

OWIA Motor Vehicle Policy

Version 3: 20 May 2025

1. POLICY STATEMENT

The Olympic Winter Institute of Australia (**OWIA**) is committed to the health, safety and welfare of its employees and contractors (**personnel**), and athletes in their working and training environment.

2. POLICY OBJECTIVE

The OWIA recognises it has health and safety obligations in respect to reducing the risk of incident to personnel and athletes, including in the course of using a motor vehicle as part of required duties.

3. THE POLICY APPLIES TO

All personnel and athletes who are required to use a motor vehicle to perform their duties.

4. DEFINITIONS

Relevant Person means any of the following persons:

- (a) Participant;
- (b) Employee;
- (c) Contractor;
- (d) Volunteer; or
- (e) Any other individual who has agreed to be bound by the National Integrity Framework and/or the Relevant Policies.

5. GENERAL REQUIREMENTS

You may be required to use a motor vehicle to enable you to efficiently perform your duties.

Where travelling in the course of duties the OWIA recognises it has health and safety obligations in respect of motor vehicle use. The OWIA will ensure that company motor vehicles are registered and insured in accordance with the relevant legislation.

You must at all times comply with the Motor Vehicle Policy. It is your responsibility to see that any OWIA motor vehicle is not used by anyone other than authorised persons.

If you are driving a motor vehicle with OWIA and/or Sponsor branding on display, you are representing the OWIA whilst driving on the road. You must therefore drive in a manner that is considerate of other road users. Any complaint about a driver will be investigated and disciplinary action may result.

6. RESPONSIBILITIES

You are responsible for ensuring you comply with any OWIA policies and procedures relating to motor vehicles and their use. In particular you must:

- have OWIA's authorised permission to drive the vehicle. For athletes this includes being nominated as a designated driver by the Coach and having written consent from the CEO;
- possess an unrestricted current driving licence;
- possess a current International Driver's Licence, if international driving is required. It is the responsibility of the individual to ensure a valid International Driver's Licence is in place;
- produce your driving licence and/or International Drivers Licence to the OWIA at any time as requested;



- inform the OWIA immediately if you are disqualified from driving; and
- if you are an athlete, read and understand the [Athlete Travel Policy](#).

When operating a motor vehicle, you must observe and obey the relevant road laws in the state or territory in which you are driving. In particular, you must:

- adhere to the appropriate speed limit at all times;
- wear the restraints provided at all times when travelling in the motor vehicle;
- ensure that you are not affected by alcohol and/or drugs at the time of driving athletes, with a blood alcohol / drug level of ZERO. Personnel using vehicles at all other times must be within the blood alcohol limit for a fully licenced driver;
- report any defects, damage, accidents or issues with the motor vehicle (including photos) to the OWIA as soon as reasonably practical and follow up in writing. For clarity it would be expected that this information is provided to the OWIA within 48 hours;
- ensure that the motor vehicle is maintained in safe working order;
- ensure that only authorised passengers are transported and are kept safe while doing so;
- ensure that authorised passengers use the restraints provided; and
- ensure extra care is taken when loading / unloading equipment. Preference is for equipment to be stored on roof racks or in boot, equipment should only be stored on seats where there are no other options.

In the event that an OWIA vehicle is not available, the following options must be pre-approved for work-related travel:

- a) Rent an appropriate vehicle (refer to 1.3).
- b) Utilise own vehicle (refer 1.4).

7. RENTAL VEHICLES

Typically, vehicle rentals will be arranged by the OWIA. If, a hire vehicle is required, in addition to the above Responsibilities (1.2), you must ensure that:

- Rental vehicle costs are pre-approved by the OWIA;
- Adequate insurance cover is purchased;
- An “additional nominated driver” must be added to the rental car agreement if there is any possibility that more than one driver may drive the vehicle, even if only for a brief period. If the additional driver is an athlete, they need to be nominated as a designed driver by their Coach and prior written consent obtained from the CEO;
- Should the vehicle be rented using an AMEX card and no additional insurance coverage obtained, only the AMEX cardholder is permitted to drive the rented vehicle. No other drivers, including athlete designated drivers, are allowed to operate the vehicle;
- No unauthorised individuals operate the vehicle whilst the authorised driver is responsible for it;
- Upon vehicle collection, the vehicle must be inspected for any damage and any damage immediately reported to the vehicle rental company.

8. USING A PRIVATE VEHICLE



When using your own vehicle in the performance of your duties, and in addition to the above Responsibilities (1.2), you are responsible for ensuring the vehicle is roadworthy and in a presentable condition. You will be responsible to register, insure and service any private motor vehicles used in the performance of your duties.

You must ensure that whilst driving your motor vehicle to perform your duties, it is clean, free of rubbish and personal items at all times, and in a safe and good working order.

You are responsible for washing the motor vehicle, and for ensuring that appropriate levels of oil, water and tyre pressure are maintained.

Fuel and toll reimbursements for authorised OWIA related travel needs to be agreed with OWIA in advance and will only be made upon submission of receipt(s). Note, travel to / from own residence within your home city or town, will not be covered.

A record of km's to / from OWIA activities should be kept for tax purposes.

9. USE OF MOBILE PHONE WHILE OPERATING A MOTOR VEHICLE

You must operate mobile phones in compliance with all road rules and in particular ensure:

- you do not use a mobile phone whilst driving unless via an approved hands free or cradle device;
- you do not use SMS, video and/or email whilst driving; and
- you do not hold or touch a phone at any time whilst driving unless the motor vehicle is legally parked (even if you are just passing it to a passenger).

10. FIXTURES, FITTINGS AND MODIFICATIONS

No fixtures such as aerials, roof racks, towing apparatus, or stickers may be attached to any OWIA vehicles without prior written permission.

No change or alterations may be made to the manufacturer's mechanical or structural specification of the vehicle.

11. CLEANING AND MAINTENANCE

When you drive one of OWIA's vehicles, it is your responsibility to ensure that it is kept clean and tidy and free from rubbish and personal items at all times and that it is returned to the OWIA in that condition after use. Smoking in OWIA vehicles is not permitted.

Any maintenance or repair work, or replacement of parts, including tyres, must be approved in advance by the OWIA, and reimbursement will only be made against production of an authorisation. When requested by the OWIA you must ensure servicing is carried out. Full details of the work required, and the cost involved must be given.

Following the use of one of the OWIA's vehicles, and on its return, you are responsible for ensuring that the fuel tank is full, and all personal and program equipment and belongings are removed. You are also responsible for ensuring that the vehicle has been washed and vacuumed, ensuring that it is thoroughly cleaned both inside and out.

The OWIA will not be held responsible for any cost of cleaning where you have failed to adequately clean the vehicle.

12. FINES

The OWIA will not be held responsible for any fines (e.g. parking, speeding, tolls etc) incurred by you whilst working for the Employer.

13. ACCIDENT PROCEDURE

If you are involved in an accident you must follow all legal requirements and notify management as soon as possible.

14. LOSS



In the case of theft of one of the OWIA's vehicles, the police and the OWIA must be informed immediately. Full details of the contents of the vehicle must also be given. If any contents are stolen from the vehicle, the police and the OWIA should be notified immediately.

Please note that only OWIA property is insured by the OWIA and you should make your own arrangements to cover your personal effects.

You must always secure the vehicle and its contents and turn on any alarm system that is fitted to the vehicle. The contents should be stored out of sight, preferably in the boot or rear. If a vehicle is stolen, the OWIA are required to prove to the insurance company that there has been no negligence and, therefore, we must hold you responsible in the event of such negligence.

15. PERMITTED USE

Subject to the restrictions already stipulated, OWIA vehicles may only be used for authorised business, unless previous arrangements for private domestic or social use have been agreed in advance. They may not be used for the carriage of passengers for hire or reward, nor may they be used for any type of motoring sport, including racing, rallying or pace making, whether on the public road or on private land.

On periods of leave, you may be required to return the OWIA vehicle to the OWIA, unless otherwise agreed with management.

16. PERSONAL LIABILITY

In the event of an at fault accident whilst driving one of the OWIA vehicles or where any damage to an OWIA vehicle is due to your negligence or lack of care, the OWIA will not be held responsible and may result in the employer taking action against you regarding the recovery of the amount owed, including excess payment and at fault damage.

Repeated instances may result in disciplinary action/and or the use of OWIA vehicles being withdrawn.

17. TRANSPORTING PERSONS UNDER THE AGE OF 18

The OWIA is committed to the safety and well-being of all children and young people who participate in our sport or access our services. The OWIA supports the rights of the child and will act at all times to ensure that a child-safe environment is maintained (please refer to the [OWIA Safeguarding Children and Young People Policy](#) for comprehensive information).

In addition and in accordance with the OWIA Safeguarding Children and Young People Policy Annexure B section 12, under 18 athletes will only be transported in circumstances as detailed below:

- a) Under 18 athletes are only to be transported in circumstances that are directly related to the delivery of our sport programs and services.
- b) Other than in an emergency, it is not acceptable for Relevant Persons to transport Under 18 athletes without prior written approval from their parent or guardian (Travel and Accommodation Consent Form – Under 18).
- c) When transporting Under 18 athletes, the Relevant Person must drive responsibly, not be impaired by alcohol or any other mind-altering substances, have an unrestricted drivers' licence and to the extent practicable, not be alone in the car with an under 18 athlete.
- d) Under 18 athletes may only be transported in a vehicle when the manufacturer stated capacity is adhered to and seatbelts and child restraints are fitted as required.

18. FATIGUE MANAGEMENT

OWIA, its personnel and athletes have a shared responsibility to avoid driver fatigue. Authorised drivers have a duty of care to ensure adequate sleep is obtained between driving shifts and that regular breaks be taken to avoid driver fatigue.

Taking regular rest breaks is vital in reducing the risk of accidents and these should be planned if driving for more than two hours. While the ideal rest break frequency can vary depending on a number of factors, the OWIA's recommendation is for a



break of at least 30 minutes after 5 ½ hours of driving or any other related activity. To ensure fatigue is managed and safety ensured, a continuous break of at least 8 hours (as well as the required half-hour rest breaks) should be taken where a maximum of 12 hours of driving and/or related activity has been completed.

Drivers may be impaired by fatigue even when complying with work and rest limits, it is important for all drivers to spot the signs of fatigue and take a break or rest stop when required, safety should always be the first priority.

19. DRIVING ABILITY INCLUDING IN WINTER ENVIRONMENTS

All personnel and athletes are required to exercise caution and good judgment when driving, particularly in winter environments. It is the responsibility of each individual to assess their own driving ability in relation to the road conditions and to make informed decisions accordingly.

- Reporting: If an individual is uncertain about their ability to drive safely the OWIA must be promptly informed to enable necessary support, such as winter driving training, supervised driving sessions, alternative transport arrangements (etc.) to be coordinated.
- Assessment of Conditions: Before setting out, individuals should evaluate weather reports, road conditions, vehicle capabilities (etc.) to ensure safe travel. If conditions are deemed too hazardous, alternative arrangements should be considered.

20. BREACHES

A breach of the OWIA Motor Vehicle Policy will be a breach of the applicable OWIA Athlete Contract, Employment or Contractor Agreement and can result in action being taken.

21. CHANGES TO THIS POLICY

The OWIA reserves the right to change this Policy at any time, please periodically check the policy for any relevant updates.

22. DOCUMENT HISTORY

| Version | Adopted by OWIA | Content reviewed / purpose |
|---------|-----------------|--|
| 1 | 19/08/2021 | |
| 2 & 3 | 20/05/2025 | <p>11/09/2024</p> <ul style="list-style-type: none"> • Inclusion of Athletes under the policy. • Update from Member Protection Policy to Safeguarding Children and Young People Policy. • Update to Responsibilities: Requirement for athletes to be nominated as a designated driver by a Coach and have written approval by CEO; requirement to hold International Drivers Licence. • Update to insurance requirements for rental vehicles. • Update to transport of persons U18. • Update to fatigue management regarding duty of care and rest breaks. • New section included on “Driving Ability including in Winter Environments”. <p>23/04/2025</p> <ul style="list-style-type: none"> • Changes made to reflect updated legislation, including removal of reference to loss of pay and deduction of cost from wages. • Inclusion of a ‘Breaches’ section. |