



**ELECTRICAL
CONTRACTING
PTY LTD** AU26726



**ACCREDITED
MASTER
ELECTRICIAN**

MOTOR VEHICLE POLICY

Approved Drivers

The driver of a Business vehicle must be a worker of The Business and the worker must be fully licensed to drive the classification of the vehicle. People who are not workers who are unlicensed or who have a learner's license are not permitted to drive Business vehicles.

A photocopy of each driver's current licence is to be provided. This will be kept as a record in the workers file. Workers are to notify management immediately of any change to the status or validity of the licence.

If a driver is unfit to drive because of ill health, suspensions or cancellation of licence, the driver must advise management. A worker who loses his or her driver's license shall be required to show cause as to why they should not be dismissed if their job requires the use of a vehicle as a core function of their role and if no other arrangements are available.

Private Use

No motor vehicle is to be used for personal or private use without prior consent of management. However, management will occasionally accept that in emergent situations personal or private use of the motor vehicle is appropriate without prior notification. This does not include extended trips etc, which would need to be approved by management.

Workers may use Business vehicles, at the discretion of The Business, that have been allocated to the, to drive to and from work. The worker shall take the Business vehicle only to work at all times. When not in use by the designated drivers, the vehicle may be utilised by other approved personnel. The Business vehicle may also be used when the worker is rostered on call, or when he or she may otherwise have a good reason to believe that they may be called upon to work, and on the proviso that Business vehicles must be:

- Securely parked and secured against entry when parked. Off-street parking is the minimum requirement.
- Locked and secure when left unattended at all times and no items that could tempt entry to the car may be left in view. This especially include briefcases, phones or laptops.
- Cleaned internally and externally to maintain it in the required presentable condition.
- Maintained as required.
- Monitored for their use on each occasion. All designated drivers shall keep an up to date log book providing the dates and times of use if the vehicle by all drivers, and shall provide usage records for FBT purposes as required.

Where approval is gained from your manager for private use, the following conditions apply:

- The worker will be required to pay for fuel
- Trailers, caravans etc may not be towed for private use. No other vehicles may be towed except in the case of emergency
- Where private use is permitted, no person's other than the designated driver is permitted to drive the Business vehicle for private use unless in the case of an emergency.

Company vehicles are to be parked in a secure location when not in use. Off street parking, if available, is the minimum requirement at a worker's residence. Vehicles must be locked when unattended and no items such as mobiles or computers that could tempt entry to the vehicle be left in view.

Care of the Business Vehicle

The driver of each vehicle is responsible for the basic maintenance of that vehicle. No smoking will be permitted in any vehicle. Basic maintenance should include, as a minimum, monitoring & replenishing vital fluids and lubricants:

- Fuel
- Engine Oil
- Coolant
- Washer Fluids
- Tyre pressure should be monitored
- Anything supplied from The Business within the vehicle e.g. first aid kits or fire extinguisher; fire blanket shall be kept in date and in good working order.

Stock in vehicles should be kept in good condition and in a tidy order.

No alterations, additions or modifications are to be made to vehicles without approval.

It is the driver's responsibility to make sure any load on the vehicle is properly restrained. Any fines incurred from this or any other traffic infringements will be paid by the driver.

It is the driver's responsibility to bring the management's immediate attention to any fault that could render the vehicle unsafe or un-roadworthy. Vehicles must not be driven when unsafe, un-roadworthy or in a condition that is likely to cause damage to the vehicle. Management must be notified when a service is due and this will be arranged ASAP.

Fuel Charge Cards

Fuel Charge cards are to be used for the purchase of fuel and oil for The Business vehicle/s only. No miscellaneous purchases are permitted on these cards.

Insurance

Business vehicles are insured for the theft or accidental damage. Property carried in the vehicle, whether company or private property is not insured. Workers may wish to arrange through their own insurer for private property to be covered while kept in a Business vehicle.

If a worker is found to be negligent (Negligent as determined by the insurer) or operating the vehicle illegally, the worker will be responsible for the payment of any fine and or associated costs, including for but not limited to insurance excesses, and will agree to payment plan to authorise the deduction of such from any monies owing.

Under the current insurance policy, Business vehicles are covered from the worker's residence to the job site(s) in as short as practical distance. They are also covered whilst parked at the worker's address. Vehicles are to be locked and secured whilst left unattended at all times.

Traffic Offences and Accidents

Any traffic violation or offence of any kind committed by a worker will remain the sole responsibility of that worker. The Business will not be liable for any fines or penalties as a result of the vehicle use by its staff members at any time. The driver of any vehicle who has knowledge of a formal notice of an offence must notify The Business immediately.

The worker responsible for any vehicle that is involved or suspected of being involved in any accident is to report the accident to management in writing as soon as possible.

A driver of a Business vehicle should know what to do if he or she has an accident. Information can be provided, if necessary, by management.

In the event that a Business vehicle is involved in an incident causing damage to the vehicle, injury to persons, or third-party property, the driver must obtain the following details:

- Date, Time & location of event
- Other persons and vehicles involved (name, address, vehicle number)
- Damage (description) to Business vehicle and/or other damage incurred.
- Names and addresses of witnesses

The event must be reported on an accident report form as soon as practicable after an incident. Repairs/towage etc. should only be authorised at the time to the extent needed to avoid further risk or damage or as requires to secure an undriveable vehicle. Admissions of liability to the other party(s) should not be made. In the event of injury to persons assistance must be provided and the police must be notified by the driver, according to law.

Alcohol and other Drugs

No worker is to drive a Business vehicle who a blood alcohol level above the prescribed limit or whilst affected by medication and/or illegal drugs which may impair performance. The Business may seek to recover the costs of such a fine payment or damage to the vehicle from any monies owing were a worker, who is found to be affected by alcohol or drugs.

Disciplinary Outcomes

Driving under the influence of drugs or alcohol is considered a serious misconduct. A worker who is found to have breached this policy, will be subject to disciplinary action up to and including dismissal. Dismissal could also result if a worker steals from The Business or by using the fuel purchase card from private purchases.

The Business may take legal action to recover costs if a worker causes wilful damage to a vehicle; or it is damaged by their negligence.

S & K Electrical Contracting Pty Ltd

Director/Partner/Principal: _____

A handwritten signature in black ink, appearing to be 'A. K.', is written over a horizontal line.

Date: 01/07/2020

Policy Review Date: 01/07/2021