



## Application to use private motor vehicle for EveryMan business

### USE OF PRIVATE MOTOR VEHICLES

1. Staff members and volunteers **must not** use their personal vehicles for work purposes without prior approval, by completing this form, including meeting all the requirements outlined below.
2. Subject to EveryMan approval, a motor vehicle allowance will be paid to staff using a private vehicle for work purposes, being the rate set at July 1 of each year under section 18.1 of the Community Sector Multiple Enterprise Agreement (CSMEA) 2014 – 2018 (ACT). This amount will vary each year in accordance with any variations to the allowance made by the Fair Work Commission (arising from annual wage reviews travel allowances SCMEA).
3. Accurate records of individual trips must be maintained on EveryMan's private vehicle log (Smartsheet) form provided to a staff member for this purpose. Each entry is to detail start and finish odometer readings, a brief detail of the purpose (including client name if applicable) and the Cost Centre (Program) it relates to. **It should be noted that any claims for KM Allowance claimed for business performed on the way to or from their own home and the EM Office should only be for the net difference above what the staff member usual travel distance is between these 2 points.**
4. **Any traffic offences committed by an employee while using a private vehicle or an EveryMan-owned vehicle for work purposes are the responsibility of the driver, and EveryMan will not be responsible for the payment of any fines related to the offence.**
5. Claims for KM Allowance payment must be submitted for review and approval into EasyEmployer by the staff members direct manager on the Friday preceding the pay week. Logbooks must be cleared fortnightly or in the last pay cycle in the month.
6. The staff member is to provide a copy of their current driver's licence, vehicle registration papers and current comprehensive motor vehicle insurance policy (as the primary insured or noted driver). Should the insurance policy does not allow occasional use for business purposes, the staff member or volunteer must inquire whether cover can be included in their policy, at which point the following applies:
  - If the insurance company agrees, the cost of extension of the policy may be met by EveryMan if the cost of the premium increase is deemed by EveryMan to be reasonable and proportionate.
  - If the insurance company does not agree to provide such cover, or if the cost of the premium is considered by EveryMan to be unreasonable and/or disproportionate, **use of the vehicle is not authorised.**

I acknowledge that it is my responsibility to maintain a current driver's licence, motor vehicle registration and insurance and keep EveryMan Australia Ltd updated with renewal details or changes as they occur. I understand that I am liable for any penalties related to traffic offences I may commit while driving for work purposes.

Applicant:

Sign:

Date:

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# Application to use private motor vehicle for EveryMan business

Staff name: _____	Work area: _____
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1. I request approval to use my private motor vehicle (details below) for the purpose of undertaking EveryMan business.

**2. I certify that:**

- (a) I hold a valid licence to drive the vehicle
- (b) I hold third party and comprehensive insurance for the vehicle
- (c) approved seat belts & restraint devices for the transport of adults are fitted to my vehicle.

If any of the above circumstances change, I will notify EveryMan immediately, verbally and in writing, and cease to transport clients in my vehicle.

**3. In the event of approval, I hereby:**

- a) undertake to maintain the vehicle registered and in a roadworthy condition
- b) indemnify EveryMan for all costs arising if the vehicle is used when:
  - unregistered, insufficiently insured or unroadworthy, or my driver’s licence ceases to be valid.
  - driving unsafely (e.g., affected by ill-health, under influence of drugs or alcohol, using mobile phone, speeding, failing to stop at lights, etc).
  - or I am driving the vehicle for purposes not covered by this approval.
- c) agree to accept the rate of reimbursement (km allowance) determined by EveryMan and specified in the EveryMan Policy and Procedures Manual.

**4. The details of the motor vehicle to be used for EveryMan business are:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ sedan wagon

Reg No: \_\_\_\_\_ Engine Capacity: \_\_\_\_\_ No. cylinders: \_\_\_\_\_ Rotary Engine: Yes No

**If any of these details change, you must immediately submit a new application form for approval.**

**5. My motor vehicle comprehensive insurance policy details are:**

Name of Insurer: \_\_\_\_\_ Expires: \_\_\_\_\_

Proof of comprehensive cover including provision for use of your vehicle for business purposes attached Yes No

**6. My motor vehicle registration is current. Proof attached:** Yes No Expires: \_\_\_\_\_

Applicant: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

<b>OFFICE USE ONLY</b>		
CURRENT DOCUMENTS: I have read the application above and received a copy of the applicant’s <input type="checkbox"/> driver’s licence and proof of <input type="checkbox"/> insurance cover and <input type="checkbox"/> current registration. The details given are: <input type="checkbox"/> correct <input type="checkbox"/> not correct		
Manager: _____	Sign: _____	Date: _____
I have read this application and noted the CURRENT DOCUMENTS status above. Use of this vehicle for EveryMan business is: <input type="checkbox"/> approved <input type="checkbox"/> not approved		
Chief Executive Officer: _____	Sign: _____	Date: _____