Chauffeur Policies Procedures & FAQ

Vehicle Travel and Expense Form Log - Travel Log - Vehicle Log

Updated 21 May 2022 13:01 by @steve.baltzoisÂ Â

1. We now have a new and updated system for the Vehicle Travel and Expense Log that should hopefully make things smoother and easier to use when completing your Vehicle Travel Log.Â From this date forward please start using the following procedures to do your vehicle travel and expense logs.

2022 CURRENT INSTRUCTIONS OF: Completing the Vehicle Travel and Expense Form Log - Travel Log - Vehicle Log follow these procedures.

1. Click on this link to access the new iTracker Iconic Vehicle Travel Logbook https://form.jotform.co/iconic_productions/itracker-vehicle-logbook
2. IMPORTANT: You are now required to log into the Iconic Vehicle Travel Form using your work email address.
    1. All drivers will now be required to log in for security purposes to use the Travel Log Form.Â
3. Read and follow the information on the vehicle log.
4. In the field labelled **Name of Allocated Driver**, enter your actual name.
5. In the field labelled **Email Address:** , enter your work email address.Â This would end in @iconic.productions or @iconicperformances.com.au or @worldsplayground.com or @drumstory.com or other Iconic work email addresses.
6. In the field labelled **Date of Travel**, enter the actual date of travel.Â This is always the today date.Â You are not allowed to enter a vehicle log for a past date or future date.
7. Select the STATUS of the LogBook Entry.
    1. If you select Status "**STARTED**" proceed to Step 8 (click on link to return to step).
    2. If you select Status "**FINISHED**" go to Step 17 (click on link to return to step).

1. EXPLANATION OF STATUS OF LOGBOOK ENTRY:

1. The status term "**STARTED**" means you are starting to use the vehicle for the duration of your work for the first time since you logged off last. This is to be used at the beginning of every new day's work where you have finished your log of the vehicle and starting a new one, or when you have swapped vehicles or started to drive in another vehicle since your last finished vehicle log.
2. The status term "**FINISHED**' means you have stopped using the vehicle for the day's or shift's work, have securely and safely parked the vehicle and have exited the vehicle. You should not use this status when travelling between locations. Only when you have finished using the vehicle completely.

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8. If displayed, in the field labelled **In the last 30 days, have you provided us with your current Driver's License?**Â , select the option that answers your questions, and if required complete any further fields or questions about your Driver's License.

9. Press the button labelled **Next >>>**.Â

10. In the field labelled **Details of the Vehicle you are driving**, enter the details specific to the vehicle you are about to use and drive.Â This is checked with call sheets. Please do not take the wrong vehicle or put in the wrong details.Â It sends an alert and the police may be notified.

11. Read any related information regarding Vehicle Incidents, Maintenance, or Accident Reporting.

12. In the field labelled **Have you done a vehicle Inspection Check?** , select the appropriate answer.

13. If displayed based on your selection, a field labelled **VEHICLE INSPECTION CHECKS. Have you done a vehicle Inspection Check? Complete the details listed below.Â** , complete all required fields.

    1. Vehicle Reporting will now only be required on the Vehicle Travel Log, not on SLACK. If you are reporting a vehicle incident while doing your Vehicle Safety Check, you MUST REPORT IT at the time of the Vehicle Safety Check. Not later.
        1. If you have been involved in an accident you will need to complete the accident report form **Refer to the FAQ and Company Policy of a Vehicle Accident. Click on this link for the** Vehicle and Property Accident form. ***The form should be completed within the first 1 hour of the accident and should not be done overnight or the next day.***
           Being involved in an accident can be a very traumatic experience. If you are involved in a vehicle accident it is imperative that you follow all the directions mentioned and if you are injured then.

            1. Stay calm and contact your Emergency Department Phone (Australia is 000 / USA is 911 / UK is 999)
            2. Contact your Supervisor and inform them of the accident.

14. If displayed based on your selection, a field labelled **Is there, anyone, with you and the vehicle at this point?** , answer the questions and complete any follow-up fields about the names of others depending on what you selected.

    1. When completing your Vehicle Travel Log Details if you are travelling with other persons in the vehicle ...
        1. you will be required to take a photo of the person in the vehicle and upload it at the time.
        2. You will be required to enter their names to match the photo.
        3. Only authorized persons are to travel in the vehicle.

15. If displayed based on your selection, a field labelled **Log Fuel Details >>**, complete the Fuel Details. Receipts for Fuel must be attached to the vehicle Travel Log. The receipts then must

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be dropped off at the office or posted with the reply paid labels on an envelope.

16. You are now allowed to start using your iTracker LogBook.Â You the following steps for each travel you do that occurs between your start and finish logbook entry.
    1. Open the specific iTracker URL that you were issued. If you do not have one, you will need to contact the authorised personnel at Iconic Productions to obtain your unique iTracker au Code.

    2. Press on the button with the Tick/Check Mark.

    3. At the bottom left corner, press the **+** button.
        1. In the **Name** field, type the purpose of the trip.Â You may write (as examples) or you can be more specific.
            - Drive to Venue,
            - Drive to Accommodation,
            - Drive to Storage,
            - Return Drive to Base,
            - Production Run,
            - Chauffeur Drive

        2. In the **Object** field, select the vehicle you are to drive.Â
            1. If the vehicle is a rental vehicle, select theÂ ***rental vehicle*** option and enter the start and finish kilometers in the Description field.

        3. In the **Priority** field, leave this option as low.
            1. Only use normal if requested.
            2. Only use high if the travel is a VIP or an Urgent Travel.

        4. In the **Status** field, select in progress.
            1. Only use ***New*** if you are setting a driving route for a driver before they start their shift.
            2. Only use ***Completed*** when you have completed your travel trip and reached the destination as input.
            3. Only useÂ ***FailedÂ*** when your travel trip did not reach the set destination because of an incident, maintenance or accident or any other reason you failed to reach the destination as input.

        5. In the **Description** field, type whatever extra detailed description that required. The description field is all required or more detailed notes of the description of the reason or purpose of travel or any notes that may have occurred at the start, during or at the completion of this specific travel trip. It can include the start or finished kilometers as a backup.

        6. In the **Start Address** field, enter the address the travel trip is starting from or you can click on the PIN icon, find your address and using the crosshair click on the location you are at and the system will automatically enter the address for you.Â All you need to do is check the AUTO written address is correct as located by the iTracker Program.
            1. Check the From and To date is the correct date (ie: the actual date you are about to start travelling).
            2. You do not need to enter the From Time and To Time for your Start

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Address.Â Unless you have a specific travel trip and it must be between two specific times.

7. In the **Destination Address** field, enter the address where the travel trip is going to stop or you can click on the PIN icon, find the destination address and using the crosshair click on the location you are at and the system will automatically enter the address for you.Â All you need to do is check the AUTO written address is correct as located by the iTracker Program.Â **You must enter the Destination address**.Â This cannot be left blank on the entry.Â It can be changed/edited later if required.Â Â
    1. Check the From and To date in the destination is the correct date (ie: the actual date you are expected to reach the destination).
    2. You do not need to enter the From Time and To Time for your Destination.Â Unless you have a specific travel trip and it must be completed between two specific times.

8. Press **SAVE**.Â And commence your travels.

9. When you have reached the specific destination as per your travel, in your iTracker
    1. Click on the Tick/Checkbox,
    2. Click on the pencil icon (edit feature) of the specific trip you reached its destination.
    3. Change the Status to **Completed**.
    4. Make any additional notes in the description (if applicable)
    5. Press **SAVE**.
    6. Continue to repeat steps from 16.1 (click on link to return to step 16.1) until you have completed your day's work or shift work worth of travelling in the specific vehicle.Â At this point move to Step 17.

17. When you have finished all your travels and trips for the day or your shift follow the Status "**FINISHED**" procedure.
    1. Click on this link to access the new iTracker Iconic Vehicle Travel Logbook https://form.jotform.co/iconic_productions/itracker-vehicle-logbook

    2. Read and follow the information on the vehicle log.

    3. In the field labelled **Name of Allocated Driver**, enter your actual name.

    4. In the field labelled **Email Address:** , enter your work email address.Â This would end in @iconic.productions or @iconicperformances.com.au or @worldsplayground.com or @drumstory.com or other Iconic work email addresses.

    5. In the field labelled **Date of Travel**, enter the actual date of travel.Â This is always the today date.Â You are not allowed to enter a vehicle log for a past date or future date.

    6. Select the STATUS of the LogBook Entry as "**FINISHED**".

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7. Complete the related fields.

8. Complete your end of day Vehicle Inspection.

9. Complete your Fuel/Expenses (if applicable).

10. Complete your Driver Verification Details

11. Press to Submit your Vehicle Logbook to the iTracker Iconic Servers and

18. Your Vehicle Travel and Expense Form Log - Travel Log - Vehicle Log is completed for another day.

Things to be aware of:

The Vehicle Travel and Expense Form/Log must be completed each day a vehicle is being used and must be completed by the Driver. Where driver's change, a new log must be started for the new driver. Only one driver's name must be written and signed on each log sheet.

The Driver is responsible to ensure that all receipts are dropped off at the head office or at the studios or posted using the reply paid labels which can be found at stationary at Iconic Warehouse. Faxing of receipts and/or scanning is not acceptable with the Travel Log. Head Office is:

- Iconic Performances Pty Limited
  Level 36, Gateway
  1 Macquarie Place
  Sydney NSW 2000

Updated 23 September 2020 16:01 by @Reception Staff at Iconic Productions Sydney - Holly on behalf of the Accounts Dept & Exec Management TeamÂ

1. New policy in place about the purchase of fuel and what petrol station to purchase from.Â Refer to the company Memo and Newsletter dated 23-Sep-2020 15:42. Click here to read ...

Â Updated 28 July 2020 23:15 by @Reception Staff at Iconic Productions Sydney - FaithÂ

1. The address of Iconic Studios, 93 Wardell Road, Earlwood NSW 2006 is no longer part of the storage facility.Â The lease ended today and the company has a new large Warehouse/Studios at
   - Iconic Productions Warehouse & Studios
     Unit 13 / 94 Bryant Street
     Padstow NSW 2211
     Australia
   - Access to the warehouse still requires permissions, unless you are authorised with Key Asset Authority.Â Speak to your Supervisor for approval.
2. Ignore all references to 93 Wardell Road Earlwood.Â They have been removed.
3. Updated the references of what to do with receipts and where to park the cars at the warehouse.

Â UPDATED 12 June 2020 at 12:39pm by @nikolas harringtonÂ

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1. Created a FAQ if a wrong email or unauthorised email is used to access, complete or edit a Vehicle Travel and Expense Form Log - Travel Log - Vehicle Log.Â Click here to view the FAQ.

Â UPDATED 24 May 2020 at 11:37am by @beau.shermanÂ :

1. Updated the procedure and the form on starting and completing your vehicle Travel and Expense Log or Travel Log or Vehicle Log.Â For the updated procedures click here.
2. This new procedure and the new updated form will be available to be used by all drivers on Monday 25 May, 2020 at 2:00am UTC.
3. All drivers will now be required to log in for security purposes to use the Travel Log Form.Â When you access the form click on **Connect with Google Button** that is connected to Iconic's G-Suite Server for security.Â Log in using your workers email address and your worker's email address password.
4. You will no longer require to make a session.Â There will be one form that will allow you to save all your details as you go through them.Â It is highly recommended your read the new procedures below by clicking here.

UPDATED REVISION 1.50 03/Sep/2019. Updated by Kelvin LeeÂ

- Added date field for Vehicle Inspection
- Added date field for Travel Details for event travel item listed.

UPDATED REVISION 1.40 03/16/2019 13:33. Updated by Steve Baltzois

- When you answer the question of the vehicle safety check on the vehicle log, ensure that you have completed a thorough vehicle safety inspection check. This includes that you have **CHECKED** the following, but is not limited to the list below (for more detailed information on how to complete a safety checklist, use, care and drive the way to drive company or rental vehicles, IVECO Large Van, Heavy Vehicles click here):

    1. Side and rear-view mirrors for damage; adjust if necessary
    2. The windshield, rear and side windows are clean, not cracked or chipped (larger than a 5 cent piece) and offer good visibility.
    3. All Doors close securely.
    4. RIMS (no dents in flanges, no loose lugs, rust trails or racks in rim).
    5. TYRES (min 1.5mm tread depth, cuts/damages, no rocks in Dually, correct inflation)
    6. Spare wheel.
    7. Wheel nuts - all present and undamaged
    8. VEHICLE MEASUREMENTS - checks & knows height and length of vehicle in case of low bridges or narrow lanes.
    9. VEHICLE POSTURE - not leaning to one side.
    10. Under vehicle for Fluid leaks/levels
    11. Air Leaks and Air Tanks (if available)
    12. Couplings (if towing)
    13. Load security (if applicable)
    14. Loose/missing/broken fittings

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15. Registration
16. Lights & Indicators.
17. All vehicle body parts and panels for dents, loose items or damages.
18. Type of Fuel permitted for vehicle (if the vehicle requires refuelling)
19. All loaded objects are secured and cannot move easily.
20. All objects larger than 15cm in square cm is not in the Driving / Passenger Cabin area.
21. All bags are under seats in cabin area and secured.
22. Brakes and park/hand/trailer brake are worked, by doing small 30cm roll and brake test.
23. Seatbelts and seatbelt couple locks.
24. All operational buttons in the interior of the vehicle are functional and safe, which may include:
    1. radio and auxiliary buttons
    2. air-conditioning / climate control
    3. power windows
    4. door locks
    5. odometer and odometer illumination lights
    6. electric seats or the manual seat levers
    7. windshield wipers and the buttons/levers
    8. USB cables for GPS or cell/mobile phone charging
    9. interior door, reading or ceiling lights
    10. Dashcam (if available) - does it start when the engine starts and stay on for 30 seconds with a recording mark
25. ***ONLY required if driving a VAN, TRUCK OR SEMI-TRAILER)***

    1. Before loading vehicle, vehicle engine is off, park brake is activated and gear is in 1 or R or Park.
    2. Knows how to do a truckie's hitch
    3. Load binders (ratchets)
    4. Winches and straps for proper use.
    5. Uses chocks if required.
    6. Lowers landing gears (if applicable)
    7. Loads vehicle with heavy items at bottom
    8. Loads vehicle with heavy items on main axle
    9. Loads items in vehicle to be balanced does not have objects all on one side.
    10. Loads items with non-heavy objects on top of heavier items.
    11. Loads items and secures loose items with straps securely and not loose.
    12. Loads objects on wheels flat and secures/locks wheels for object to be secured and not able to roll on wheels.
    13. Places trolley safely standing and secured or lying on heavy objects.
    14. Leaves 10-15 cm from exit doors to objects.
    15. Places cushion or safety sponge between windows and loaded objects.

UPDATED REVISION 1.30 09/11/2017 15:56

- This update has been from the Executive Producer of the Company (Steve Baltzois)
- The van in particular the IVECO CH47NE have had numerous accidents and damages to the body and mirror in the last few months that I am concerned as to the handling and care of the company vehicle. Again i repeat this mostly in reference to the IVECO CH47NE. The van is like a tool or prop used in a Production. It is the property of Iconic is required to do the assigned work. With the numerous accidents we, being ICONIC are starting to present out vans in the most horrible appearance as if we are a cheap backstreet business. This I do not like. Damage to a vehicle is like wearing poorly torn business shirts or having a bad appearance. It affects the look of the brand and company and we should be taking care of how our props are looking. We are an ICONIC company and these constant hits and damages to the vehicles are making the company look horrible and not of the standard. This is is very concerning as it affects the ICONIC brand and how we look to the outside patrons and customers.

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Because of this constant damages from this point forward all staff and contractors are now required to do a vehicle check on these occasions.

1. At the beginning of the start of their shift
2. Every 3-4 Hours during their shift
3. At the end of their shift (before you sign off the travel log.

- If any incident is found it is to be recorded like normal on the Travel Log and also I want @alex.rozen and myself to be immediately informed of each and every incident as instantly as you seen. It must be recorded on the travel log as well.

- If any staff or contractor has found to have more than 3 incidents in a 12 month period, their contract or employment will be terminated immediately.

- The treatment and care of ICONIC property and how it affects the ICONIC brand appearance is being affected and this has to be reduced back to 0. Since 2001 we have had only 3 reported accidents where none of them were our fault, and this needs to continue.

UPDATED REVISION 1.20 01/10/2017 21:47

- Driver's License's will not need to be uploaded each time a new Vehicle Travel Log Session has been started.
  - A New additional question has been added on part 1 of the Main form, asking for validation of Driver's License. Staff/Contractors who have already uploaded a current driver's license in the last 30 days that is not expired or suspended, will ***no longer be required to upload a Driver's License.***
  - The expiry date of the Driver's license will only be required to confirm validation of the driver's license for staff/contractors who have already uploaded a driver's license in the last 30 days.
- The form log has been updated to be more mobile user friendly, without the need for desktop versions on mobile phones.

UPDATED REVISION 1.19 26/9/2017 16:08

- Steve B has requested the following update due to overgrowing concern of unreported damages to vehicles.
- All vehicle use must now as of today 26/9/17 have a vehicle log started on each shift and completed at each shift end.
- Production Run jobs:-
  - **do not have** to write each pickup and drop off delivery, but do need to write any breaks or fuel stops.
  - do have check the vehicle after each pick up and drop off.
  - are to continue using **Route Tracker**. The route tracker must be online and logged in from the start of each persons shift and remain on until the vehicle is returned back to its end location, either Iconic Warehouse in Padstow or back to the rental company.

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Questions Asked and Answered:

1. **David Phillip | 27-May-2020 03:21 |**
   Question: How does one effectively inspect inspect "Air Leaks and Air Tanks?'
   a. answered by @steve.baltzois 29-May-2020 11:13
      a. Air Leaks and Air tanks are used in semi-trailers and if you were an authorised

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and legally approved Heavy Vehicle Driver you would be trained how to inspect the air-tanks for air-leaks.

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2. David Phillips **| 03-Sep-2019 12:13 |Â**

Fully Read. Point as current Actors Captain on level 1 shows it may not be practical to complete the required vehicle inspection every 3 to 4 hours. When at school venues the second inspection is usually done at end of bump out. Is this still acceptable?

1. **Answered by @steve.baltzois:**
   = Yes it is.Â The 3-4 hours is a recommendation of time.Â If you are doing it at the start and end of your shift then you will have noticed anything from the start of using it to the end.Â However keep in mind the dashcam records all hits and bumps while the vehicle is parked (known as gravity sensors) so if something was to happen in this time period of 3-4 hours where you have not used the vehicle because you are at a show, there would be a record of it.

Attached files:

Unique solution ID: #1322
Author: n/a
Last update: 25-May-2022 01:55

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