rest regimes are agreed to, before commencement of the journey.

### Staff should ensure that:

- they have a current and valid licence
- supervisors are advised of any loss of licence
- all statutory laws governing the use of vehicles are complied with
- CSIRO vehicles are not driven whilst disqualified from driving
- alcohol or non-prescription drugs are not consumed for at least 12 hours before or during driving and that any such use or level of such substance is within State and Territory legislation
- there is no smoking in CSIRO vehicles
- mobile telephones are not to be used while driving.
- CSIRO vehicles are visually inspected prior to use (see "**Attachment C**")
- driving and rest regimes are followed (see "**Attachment D**")
- reasonable steps are taken to minimise risks associated with using vehicles and incidents involving CSIRO vehicles are reported immediately to a supervisor, site administration and local authorities as required without any admission of liability.

### Selection, Fitting, and Maintenance of Vehicles

#### Vehicles appropriate for the tasks

Normal sedans and station wagons may not be suitable for long trips on unmade roads, mountainous terrain, fire trails and rough roads.

Light coloured vehicles are considered safer, more comfortable and more economical.

Safety information provided by accredited motoring bodies (eg RACV, NRMA) should be considered before purchasing or leasing new vehicles and before planning trips to destinations involving unfamiliar driving conditions.

#### Fitting, servicing and maintenance

In addition to safety features that are standard, CSIRO vehicles should be fitted with appropriate non-standard, safety features when the nature of the work or good practice requires the safety feature (eg cargo barriers or cruise control).



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The manufacturer's service schedule should be adhered to.

CSIRO vehicles should be maintained so that they are in a safe condition and roadworthy at all times when they are available for use.

Every vehicle should carry a first-aid kit, hazard triangle and safety vest.

### **Spare parts and on-road service**

Essential spare parts should be carried in each CSIRO vehicle. Essential spare parts are determined by both the natures of the vehicle and the driving task (see CSIRO Policy "Work in Remote Locations")

[http://www.csiro.au/doco/policy/pc2002\\_08.htm](http://www.csiro.au/doco/policy/pc2002_08.htm)

### **Securing loads**

Loads must be secured. Equipment carried in the back seat of a car or in the back of a station wagon can become airborne in the event of sudden braking if it has not been carefully secured using straps or nets fixed to anchoring points. A fitted cargo barrier, complying with AS4034 (1998) should also be used to protect the driver and other occupants when they share an internal space with loads having potential to become airborne.

### **Dangerous Goods**

Dangerous goods must be stowed and secured on a vehicle so that they will remain in position notwithstanding vehicle movements of starting, stopping, jolting or swaying (refer to "Australian Code for the Transport of Dangerous Goods by Road and Rail", section 9.3 "Safe Stowage").

It is usually best to store hazardous materials in rigid containers. However, some containers cannot be sealed and the contents are likely to alter the atmosphere inside the vehicle. It is necessary to carry these goods in open-cabin vehicles if the hazardous materials are not carried outside the cabin. This will prevent a harmful atmosphere developing in the cabin should the container leak (eg cryogenic liquids may evaporate or spill and exclude air from the interior of the vehicle).

### **Driver training**

Drivers should be appropriately trained to safely perform the tasks required of them. Many driving courses, including courses described as 'defensive', 'safe' or 'advanced' driving are available. These courses provide both theory and practical instruction on a range of safety issues including:

- vehicle maintenance and trouble shooting
- techniques for braking and turning in an emergency
- anti-skid braking
- wet weather and low-visibility driving
- dealing with breakdowns
- four wheel driving
- vehicle recovery (use of winches)
- towing trailers and caravan
- parking safely (at night) to minimise personal attack.

### **Driving regimes, fatigue and stress**



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Taking regular and adequate rest breaks to prevent driver fatigue is fundamentally important on long journeys (see "**Attachment D**"). Cruise control and air-conditioning might also reduce driver fatigue.

Driving stressors are dependent on such factors as distance driven, driving conditions and deadlines. Age and driving experience are strongly linked to reports of driver stress levels and risk. Young drivers, with the least experience, are most at risk.

Driver stress might be reduced by simple strategies including relaxation and appropriate concentration techniques which can be learned. A healthy lifestyle and personal fitness also reduce stress and the risk of accident.

On long hauls, a second person in the cabin is recommended. After changeover, relieving drivers should familiarise themselves with road and vehicle handling conditions before accelerating up to maximum speed.

A logbook must be kept and heavy vehicles (GCM greater than 16 tonnes) will be checked at State borders.

### **Accident reporting**

Accidents must be reported to local authorities as required by State, Territory and Commonwealth laws. Accidents, including near misses, must be reported to the staff member's administration and supervisor as soon as is reasonably possible. Other reporting requirements must also be arranged promptly (eg using the CSIRO "OHS&E Incident Report" form, indicating an environmental incident if appropriate or as required by the General Manager, Corporate Finance Branch).

In the event of an accident, staff should exchange only the information required by local authorities and should not make any admission of fault or liability.

### **Ergonomic needs**

Back pain is a common problem amongst drivers who spend a lot of time driving. Adjustment of the headrest, seat and driving position should be made to minimise the risk of pain associated with driving.

Ergonomic features such as a fully adjustable driver's seat, lumbar supports and a moveable steering column should be considered when a vehicle is purchased or leased for use on long trips or extensively by a particular driver.

The ease with which objects can be loaded and unloaded should also be considered. Problems are often created when the person loading or unloading must lift over a high sill or into deep boots that necessitate stretching. Manual handling is a hazard that must be assessed in connection with driving work.

### **Trip plans**

Trip plans should be developed and lodged with the Division before the trip commences. The plan should include nominated call-in times and expected arrival times for each stage of the journey together with the names and contact details of people who will be contacted at call-in times and actions to be taken when a call-in is not received.

### **Regular private garaging - Officer contribution**

In view of the value to the officer, and the cost to CSIRO, of permission to privately garage a CSIRO pool vehicle on a regular basis, CSIRO charges the officer a contribution for this



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benefit. This contribution does not change the restrictions on the use of pool vehicles.

Except for vehicles to which specific exemptions apply, the officer's contribution of -

- \$500 for a 4 cylinder vehicle (\$19.17 per fortnight); or
- \$700 for a 6 cylinder vehicle (\$26.84 per fortnight).

is charged for **regular private** garaging of pool vehicles This contribution is collected by means of fortnightly payroll deduction.

'Regular' is defined as four consecutive weeks or more, or an aggregate of 12 weeks per FBT year. Where an officer has been regularly garaging a pool vehicle for a period that meets this definition, Division/Unit administrative staff should arrange immediately to commence fortnightly payroll deductions of the officer contribution.

### Exemption from officer contribution

Privately garaged pool vehicles -

- of a load carrying type (for example, a panel van, utility or bus which might not be classified as a 'car' for FBT purposes-such as a vehicle designed to carry a load of goods of 1 tonne or more); and
- which are used for travel to and from work and for other travel incidental to travel in the course of employment (for example, use which might constitute an exempt benefit for FBT purposes),

are exempted from the officer contribution. Examples of vehicle use coming within this exemption are -

- an officer driving a bus to provide staff transport between work and their homes (including the driver's own home);
- an officer who regularly drives a load carrying vehicle on a scheduled route between the officer's home and work for the purpose of making official deliveries and collections.

The Executive Director, Corporate Operations may agree to waive the officer contribution partly or wholly in other cases where special circumstances of a similar nature apply.

### Relevant links

CSIRO People & Culture Policy

<http://www.csiro.au/intranet/hr/policy/policy.asp>

CSIRO Procurement Policy

<http://www.csiro.au/intranet/finance/procurement/policy/policyStatement.htm>

CSIRO Cash-Out-Policy

<http://intranet.csiro.au/intranet/hr/policy/pay/cash/policy.asp>

CSIRO Terms and Conditions of Service

<http://www.csiro.au/services/humanres/essentials/blocks/t&c/contents.htm>

CSIRO OHS&E

<http://www.csiro.au/services/humanres/essentials/safely/index.html>

CSIRO Motor Vehicle Allowance

<http://www.csiro.au/intranet/hr/policy/allow/motor/policy.asp>



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CSIRO Motor Vehicle Insurance

<http://intranet.csiro.au/intranet/insurance/motor.htm>

### Policy statement 2

It is CSIRO policy that the acquisition, use, maintenance and disposal of all **Executive vehicles**, whether owned, leased or rented by CSIRO, must be in accordance with the relevant procedures.

### Supporting information – Procedures

## 2.0 Executive Vehicles

### Introduction

**2.1.1** – CSIRO offers, as part of remuneration arrangements, to provide certain senior management and senior specialist staff with a fully maintained, privately plated vehicle. Allocation is subject to each Division/Unit's budget and the delegate's prior approval.

### Eligible Staff

**2.1.2** – CSIRO staff who are -

- in the functional area of Research Management and remunerated at Levels 8 and 9; or
- in the functional area of General Management and remunerated at Levels 7, 8 or 9,

are eligible to request the benefit of a fully maintained, State registered vehicle. For these senior staff, eligibility is determined by the level of remuneration - not their classification. In some cases part of the remuneration of staff at these levels will comprise an Enhanced Responsibilities Allowance. However, the allocation of a vehicle to any of these eligible staff is subject to the prior approval of the appropriate delegate.

**2.1.3** – CSIRO staff in the Specialist functional area and remunerated at Levels 7, 8 or 9, may be allocated a private registered vehicle where, in the delegate's opinion, this is necessary to match external employment packages.

**2.1.4** – Eligible staff are not obliged to accept a vehicle benefit.

### Acquisition

**2.1.5** – The standard of vehicles provided to eligible senior staff must comply fully with the standard set out in the Guidelines with this policy. Where the standard of vehicle does not meet an employee's requirements, the employee may cash out such entitlement. Departure from this standard may be accommodated under clause 11 remuneration arrangements with the officer meeting the actual cost of the vehicle chosen. The most effective approach is for the employee to enter into a novated lease arrangement having cashed out the value of such entitlement.

<http://www.csiro.au/intranet/hr/policy/pay/package/policy.asp>

**2.1.6** – The purchasing of new vehicles and the disposal of old vehicles should be handled by purchasing staff who are at arm's length from any personal benefit from the transactions. Purchasing and disposals are to be handled in accordance with **Policy Statement 1 - CSIRO policy on Official Vehicles**. This requires that the old vehicles be traded-in or sold by tender or auction to the best advantage of CSIRO. The trade-in value or changeover cost does not affect the standard of, or the accessories able to be fitted to, a vehicle to be supplied to an officer as part of remuneration.



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2.1.7 - Existing motor vehicle leasing contracts use government contract pricing. All executive vehicles should be leased.

### Approval

2.1.9 – No person other than the Division/Unit Managers may approve the purchase of a vehicle which will be assigned to that person under official remuneration arrangements. No officer shall option-up their executive vehicle without their delegate's approval.

- Division/Unit Managers are now the sole delegate for vehicle approvals within their Division.
- The purchase of vehicles to be allocated to Division/Unit Managers requires the Group Executive's approval.

### Vehicle data base

2.1.10 – To ensure that information about vehicle allocations is both accurate and readily accessible to management, Divisions should enter the details of relevant vehicles (including pool vehicles regularly privately garaged) on screen 21 in the CSIRO Pay System. Compliance audits involving system checks will be conducted periodically.

### Registration

2.1.11 – For State plated vehicles purchased by CSIRO, Divisional administrative staff will arrange registration and compulsory third party insurance for the vehicle in CSIRO's name, and obtain exemption from the State or Territory Stamp Duty (by reference to section 53 of the *Science and Industry Research Act 1949*), and road tax where applicable (eg, NSW). To obtain exemption from NSW road tax and stamp duty, the dealer should be advised that when registering the new vehicle the Roads and Traffic Authority are to be advised that CSIRO is 'Customer Category 006' and 'Organisation Category FEDS'.

### Comprehensive Insurance

2.1.12 – Comcover provides comprehensive motor vehicle insurance for all CSIRO owned and leased vehicles. In the event of an accident, the cost of repairs may be payable by the staff member or another driver in certain circumstances. Likewise, a driver may be required to meet the replacement cost of a vehicle which is written off, if its use was not in accordance with this policy.

2.1.13 – Comprehensive insurance is effected for CSIRO owned vehicles when they are registered on the Fixed Assets Register. Insured leased vehicles are listed on monthly leasing company reports.

### Automobile Association Membership

2.1.14 – As a breakdown service for the vehicle, Division/Unit administrative staff will arrange automobile association membership in CSIRO's name where vehicles are not leased.

### Conditions of Use

2.1.15 – The conditions of use of Executive vehicles are set out in the Guidelines to this policy.



## CSIRO Motor Vehicles policy

### Private garaging of pool vehicles

**2.1.16** – The provisions relating to the private garaging of CSIRO vehicles by staff who are not eligible for an executive vehicle as part of their remuneration are set out in the Guidelines to this policy.

### Supporting information – Guidelines

## Standard of Vehicles

### Introduction

1.1 The standard of vehicles supplied by CSIRO to eligible staff as part of their remuneration shall conform strictly to the policy set out in **Appendix 1**. Approval must be obtained from the Executive Director, People & Culture for any departures from this policy.

### Vehicle Standard

1.2 Senior staff eligible to have an Executive vehicle allocated to them as part of their remuneration must choose a vehicle from the list of approved vehicles applicable to their Salary Level. Approved vehicle lists are varied by the General Manager Corporate Finance from time to time to take account of changes in models and contract pricing. However, the choices of vehicle and optional accessories are limited to those contained in the approved lists in **Appendix 1**. Except as may be specially approved, no vehicle may be purchased for remuneration purposes which does not comply fully with the relevant approved list.

1.3 **Vehicle Standard-Levels 7 & 8:** **Appendix 1** to this policy contains the approved list of vehicles and accessories for eligible Level 7 and 8 officers in CSIRO.

1.4 **Vehicle Standard-Level 9:** The vehicle standard for Division/Unit Managers of (and equivalent Level 9 officers) is shown in **Appendix 1**.

### Approved Accessories

1.5 The list of approved accessories is included in **Appendix 1**. With the exception of approved work-related accessories, no accessory may be fitted to a CSIRO vehicle which is not itemised on the relevant approved list.

1.6 Senior officers must not fit unapproved accessories at their own expense. In addition, unapproved accessories must not be fitted even where supplied free of charge by a dealer.

1.7 Officers may use portable and connectable accessories with a vehicle (for example, child capsules and restraints, a roof rack, rear louvres) where those accessories are owned or hired by them and are able to be used without damage to the vehicle.

### Work-related Accessories

1.8 Where there is a special need for an executive vehicle to meet official usage requirements, the Division/Unit Manager may approve appropriate accessories which are essential for work purposes. (In the case of a Division/Unit Manager, this approval would be given by the Group Executive). Examples of work-related accessories are listed in **Appendix 1**.

### Enquiries - Corporate Finance

1.9 All enquiries about vehicle standards and accessories, and any applications for special approvals, should be directed to Corporate Finance.



## CSIRO Motor Vehicles policy

### Conditions of Use

#### Usage

1.10 The vehicle is to be used to commute to and from the officer's normal place of work and for travel for work purposes. The vehicle is to be made available for official use by other CSIRO staff during normal working hours in accordance with local management's requirements. At other times the vehicle may be used for the officer's private motoring.

1.11 Private use of the vehicle would not be expected while an officer is on a lengthy period of leave (eg. periods in excess of 3 months). During such periods, the vehicle should be returned to the vehicle pool for official use by CSIRO staff.

1.12 Vehicles may only be driven by -

(a) the officer;

(b) members of the officer's family who are licensed drivers;

(c) CSIRO staff who hold a Driver's Licence, who adhere to the Division/Unit Manager's instructions, and who use the vehicle in the course of official duties (note that the conditions of use by these officers are the same as apply to Pool vehicles).

Holders of learner's permits may drive a vehicle where supervised by a licensed driver, where State legislation is complied with, and where approval is given by the delegate.

1.13 The driver is responsible for the security of the vehicle (ie. lock all doors after parking and, wherever possible, parking the car off-street).

The driver is responsible for the security of the vehicle (ie. lock all doors after parking and, wherever possible, parking the car off-street).

#### Traffic infringements

1.14 Drivers are required to comply with all traffic laws and regulations. Any fines incurred when using the vehicle must be paid by the driver. During private use, payment of any fines incurred is the responsibility of the officer where the driver is not identified (eg. radar camera speeding fine, parking fine).

#### Officer's contribution

1.15 The provision of a Executive vehicle under this policy is subject to a financial contribution from the officer toward the vehicle's running costs. The officer's contribution will be -

- \$500 for a 4 cylinder vehicle (\$19.17 per fortnight); or
- \$700 for a 6 cylinder vehicle (\$26.84 per fortnight).

The required contribution may be varied from the rates above.

Officer contributions should be collected by fortnightly payroll deduction in all cases. An *Authority to Deduct from Salary* form should be completed by the officer.

1.16 During lengthy periods of leave (eg. periods in excess of 3 months) when the officer returns the vehicle for official use, or in other cases where the officer elects to return the vehicle for official use while on recreation leave, the officer's contribution should cease. For administrative efficiency, the **minimum period** for which deductions should cease is when



## CSIRO Motor Vehicles policy

the officer is absent for 5 consecutive working days.

### **Servicing**

1.17 All maintenance and service costs will be met by CSIRO. However, the officer is responsible for between service checks (eg. fluid levels, tyre pressure) and the general care of the vehicle.

### **Fuel, etc**

1.18 All fuel costs will be met by CSIRO except when the officer is on recreation leave. Fuel may be obtained from CSIRO petrol bowsers as well as service stations. Officers should retain receipts for any personal expenditure incurred by them on fuel, oil, etc. for private motoring during holidays and provide these receipts to their Divisional administrative staff.

1.19 Officers will be issued with a vehicle Fuel Card to purchase fuel and lubricants for the vehicle from Shell service stations. This card carries electronic instructions limiting the types of products which may be purchased. Fuel Card users will be asked to enter their odometer reading at the point of purchase. Leasing companies provide regular reports on these transactions to CSIRO Divisions/Units for fleet management purposes. Corporate reports are also available for auditing, etc.

### **Fringe Benefits Tax**

1.20 CSIRO is required to pay Fringe Benefits Tax (FBT) for each 12 month period ending 31 March. The odometer reading on that date together with receipts for fuel, oil, etc which the officer purchased for private motoring during holidays should be forwarded to Division/Unit administration.

1.21 CSIRO's FBT liability is reduced for every dollar contributed by the officer towards the vehicle's running costs. Any period that the vehicle is used exclusively for official purposes should be recorded and taken into account in the formula to reduce the amount of FBT payable.

### **Parking**

1.22 A parking space for the vehicle will be provided as close as possible to the officer's normal place of work. Parking charges incurred as a result of the vehicle being used for official purposes will be reimbursed in accordance with the standard CSIRO procedures.

### **Accidents**

1.23 All incidents involving motor vehicles must be reported using the CSIRO "OHS&E Incident Report" form. The CSIRO "OHS&E Incident Report" form is available at

[http://intranet.csiro.au/doco/policy/pc2005\\_03\\_Appendix\\_1.doc](http://intranet.csiro.au/doco/policy/pc2005_03_Appendix_1.doc)

For all accidents involving CSIRO owned and leased vehicles, the procedures detailed on the intranet should be followed. Please ensure that the details of any other drivers involved are obtained.

<http://intranet.csiro.au/intranet/insurance/MVaccidents.htm>

The procedure to be followed in the event of an accident is set out in the leaflet entitled **'What to do if you have an accident'** which includes a Motor Vehicle Accident Report form. This leaflet should be kept in the glove box of all CSIRO vehicles. The procedures



## CSIRO Motor Vehicles policy

provides that the officer should –

- Request POLICE presence if:
  - someone has been killed or injured in the accident
  - any of the vehicles involved needs to be towed
  - the other driver cannot provide their details.
  - All other accidents should be reported to the police in accordance with your State/Territory laws.
- obtain details of any other drivers (third parties) involved including:
  - registration number of vehicle
  - driver's licence number
  - name of driver and owner of vehicle
  - address and telephone numbers of driver and owner of vehicle.
- obtain a police report number.
- forward any verbal or written communication with other parties (third parties) to Comcover immediately.
- report the accident to your HSE officer.

### DO NOT

- admit fault or liability to anyone.
- offer payment to any other party concerned.
- agree that CSIRO or its insurer will meet the costs of the other driver.

### Vehicle replacement

1.24 CSIRO no longer observes a fixed retention period. The decision on the lease or ownership duration of a replacement vehicle will be made in accordance with sound fleet management principles and have regard to quoted lease rates or costs of ownership and other factors that may apply including the term of employment for the officer driving the vehicle. In the event that a vehicle is badly damaged, it will be replaced following consideration of advice from an insurance assessor, the leasing company where leased and the Motor Vehicle Accident Report.

### Advice to staff

1.25 A copy of these Guidelines should be provided to officers supplied with an executive vehicle.

### Authority for private garaging

1.27 Permission may be given for staff to privately garage pool vehicles on a regular basis to meet operational requirements (for example, when there is no secure CSIRO parking available). In such circumstances, use of the vehicle is restricted to travel between the officer's normal place of work and his or her home, or other approved official destination.

1.28 Approval for private garaging is usually given to staff who are not eligible to be provided with a vehicle under this policy. Where approval is given, CSIRO is liable for FBT in relation to the vehicle on the same terms as apply to executive vehicles.

### Relevant links

CSIRO People & Culture Policy  
<http://www.csiro.au/intranet/hr/policy/policy.asp>

CSIRO Procurement Policy  
<http://www.csiro.au/intranet/finance/procurement/policy/policyStatement.htm>



## CSIRO Motor Vehicles policy

CSIRO Cash-Out-Policy

<http://intranet.csiro.au/intranet/hr/policy/pay/cash/policy.asp>

CSIRO Terms and Conditions of Service

<http://www.csiro.au/services/humanres/essentials/blocks/t&c/contents.htm>

CSIRO OHS&E

<http://www.csiro.au/services/humanres/essentials/safely/index.html>

CSIRO Motor Vehicle Allowance

<http://www.csiro.au/intranet/hr/policy/allow/motor/policy.asp>

CSIRO Motor Vehicle Insurance

<http://intranet.csiro.au/intranet/insurance/motor.htm>



## CSIRO Motor Vehicles policy

### Glossary

*Official vehicle* means a vehicle as defined by State Legislation that is owned, leased or rented in accordance with CSIRO Motor Vehicle Policy Statement 1.

*Executive vehicle* means an official vehicle provided to eligible staff in accordance with CSIRO Motor Vehicle Policy Statement 2.

*Passenger Vehicle* is defined as sedans and station wagons.

*Commercial Vehicle* is defined as non-passenger vehicles, eg 4WDs, utilities, vans, tractors, etc.

*Official driver* means:

- (1) - a CSIRO officer who is driving an official vehicle in accordance with Divisional Management's instructions;
- (2) - a person who is not a CSIRO officer but Divisional Management's approval and, subject to any conditions imposed by Divisional Management, is driving an official vehicle;
- (3) - authorised drivers of Executive vehicles as specified in CSIRO Motor Vehicle Policy Statement 2.

*Official passenger* means:

- (1) - a CSIRO officer travelling as a passenger in an official vehicle in the performance of official duties;
- (2) - a person who is not a CSIRO officer but who is invited by an official driver to travel in an official vehicle as a passenger for official purposes;
- (3) - a person who, for other than official purposes but with approval of Divisional Management and, subject to any conditions imposed by Divisional Management, is permitted to travel as a passenger in an official vehicle;
- (4) - a person who is not a CSIRO officer but who is invited by an official driver to travel in an official vehicle on an errand of mercy.



## CSIRO Motor Vehicles policy

### Attachment A

#### Medical Examination of Drivers

CSIRO requires medical fitness for duty. If a staff member is to be employed as a driver or is required to use CSIRO vehicles on long or regular trips (eg for fieldwork) as a normal component of work, medical examinations should be considered to determine a (potential) staff member's capacity for safe driving. The purpose of the examination is to enhance personal and public safety and to reduce potential loss to CSIRO. It is not possible to define all clinical conditions that could compromise a driver's safety, but some conditions must be considered. These include impaired vision or hearing, locomotor dysfunction, systemic disorders, and physical or mental illnesses in conjunction with the effects of medication.

Reasonable questions to be asked in a medical examination could include:

*Is a doctor currently treating you for an illness or injury?*

*Are you taking any medication?*

*Have you ever had an accident as a result of blacking out or falling asleep?*

*Do you use any drugs or medications not prescribed for you by a doctor?*

*Do you use recreational drugs?*

Have you ever had, or been told by a doctor that you have any of the following:

- high blood pressure
- heart disease, chest pain or angina
- any condition requiring heart surgery
- palpitations or an irregular heart beat
- abnormal shortness of breath
- head injury or spinal injury
- seizures, fits, convulsions, epilepsy
- blackouts, fainting
- stroke
- dizziness, vertigo, problems with balance
- double vision, difficulty seeing
- colour blindness
- psychiatric illness, nervous disorder
- kidney disease
- diabetes
- sleep disorder, sleep apnoea, narcolepsy
- heavy drinking
- bleeding from the bowel or black motions?

The examining medical practitioner should be asked to report on suitability for the proposed driving duties without disclosing confidential information.



# CSIRO Motor Vehicles policy

## Attachment B

### Vehicles Designed for Use with LPG

Every driver of an LPG-fuelled vehicle should be trained to refuel LPG vehicles.

Vehicles that are manufactured exclusively for use with LPG are preferred to vehicles converted for LPG use. Factory fitting or conversion for dual fuel compromises long term performance, vehicle weight, carrying capacity and storage space.

Vehicles using LPG must comply with Australian Design Rules applying to fuel systems. Converted vehicles must comply with Standards applicable to conversions.

Generally, LPG is much safer to use than petrol. The gas is stored as a liquid under moderate pressure and the tank is much stronger than that of a petrol tank. Testing of both types of tanks shows that an LPG tank is far less likely to rupture and, in a fire, the LPG tank is less likely to explode because it is protected by pressure relief valves and it contains no oxygen.

Autogas vehicles use 3mm thick steel cylinders, whereas petrol vehicle tanks are plastic. In addition, LPG has a higher ignition temperature and a narrower range of flammability than petroleum. As a result, LPG is less hazardous than petroleum in terms of accidental ignition or combustion.

When LPG fuel containers are compromised, the fuel converts from a liquid to a vapour that could rapidly produce a sizeable vapour cloud that may ignite and flash back to the source.

A spill of LPG will slowly disperse into the air. However, in an enclosed area, LPG, mixed with air, might contact unanticipated ignition sources (eg near the ceiling) thus presenting a potential fire or explosion risk.

All bodily contact with liquid fuel, cold metals or cold gas should be avoided. Frostbite can occur.

### Handling emergencies

If the vehicle is not on fire, no obvious leak is detected and you assess that it is safe to do so, stabilise and secure the vehicle by setting the brake and chock the wheels as necessary. Then turn off the vehicle's ignition and turn the gas cylinder valve handle to the "off" position.

If the vehicle is on fire or a leak is detected or suspected, do not approach the vehicle.

Attempt to warn others of the danger by using cones, safety triangles or other devices but not sparking or flashing devices.

### Refuelling

***Refuelling of LPG powered vehicles must only be done by trained personnel.  
Turn off ignition. Turn off mobile phones. Set brakes. No smoking. No flames.***

Basic steps to follow are:

- it is recommended passengers and drivers leave the vehicle before filling
- refuel only in well-ventilated area. Do not fill tanks indoors
- remove the protective cap from the filler valve, connect the fill hose and open the fixed liquid level gauge
- start the fuel transfer
- stop filling when maximum permitted liquid level is indicated by the outage gauge (do not overfill)



## CSIRO Motor Vehicles policy

- shut off the filler host valve, shut off the fixed liquid level gauge (hand tight -never use pliers), stop the pump, disconnect all hosts, replace caps, and retighten the outage gauge
- avoid body contact with liquid fuel, as it can produce a severe 'cold burn'.

### Recommended practice

These recommendations are important and should be observed:

- qualified service personnel must do all installation, service or repair of LPG equipment
- because LPG is heavier than air, emergency maintenance or repairs work on LPG fuel systems must be undertaken in open or well-ventilated areas - never allow the gas to escape into closed areas
- avoid cutting and welding operations near LPG systems
- do not tamper with safety devices
- do not tamper with carburetion equipment, unless completely familiar with its operation
- familiarise yourself with the location of the container's shutoff valve
- if the vehicle operates on both petroleum and LPG (dual fuel), avoid having both fuels in the carburettor at the same time. When switching from petroleum to LPG, be sure that all of the petroleum is out of the carburettor before switching to LPG
- if the vehicle is dual fuel, operate the vehicle on petroleum at least once a week
- if you take the vehicle into a garage for repairs and fuel is not needed for operating the engine, close the liquid service valve
- never test for leaks with a flame. Use a suitable leak detector solution
- do not fill tanks that are not properly labelled for LPG - only fill containers designed and labelled for LPG motor fuel service if you park your vehicle inside a garage or other structure, be sure:
  - the fuel system is leak free
  - the container is not overfilled
  - the fuel supply valve is closed
  - the vehicle is not parked near sources of ignition, or in poorly ventilated pits
- on detection of escaping gas, take the following steps:
  - immediately shut off the fuel supply valve
  - eliminate all possible outside sources of ignition
  - summon qualified LPG personnel.



## CSIRO Motor Vehicles policy

### Attachment C

#### Inspection Checklist

Daily or prior to every journey the following items should be visually inspected:

- registration sticker (to confirm that the vehicle is currently registered)
- tyres including spare (for inflation and tread condition)
- body for accident damage or missing fittings
- windscreen for damage
- radiator for correct level of water
- fuel level
- oil level
- battery condition
- spare wheel
- tool kit for essential items
- service sticker to ensure service is not overdue.



# CSIRO Motor Vehicles policy

## Attachment D

### Driving Regimes

#### *Introduction*

CSIRO is aware of the reported extent to which driver fatigue contributes to injuries and fatalities among drivers. Consumption of alcohol – even in moderate amounts – increases the tendency to fall asleep. Some drugs do help to prevent drivers from falling asleep, but they are no substitute for sleep. Relying on stimulants instead of sleep can be very dangerous. Driving often becomes erratic when stimulants are taken and the risk of accident increases.

Guidelines have been developed to inform motor vehicle drivers about safe driving/rest regimes. It is advisable that these guidelines be followed whenever employees are involved in on-road driving. The guidelines are not designed to apply to off-road driving which is much more tiring and thus, shorter periods of driving with longer periods of rest are advisable.

If a driver feels that he or she is becoming tired, then a break should be taken immediately regardless of the guidelines.

#### *General Principles*

Taking regular and adequate rest breaks during a long motor vehicle journey is of paramount importance in avoiding driver fatigue. When planning official journeys, due account should be taken of how long an employee will have been on duty before he or she commences driving and of whether, and for how long, he or she will need to perform any duty at the journey's end.

The following points should be adhered to:

- the time at which the journey is to be undertaken, its duration, and the distance to be covered should be reasonable in the circumstances
- provision should be made for adequate rest periods before, during and after the journey
- there should be no likelihood that undertaking a particular journey will result in an abnormal risk
- if an employee has to perform duty immediately after concluding a journey as the driver of a motor vehicle then the length of the journey (or the final stage of it) should be limited accordingly
- whenever practicable, more than one driver should travel in a vehicle used in the course of official duty - especially when the journey involves driving in isolated areas or under arduous climatic conditions.

#### *Guidelines for driving and rest*

- no more than 10 hours in a period of 24 hours should be taken up with driving
- the total time spent travelling, inclusive of breaks, should not exceed 12 hours, even when two or more officers share the driving
- on completion of each period of two hours of driving, an employee driving continuously should take a rest period of at least 20 minutes away from the vehicle
- when officers are sharing the driving responsibility, a change of driver should take place at least at three-hour intervals
- after an employee has been the sole driver of a vehicle for three consecutive days, his or her fourth day should be a non-driving day
- ordinary duty (which does not involve driving duty) combined with driving duty should not exceed 12 hours in any period of 24 hours
- prepare for the return trip; drivers might get away with tiredness more easily on the outward trip by drawing on reserves of energy – but the risk is much greater on the return journey, especially after exhausting work



## CSIRO Motor Vehicles policy

- drivers should not consume alcohol or take any non-prescription drugs for at least 12 hours before or during the journey
- simple medications (especially cough mixtures and antihistamines) may compound tiredness and should also be avoided.

The distance that can reasonably be covered during the time of a day's driving will be governed by the type of vehicle used, the terrain involved, the maximum time that should be spent driving (as above) and legal speed limits. As well as driver fatigue, other factors including sun angle, road and climatic conditions should be taken into account.



## CSIRO Motor Vehicles policy

### Attachment E

#### Safety Equipment for Vehicles

**Airbags** significantly reduce severity of injuries in potentially serious accidents.

**Anti-lock brakes (ABS)** maximise the effectiveness of steering and brakes by preventing locking and reducing potential to skid.

**Bull-bars** are useful when it is likely that animals will be encountered while driving. Bull-bars must be airbag compliant if airbags are fitted.

**Communication** equipment such as radio sets may be required when planning for journeys in remote areas.

**Fan belts.** In addition to the fan belt, spares for power steering, air-conditioning and alternator should be carried on long journeys and in remote areas.

**Fire extinguisher.** A CO<sub>2</sub> or dry-powder extinguisher (of at least 1 Kg) should be carried inside the cabin, preferably on the front, passenger side, kickboard panel or behind the driver's seat. The extinguisher should be housed in a quick-release clamp.

**First-aid kit.** A portable first-aid kit should be carried in the vehicle.

**Hazard warning lights** should be fitted to all vehicles and audible-reversing alarms should be fitted to all vehicles other than standard sedans, wagons and utilities.

**Power steering** is desirable for vehicles with heavy steering. It improves control and reduces driver fatigue.

**Safety barrier.** Safety barriers complying with AS4034 (1998) should be installed in station wagons and open cabin vehicles to prevent unrestrained objects from striking drivers or passengers in the event of a collision or sudden braking.

**Seats.** Anti-vibration seats can prevent back injury and minimise aggravation of existing back problems so they are advisable for long distance drivers.

**Spare tyres** must be carried, must be in good condition and regularly checked for proper inflation.

**Tool kit.** A tool kit with items to allow basic, emergency repairs including tyre changing, belt replacements etc should be carried.

#### **Torch**

**Vehicle information** on registration, insurance and roadside service should be carried.

**Water.** Spare water should be carried in a suitable container for use on long trips and trips in remote locations.

**Winches** should be fitted to or carried by all off-road vehicles.



## CSIRO Insurance Motor Vehicle Insurance

### Accident Reporting and Claims Management

#### Contents:

- [What to do in case of an accident](#)
- [Accident Reporting Procedures](#)
- [Comcover Policy Wording](#)
- [Replacement Vehicle](#)
- [Claims Manager](#)

#### What to do in case of an accident

CSIRO has changed its way of managing motor vehicle accidents and insurance. From 1 July 2008, all CSIRO owned and leased motor vehicles are comprehensively insured by Comcover and all claims will be managed by Comcover.

**ALL motor vehicle accidents must be reported to Comcover as soon as possible, using the procedures detailed below.**

Request POLICE presence if:

- someone has been killed or injured in the accident
- any of the vehicles involved needs to be towed
- the other driver cannot provide their details.

All other accidents should be reported to the police in accordance with your State/Territory laws.

#### DO NOT

- admit fault or liability to anyone.
- offer payment to any other party concerned.
- agree that CSIRO or it's insurer will meet the costs of the other driver.

#### DO

- obtain details of any other drivers (third parties) involved including:
  - registration number of vehicle
  - driver's licence number
  - name of driver and owner of vehicle
  - address and telephone numbers of driver and owner of vehicle.
- obtain details of any witnesses.
- obtain a police report number.
- forward any verbal or written communication with other parties (third parties) to Comcover immediately.
- report the accident to your HSE officer.

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#### Forms

[Motor Vehicle Accident Report Form](#) [Word 804Kb]

[OHS&E Incident Report Form](#) [Word 118Kb]

[Security Incident Report Form](#)

#### Glovebox Information Pack for all CSIRO vehicles

Print this PDF document on single pages and place it in the glovebox of all CSIRO vehicles.

[GloveboxInfoPack](#) [PDF 207Kb]

## Accident Reporting Procedures - all vehicles, all accidents (including single vehicle and theft)

1. **Complete** a Comcover [Motor Vehicle Accident Report Form](#) [Word 804Kb] as soon as possible.
2. Have the driver and his/her manager/supervisor **sign** it.
3. **Forward** it to Comcover at [claims@comcover.com.au](mailto:claims@comcover.com.au) as soon as possible.
4. **Obtain a quote** for repair as soon as practicable and **send** it to Comcover at [claims@comcover.com.au](mailto:claims@comcover.com.au) as well.  
Drivers/Business Units can either select their own repairer, or seek the advice of [Comcover](#).
5. Comcover will appoint an assessor who will liaise with the repairer of your choice, authorise repairs and inform the Business Unit when they are able to actually book the vehicle in for repair.
6. Refer any third party claims to Comcover immediately. Third parties making a claim against CSIRO will need at least 2 quotes.
7. If the quote for repair is less than \$500, repairs are uninsured and will be at the Business Unit's own cost.  
Comcover will pay the cost of all accidents over \$500.

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## Comcover Policy Wording

All drivers should read the policy wording.

[Comcover Policy wording](#) [external link]

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## Replacement Vehicle

Comcover Motor Vehicle Insurance does not cover this cost unless the vehicle was stolen.

You can organise your own replacement vehicle, use a pool vehicle, or simply manage without - CSIRO's negotiated rates with several hire car companies are listed in the [Traveller's Kit](#).

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## Claims Manager

**For enquiries related to a specific accident:**

**Comcover**  
GPO Box 3263  
Canberra City ACT 2601

Toll Free: 1800 651 540  
Email: [claims@comcover.com.au](mailto:claims@comcover.com.au)

**For general enquiries: [insurance@csiro.au](mailto:insurance@csiro.au)**

**Tracey Walker**  
Corporate Finance

PO Box 225  
Dickson ACT 2602

Tel: 02 6276 6216  
Fax: 02 6276 6238

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**Related information:**

- [CSIRO Motor Vehicle Policy](#)
- [CSIRO Travel Policy](#)
- [CSIRO Finance](#)
- [CSIRO Property Services](#)
- [CSIRO Legal](#)

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Last updated: 23 June 2011 — Maintained by: [fin-web@csiro.au](mailto:fin-web@csiro.au)

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