



Hampton Life Saving Club Club Vehicle Usage Policy

Rego: 1ZE 7WY
DIESEL FUEL ONLY

The HLSC vehicle has been purchased to support members in fulfilling club duties. Please respect the vehicle and treat it as if it's your own. Failure to comply with these policies may result in the removal of vehicle usage or disciplinary action.

Vehicle Usage

HLSC's vehicle is NOT to be used for private trips. The vehicle may only be used to transport HLSC equipment or travel to HLSC-sanctioned events.

The vehicle must be pre-booked using the vehicle calendar to prevent double booking. If a clash occurs, the usage hierarchy below will apply. If this affects a previous booking, ensure the original booker is contacted at a minimum of 48 hours prior to use. (Unless it is an emergency or time sensitive, which will require board approval).

The vehicle is highly visible and recognisable. It must be driven in a safe, courteous manner that follows all road rules and creates a positive perception of HLSC and LSV. Drivers are fully responsible for all fines and repercussions from failure to follow road and traffic regulations.

Logging Trips

Access the online logbook form by scanning the QR code located on the top corner of the windscreen on the driver's side. The form can also be found on the HLSC website.

The logbook must be completed before the vehicle is collected or moved, and when it is returned, so we have a record that you have taken the vehicle and you have returned the vehicle. A log must also be completed if the vehicle driver changes. This is required by VicRoads and failure to do so will lead to usage being blocked. Every driver must complete the log when they commence and cease driving.

Drivers

All drivers must be age 21 or over and have a Victorian drivers licence.

- Red p-platers cannot drive the car.
- An exception can be made for green p-platers under age 21 if they require the vehicle to transport equipment to complete their club duties. They must gain written board approval before taking the vehicle.

All drivers must follow all road rules. This includes, but is not limited to:

- Ensuring they do not have drugs in their system
- Ensuring they are under the legal blood alcohol rating of 0.05 (0.0 for p-platers)
- Ensuring phones are not used while driving
- Ensuring they follow all traffic regulations



In the case of illegal vehicle operation leading to voiding the insurance policy (e.g. drink, drug, or dangerous driving), the driver will bear sole responsibility for paying for repairs for damage to the vehicle, as well as any other vehicle, people or property damage resulting from illegal driving.

Usage Hierarchy

1. Patrol operations/search and rescue
2. Transporting equipment for water safety
3. Registered training courses
4. Equipment maintenance
5. Competition – towing trailers
6. Sport training – towing trailers
7. Competition – non-towing
8. Sport training – non-towing
9. General club errands

Accidents/Damage

Any accident or damage must be reported to the Director of Lifesaving and/or President as soon as practical.

Drivers will be liable for any damage and insurance excess incurred from their usage. By driving the vehicle, you accept responsibility from any costs including but not limited to insurance excess, damage repair, fines, etc.

If an accident occurs, please ensure you photograph any and all damage to the club vehicle AND any other vehicles involved. You must also photograph all others' vehicle registration plates and drivers licences (front and back).

Further, if a member causes damage to a vehicle through their own negligence, they may be required to pay for the repair of the damage.

Insurance Excess

In the event of an accident, the driver will be responsible for the insurance excess:

- Basic excess: \$500
- Additional excess:
 - Under 25 years – \$300
 - Under 21 years – \$750
 - License held for less than 3 years – \$300

Vehicle Care

The vehicle should be returned to the Bowls Club carpark in the same condition as it was in when picked up. All rubbish should be removed, the exterior should be in a clean and respectful state, and the car filled up with the diesel fuel.



When filling the club vehicle, if a club payment card is available, it should be used. If you do not have a club card, send copies of receipts and an [expense form](#) to the [Director of Finance](#) for reimbursement.

All drivers have a role in keeping the club vehicle well maintained. If you notice that something isn't right, please bring it to the board's attention immediately so we can take care of it.

In addition, all drivers must bring any fault that could render the vehicle unsafe or unroadworthy to the board's immediate attention. The vehicle must not be driven when unsafe, unroadworthy or in a condition that is likely to cause damage to the vehicle.