



Scouts ACT Motor Vehicle Use Policy

Policy Title:	Motor Vehicle Use Policy
Policy Number:	4.1.1
Policy Owner:	Executive Officer
Effective Date:	26 Mar 2026
Review Due Date:	26 Mar 2029

1. Purpose

The purpose of this policy is to ensure the safe, lawful, and responsible use of all motor vehicles owned, leased, or otherwise provided by The Scout Association of Australia ACT Branch Incorporated (Scouts ACT). It establishes standards for driver conduct, sets clear expectations for safe and authorised use, and supports organisational risk management.

2. Scope

This policy applies to all employees, volunteers, youth members, contractors, and any other individuals authorised to drive a Scouts ACT motor vehicle. It covers all vehicle use, maintenance, storage, safety requirements, insurance responsibilities, and reporting obligations.

3. Policy Statement

Scouts ACT is committed to ensuring the safe, responsible, and lawful use of its motor vehicles. The organisation prioritises the safety and wellbeing of youth members, volunteers, and staff by requiring that all vehicles are operated in a manner that minimises risk and complies with relevant road laws, organisational safety expectations, and this policy. All drivers must adhere to the conditions set out in this policy and the Motor Vehicle Use Agreement.

4. Definitions

Motor Vehicle

Any motorised vehicle owned, leased, or provided by Scouts ACT, including but not limited to:

- Cars (sedans, hatchbacks, wagons)
- Utility vehicles (utes, pickups)
- Vans (minivans, panel vans)
- Light and medium trucks
- Motorcycles and scooters
- Utility carts such as golf buggies or maintenance carts

Home Storage Travel

Home Storage Travel - when the President, Chief Commissioner or Executive Officer, authorises a driver to store a Scouts ACT vehicle at their home, travel between the driver's home and any Scouts ACT activity, workplace or destination is deemed authorised Scouts ACT business. This travel is **not** considered personal use. The driver must take reasonable steps to securely store the vehicle while at their residence.

5. Responsibilities

5.1. Executive Officer

- Approves individuals to drive Scouts ACT vehicles. The Executive Officer can delegate approval as required (particularly in relation to Utility Carts).
- Oversees vehicle maintenance and repairs.
- Maintains records of authorised drivers and monitors compliance with this policy.
- Ensures that vehicle insurance and registration are current.
- Suspend or revoke driving privileges at any time where necessary to ensure safety or compliance.

5.2. Drivers

- Use Scouts ACT vehicles only for authorised Scouts ACT business unless expressly approved otherwise.
- Maintain a valid licence to operate the vehicle and notify the Executive Officer of any relevant changes, including medical conditions, restrictions, or suspensions.
(Not required for Utility Carts)
- Keep the vehicle clean and perform basic checks such as tyre pressure.
- Immediately report damage, safety issues, defects, incidents, and fines.
- Complete and renew the Motor Vehicle Use Agreement every 12 months.
(Not required for Utility Carts)

6. Procedures

6.1. Eligibility to Drive (Not required for Utility Carts)

Drivers must:

- Hold a current Australian licence of the appropriate class.
- Have completed the Scouts ACT Motor Vehicle Use Agreement within the past 12 months.

6.2. Vehicle Use

- Vehicles are to be used strictly for official Scouts ACT business unless otherwise approved.
- When authorised for Home Storage Travel.
- Personal use is prohibited unless explicit written approval is provided.
- Drivers must always carry the appropriate licence when operating a Scouts ACT vehicle.

6.3. Safe Driving Requirements

- Where a Scouts ACT vehicle is fitted with seatbelts, the driver and all passengers must wear them whenever the vehicle is being driven. For vehicles that do not have seatbelts (such as some utility carts or golf buggies), the driver and passengers must follow all

safety instructions, remain seated while the vehicle is moving, and keep all limbs inside the vehicle.

- Driving while affected by illegal or prescription drugs or alcohol is strictly prohibited.
- Mobile phones may only be used by the driver via a legally compliant hands-free system.
- Drivers must comply with all applicable road laws. (Not required for Utility Carts)

6.4. Vehicle Condition and Care

- Drivers are responsible for maintaining basic cleanliness of the vehicle.
- Any maintenance requirements must be reported to the Executive Officer.
- Drivers must not operate a vehicle that they believe to be unsafe or unroadworthy.

6.5. Reporting Obligations

- Any serious accident or incident must be reported to the Executive Officer immediately using the Scouts ACT Incident Report.
- All other accidents and incidents must be reported as soon as practicable, and always within 24 hours. Drivers must also follow Scouts ACT's incident reporting procedures, including completing any required forms.
- All fines or penalties incurred while using a Scouts ACT vehicle must be reported to the Executive Officer within 7 days. Drivers are personally responsible for paying any fines or penalties issued to them.

6.6. Insurance

- Scouts ACT will maintain comprehensive insurance for all Scouts ACT owned vehicles.
- Drivers must comply with all insurance related procedures and instructions.

6.7. Changes in Circumstances (Not required for Utility Carts)

- Drivers must notify the Executive Officer within 7 days if:
 - They receive a new or updated driver's licence.
 - They are disqualified, suspended, or otherwise restricted from driving.
 - Their medical fitness to drive changes.

6.8. Return of Vehicle

- Vehicles must be returned reasonably clean inside and out and in good condition.
- Vehicles are to be refuelled is less than half full.

6.9. Insurance Excess Liability

Scouts ACT will meet any insurance excess payable under its motor vehicle insurance policy in circumstances where Scouts ACT is liable for that excess.

Scouts ACT may seek to recover the insurance excess from the driver if any of the following apply:

- **Negligence or Misconduct**
The driver caused or contributed to the accident through negligent, reckless, unlawful, or otherwise unsafe behaviour.
- **Breach of Policy or Agreement**
The driver breached any requirement of this policy or the Motor Vehicle Use Agreement, including unauthorised vehicle use or allowing an unauthorised person to drive.
- **Conduct Outside Authorised Duties**
The driver was acting outside the scope of their authorised Scouts ACT activities or contrary to reasonable and lawful instructions.

7. Compliance and Monitoring

Compliance with this policy will be monitored through:

- Review of Motor Vehicle Use Agreements
- Vehicle maintenance logs
- Incident and damage reports
- Oversight by the Executive Officer

8. Review and Amendments

This policy will be reviewed every three years, or sooner where required due to legislative changes, operational updates, or emerging risks. The Executive Officer is responsible for coordinating reviews and submitting recommendations to the Branch Executive Committee.

Note this policy supersedes the previous 4.1.1 - Chief Commissioners Directive - Branch Golf Car.

9. Relevant References

- Scouts ACT Motor Vehicle Use Agreement

Document Control

Version	Date	Description	Approved by
1.0	26 Mar 2026	New policy	BEC