



Outside Broadcast Vehicle Use Policy

Background

Alpine FM 96.5 & 92.9 (Alpine FM) undertakes outside broadcasts to take the station into the community and to bring the community into programs. As a community radio station this is important for our broadcast licence compliance (refer to ACMA, CBAA Codes of Practice and Alpine FM Community Participation Policy).

The station's acquisition in May 2022 of an Outside Broadcast Vehicle ('the vehicle') through the Australian Government's Black Summer Bushfire Recovery Grants Program, enhances Alpine FM's ability to engage with the community at outdoor events, to increase exposure to the listening audience and to increase the station's interaction with visitors.

Alpine FM sees an opportunity to contribute to community resilience by deploying the vehicle to specific locations during Emergency Services Broadcasting events.

Having a mobile broadcasting capability enables the station to potentially operate/broadcast at emergency evacuation areas during disaster response to support emergency services agencies with disseminating community messaging.

Purpose

This 'Outside Broadcast Vehicle Use' policy, sets out the rules an employee or volunteer must follow to use the vehicle.

The policy also covers Alpine FM's responsibilities, including vehicle registration, insurance, servicing, maintenance and insurance.

POLICY

Employees and volunteers are permitted limited use of vehicles and equipment for personal needs where such use does not interfere with Alpine FM business, involves minimal additional expense to Alpine FM, involves minimal additional risk to Alpine FM and conforms with applicable organisational procedures.

Station Manager and Sponsorship Manager have use of Alpine FM's Toyota HiAce Van for work purposes. Alternatively, a travelling allowance to reimburse the Employee for use of private motor vehicle for work related travel will be paid on presentation of log sheet and petrol receipts.

Driver conditions

Alpine FM sets out the following mandatory driver conditions, as required by the Insurer at the commencement of RACV Comprehensive Insurance Policy June 2022 and ongoing, to make it explicit as to who is authorised to drive the vehicle.

1. Holds a current full Australian Car licence

2. Is not a cancelled, suspended or disqualified driver
3. Is not a learner or P-plated driver
4. Is over 25 years with more than 2 years driving experience
5. In the last 5 years:
 - a. had no insurance refused, cancelled, avoided or renewal not offered, no claim refused and no special conditions imposed
 - b. had no accidents or incidents involving damage to or theft of a vehicle, where they were the innocent party
6. In the last 2 years:
 - a. has not had a licence cancelled or suspended due to a driving offence(s)
7. YOU as the driver are not under the influence of Drugs or Alcohol while driving the vehicle.

Driver responsibilities

Any Committee Member, Presenter or Volunteer is authorised to drive the vehicle provided that:

1. They meet the above mandatory conditions
2. The vehicle is being used for Alpine FM business and is not used for home-work commute unless related to Alpine FM business at discretion of Station Manager.
3. They fill out the vehicle logbook:

On pick up

- a. Pick up the keys from the Office and inspect the vehicle - report any damage to the manager or a CoM member before signing for the vehicle.
- b. Sign the logbook (it's in the vehicle). This confirms that the Driver meets the above mandatory conditions and takes responsibility for the vehicle while in their care including speeding fines/parking issues; and note the time and the mileage in the book.

Note: the vehicle is Comprehensively insured; it is not covered if you fail to meet the mandatory conditions or if you are found to be under the influence of drugs and or alcohol – if this is the case DON'T Drive as YOU will be held liable for costs.

On drop off

- a. fill in the logbook with time of return to the station and mileage, and leave the vehicle in the condition that it was found (clean, no rubbish, cups) etc.
- b. If the vehicle is damaged while in your care, tell us (i.e. parking).
- c. Lock the vehicle and return the keys to the Station Manager.

The Vehicle is not to be used on 4WD or off-road tracks without express permission from the CoM. It is acceptable to drive into a grassed site when attending a Market, Community Picnic, etc.

Alpine FM management responsibilities

The Vehicle Coordinator role is assigned to the Station Manager or a designated CoM member, and is responsible to ensure:

- Individuals using the vehicle are made aware of the above terms of use before driving the vehicle, noting their obligations and responsibilities.
- Individuals are advised as to what to do in case of an accident or breakdown. Instructions will be placed in the logbook.
- Ongoing vehicle maintenance including fuel fills, general appearance and cleaning, registration, insurance and regular servicing.
- Securing of the vehicle keys in the lockbox in the Office.
- Drivers have received training in the use of the AED (Automated External Defibrillator) fitted in van.

Fuel Account

Alpine FM has a fuel account with Ampol Tawonga, 233 Kiewa Valley Hwy Tawonga South Vic 3698. Fuel transactions will be recorded under the vehicle registration number **BYK750** (Toyota Van). Monthly invoices will be sent to both secretary@alpineradio.com and hziemnic@bigpond.net.au.

Related documents and links

- [Alpine FM Community Participation Policy](#)
- [CBAA Codes of Practice](#)
- Authorised Driver checklist (see attachment below)

Policy updates

Version Control	Date Amended	Author(s)
Version 2.0	23 May 2025	Linda Parkinson
Version 1.0	24 June 2022	Linda Parkinson Michael Ahearn Brian Rochford
Approver name and position: Henry Ziemnicki, Treasurer	Signature: 	
Date of approval: 18 June 2025		
Review date 18 June 2026		



Authorised Driver Checklist

Please ensure that ALL employees/volunteers who will be driving Alpine FM's OB Vehicle complete this form and provide their Driving Licence for checking by Station Manager or CoM member each year. A printout of this signed checklist should be taken and kept on record in the **Presenter/Volunteer folder**.

Authorised Driver

Name	
Date of birth (year only)	
Driving Licence Number	

Declaration

To be signed by Driver and checked by Station Manager or Vehicle Coordinator

1. I meet the mandatory conditions of the Outside Broadcast Vehicle Use Policy and I do not have a prosecution pending.
2. I shall notify Vehicle Coordinator immediately of any likely or pending prosecution due to any alleged contravention of the Road Management Act 2004.
3. I shall notify the Vehicle Coordinator immediately of any changes in health conditions that might affect my driving ability.
4. I have received the latest copy of the Outside Broadcast Vehicle Use Policy and in signing below, I agree to abide by the *Driver responsibilities*.

Signed by Employee/Volunteer:	Date: / /
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I have checked original of Driving Licence and confirm driver meets requirements set out in Vehicle Policy.

Signed by Vehicle Coordinator*:	Date: / /
Name and position of Vehicle Coordinator:	