

## Alexandra Community Hub

### Vehicle & Vehicle Maintenance Policy

Policy No:21

#### Policy:

Alexandra Community Hub (ACH) has a commitment to provide the L2P Program to meet community needs and for the benefit of the community. This policy is designed to keep the vehicle and related equipment in safe, reliable, and operational condition. Having and maintaining a vehicle for this program is key.

The car **should** have the following features;

- Be a standard small to medium light car.
- Meets the 5-star ANCAP rating.
- Be no older than 10 years of age.
- Be equipped with air-conditioning.
- Have dual front airbags and head protecting (side curtain) airbags.
- Have electronic stability control (ESC).
- Be branded with the TAC L2P program branding following the branding guidelines for the program.
- The speedometer should be visible from the passenger side or a Head Up Display (HUD) should be installed according to VicRoads testing requirements.
- Be equipped with an additional internal rear-vision mirror to allow the supervising driver to check traffic immediately behind the learner. Mirrors with suction-cup attachments are acceptable for this purpose.

The car **should not** have;

- Dual controls.
- No additional technologies should be fitted that might distract the driver.
- No moderately or heavily tinted windows that could interfere with hazard detection.

ACH will monitor its Vehicle Policy on a regular basis. i.e. This is a living document that will be updated on an “as needed” basis and reviewed annually for compliance to new rules, regulations, and laws.

This policy should be read in conjunction with the related policies listed below.

#### Procedure:

1. ACH will ensure the L2P program vehicle is regularly cleaned maintained according to the vehicle service booklet.
2. ACH will ensure a vehicle is available for use to the standards required for the program.
3. ACH will ensure a replacement vehicle is provided for the L2P program, when due by age of the vehicle or by the standards required of the L2P program.
4. The use of the vehicle owned by ACH is for the L2P program as a first priority. The vehicle is only to be used for the L2P program and other approved ACH activities.
5. ACH will ensure the vehicle is branded according to the L2P branding guidelines.
6. ACH will ensure the vehicle is equipped with the following additional equipment
  - first aid kit.
  - fuel card and instructions on how to use it.
  - bollards to assist in learning to park.
  - folder with Coordinator details, operational guidelines, emergency procedures, and accident/incident forms.
7. ACH will ensure an allocated parking space is dedicated for the L2P vehicle.

**This document is uncontrolled if printed**

Version	Original	1	2	3	4	5	6	7	8
Date	Sept 2022 draft	Nov 2022							

O:\1 Policies & Procedures\Current Policies\Policy No 21 ACH Vehicle & Vehicle Maintenance Policy Nov 21.docx

8. ACH will ensure the vehicle is secured when park at ACH and that the key is kept in a dedicated key safe.
9. ACH will ensure there is a process available to ensure that the vehicle is accessible outside business hours of operation for easy access by mentors when needed for a drive session with learners.

**Related Standards for Vehicle safety**

[www.howsafeisyourcar.com.au](http://www.howsafeisyourcar.com.au)

**Related Documents**

- TAC L2P Program Toolkit
- Vehicle Service/Warranty Booklet
- VIMA Insurance Policy
- RACV Certificate of Insurance Policy
- RACV Roadside Assistance Membership
- Vic Roads Vehicle Registration Renewal
- L2P Vehicle Maintenance & Safety Checklist form
- Alexandra Community Hub Complaints Policy
- Alexandra Community Hub Risk Management Policy

**This document is uncontrolled if printed**

<b>Version</b>	<b>Original</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Date</b>	<i>Sept 2022 draft</i>	<i>Nov 2022</i>							