



<b>Document No.</b> PD-001	<b>Adopted/Last Reviewed:</b> 10/05/2011
<b>Name of Document:</b> Van Use Policy	<b>To be Reviewed:</b>

The Geelong Cross Country Club Inc (the Club) purchased a van for Club use with Club funds in 2010. The Club van stores a large amount of the Club's equipment and is normally "housed" in the storage shed located at the Geelong Canoe Club, Marnock Road, Newtown.

As the Club may receive occasional requests from Club members and non-Club members to use the van for non-Club related purposes, the Committee has adopted a policy prescribing the conditions of use in such circumstances.

Only in exceptional circumstances may the Club's President ("the President") or a majority of the Club's Committee waive any of the following prescribed conditions.

The Conditions of Use of the Club van are as follows:

- The care and use of the van shall be the primary responsibility of a nominated person ("the nominated person").  
The nominated person shall be a current financial member of the Club of at least 3 years standing.
- The nominated person shall be personally responsible for returning the van to the Club in the same condition or as near as is reasonably possible to the condition it was in when collected.
- The van shall only be used for non-Club purposes by not for profit organisations, the aims and purposes of which are not inconsistent with those of the Club.
- The Club may require a nominal payment to be made to the Club for the use of the van at a rate fixed by reference to the number of days the van is in the possession of the nominated person. The amount of such payment shall be as determined at the relevant time by the President and/or a majority of the Committee.
- The van shall not be used for any purpose for which the Club's permission had not previously been sought.
- The nominated person shall sign an acknowledgement confirming that they have been provided with a copy of this policy prior to collecting the van which they have understood and accepted.
- The form of acknowledgement shall note:
  - any pre-existing damage to the van;
  - the kilometre reading at the time of collection;
  - the contents of the van;
  - the time and date the van was collected; and
  - the anticipated time and date of the return of the van and the location to which it is to be returned.



- Upon the return of the van, the nominated person shall obtain from the President or his nominee a condition report noting:
  - the condition of the van;
  - the contents of the van;
  - the mileage of the van at the time of its return; and
  - the time and date the van was returned.
- The nominated person shall be personally responsible for the cost of repairing any damage to the van incurred from the time of taking delivery until it is returned to the Club. Such cost shall be the actual costs of repair if less than the Club's insurance excess payment liability or the amount of the excess payment if the damage exceeds that figure.
- The nominated person shall provide the Club with a cash security deposit for the amount of the Club's insurance excess payment liability for claims made in relation to the van (\$400 at the date as at March 2011) prior to collecting it.
- No portable equipment stored in the van shall be used by the nominated person or the organisation with whom they are associated without the prior written permission of the President or his nominee.
- Any portable equipment stored in the van which is lost, damaged or destroyed shall be replaced "as new" at the expense of the nominated person.
- Regardless of how much fuel is in the van when collected it is the responsibility of the nominated person to return the van with a full tank of fuel.
- Regardless of the condition of the van when collected it shall be returned in a clean and tidy condition.
- At no time shall the van be driven by anybody who has not attained the age of 25 years and who is not also the holder of a current full Victorian driver's licence.
- The van shall not be made available for non-Club use at a time when the van is required for Club purposes or for a period greater than 72 hours.
- The van shall not be driven on an unsealed road surface other than for a distance of up to 100 metres for the sole purpose of moving the van to a suitable parking location.
- The nominated person shall be personally responsible for the payment of any fines including but not limited to speeding or parking fines, incurred while the van is in their possession.

Noncompliance with any of the conditions of use prescribed in this Policy by a nominated person shall automatically preclude that person from using the van for non-Club related purposes in the future.