



SHARED VEHICLES WORKING GROUP

Following the introduction of social distancing and the public health warnings on COVID-19 that have placed restrictions on gathering and movement, Sydney Trains in conjunction with the Unions have formulated several working groups.

The RTBU will have representative in each of these groups and you are encouraged to let your Manager and Delegate know of any issues you have or contact the Infrastructure Division Executive below about any concern you have in this current environment.

Every Friday there will be an Engineering Maintenance Division (EMD) and Combined Rail Unions (CRU) meeting about COVID-19 that will allow for regular dialogue between EMD management and the CRU to discuss the escalating situation.

On Tuesday the 31 March 2020, the COVID19 Working Group on **Shared Vehicles** held a discussion on a range of issues. Below is a summary of what was discussed:

<p><i>Is social distancing legally enforceable in the workplace?</i></p>	<p>The <i>Public Health (COVID-19 Restrictions on Gathering & Movement) Order</i> issued under the <i>Public Health Act 2010</i> stipulates that an <u>exception</u> on gatherings of 2 or more people exists for workplaces. If more than 2 employees are sharing a Sydney Trains vehicle for the purpose of travelling for work, they would not be subject to the ban.</p> <p>That being said, we continue to encourage members to exercise physical distancing where possible when travelling to work activities.</p>
<p><i>Are we using the right cleaning chemicals to clean vehicles at the Hub?</i></p>	<p>We have confirmed that the cleaning chemicals being used by Sydney Trains at the Hub to clean shared vehicles are approved by NSW Health as an appropriate disinfectant. For confirmation, we have also spoke to Dr. Casolin and he has advised that the cleaning agent (<i>and its dilution</i>) are appropriate and consistent with NSW Health Guidelines.</p>
<p><i>What process should someone follow to clean their work vehicle?</i></p>	<p>A one-page instruction has been developed and will be printed for placement into work vehicles over the next two weeks. A copy of this is attached.</p>

<p><i>Are there external locations where deep cleaning of cars can take place?</i></p>	<p>We are currently exploring options around identifying external locations where additional cleaning may be able to take place outside of the Hub. We will provide a further update on this, including whether it is feasible, next week.</p>
<p><i>How does insurance work if someone is driving a private vehicle for work purposes?</i></p>	<p>The <i>Motor Vehicle Fleet Procedure</i> specifies that private vehicles should only be used if no suitable Sydney Trains vehicle is available and that reimbursement will be on a per kilometre basis for the distance travelled. The rates paid to employees are in line with the ATO recommendations for per kilometre reimbursement (depending on the size of the engine of the car).</p> <p>The approval of the appropriate level 3 manager is required before a private vehicle is used.</p> <p>Consistent with the above procedure, any privately owned vehicles used for Sydney Trains business purposes are to be covered by third party and comprehensive insurance. In the event that someone has an accident whilst driving their private vehicle, they are responsible for managing any insurance claims through their personal insurance.</p> <p>A guideline on what payments/entitlements are available to someone using their personal vehicle for work purposes is currently being developed.</p>
<p><i>Would we hire additional vehicles for our employees to use?</i></p>	<p>The use of a private vehicle would only be approved in the instance that a suitable Sydney Trains vehicle was not available.</p>

We also encourage you to regularly check stayinformed.com.au at your workplace, the RTBU website, and regular bulletins for updates as they come to hand in this changing environment.

A united workforce is an unbeatable workforce!

If you have any questions or queries regarding any of the above, contact Infrastructure Division Executive Scott Wilson on 0412 521502 or Mick Sullivan on 0400 596688. Alternatively, email us on nswwho@rtbu-nsw.asn.au.

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