

## COMPANY VEHICLE USE POLICY

<b>Policy</b>	A1 Building Solutions - Company Vehicle Use Policy
<b>Version</b>	Version 1
<b>Effective Date</b>	21 September 2020
<b>Approval By</b>	Ray Formosa, Managing Director A1 Building & A1 Building Solutions Pty Ltd
<b>Approval Date</b>	21 September 2020
<b>Next Review</b>	21 September 2021

\* Unless otherwise indicated, this policy will apply beyond the review date.

### 1. POLICY OBJECTIVE

The purpose of this policy is to outline A1 Building Solutions Pty Ltd requirements in relation to the allocation and use of Company Vehicles.

An employee who is authorized to drive a company vehicle must ensure that it is used purely to service both private and contract clients who engage the services of the company. Personal use of the company vehicle is only allowed after expressed written permission is received from management.

### 2. SCOPE

This policy applies to all Employees and Contractors of A1 Building Solutions Pty Ltd who have access to the use of a company vehicle.

### 3. DEFINITION

For the purposes of this policy the following definitions are outlined:

**The Company** - refers to A1 Building Solutions Pty Ltd

**Company Vehicle** – refers to any vehicle owned, leased or rented by the company to provide service to clients and contracts of A1 Building Solutions Pty Ltd

**Contractor** - refers to any person or entity engaged by the Company to perform duties on behalf of the company as a representative of the Company.

**Employee** - refers to any person directly employed by the Company on either Full Time, Part Time or Casual Basis.

**Illicit Drugs** – refers to not legally permitted or authorized (non-prescriptive) drugs i.e. Street Drugs

### 4. RESPONSIBILITIES

#### General

All employees/contractors authorised to drive a company vehicle must:

- Hold a valid and current driver's license and display the appropriate provisional driver's plates if so required as a condition of their license. Any infringements that impact on the validity of the Employee/Contractors license must be immediately reported to the Company
- Observe and comply with all traffic bylaws and regulations at all times

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- Ensure that they and any other occupants of the vehicle always wear a seat belt while the vehicle is in operation
- Take personal responsibility for any traffic or parking infringements issued during the use of the vehicle
- Regularly check Petrol, tyre pressure, water/coolant and windscreen wipers and washer water level on a weekly basis. At the time of conducting this weekly check a vehicle service list must be completed and handed into the administration team to ensure continued maintenance and servicing is conducted on each vehicle as required,
- Advise of any noticed defect or mechanical issue immediately to the administration team,
- Ensure that all unattended vehicles are locked and secured to protect against theft,
- Not smoke (in accordance with the Company Smoke Free Workplace Policy) within the Company Vehicle, and
- Show all road users and pedestrians courtesy and display respectful and safe driving at all times.

## AUTHORISED DRIVER DETAILS

All authorized Employees/Contractors who are responsible for a Company vehicle will be required to provide the Company with the following information and update it as required by the Company:

- Current Driver's License, and
- Current driving record obtained through the RTA

## INSURANCE

All Company vehicles are comprehensively insured and it is the responsibility of the driver to ensure that nothing is done which would invalidate the insurance cover on each vehicle. Typical actions that would invalidate insurance on a motor vehicle would be (but is not limited to):

- Driving whilst under the influence of alcohol and presenting with a blood alcohol level greater than the legal limit applicable to the Employee/Contractors license categorisation,
- Driving whilst under the influence of illicit drugs,
- Driving whilst under the influence of prescribed medication that presents with a warning that operation of vehicles must not be undertaken while taking this medication,
- Driving without a valid driver's license, and
- Committing any driving offence that breaks current traffic or road laws and regulations. i.e: driving while using a mobile phone.

All company insurance certificates are available for review upon request

## IN THE EVENT OF AN ACCIDENT:

In the case of an accident the following action should be taken, if the driver is able to do so:

- Under no circumstances are they to leave the scene of an accident,
- They will do all possible to secure assistance for any injured parties involved in the accident,
- Notify the Company immediately of the accident providing details as to whether there is injury or property damage as a result,
- Not admit liability,
- Obtain the following information from the other party(s):
  - Vehicle owner (s) name and address
  - License number
  - Registration details
  - Vehicle make/model/colour details
  - Insurance details.
- Comply with all police or road authority directions at the scene of the crime,
- Obtain details of any witnesses to the accident, and

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- In the event of damage to property or injury the details of the accident must be reported to the police for insurance and workers compensation purposes.

## IN THE EVENT OF THEFT

In the event of the theft of a Company vehicle, or property or contents from within a Company vehicle, the authorized Employee/Contractor must:

- Notify Police immediately and complete all necessary police reports for the incident,
- Notify the Company immediately as all vehicles are fitted with a GPS tracking device and the details from this system may assist Police in the location and return of the vehicle.
- Provide these police report documentation to the Company for insurance and record keeping purposes, and
- Complete all associated insurance documentation as required by the company.

## COMPANY EXPECTATIONS

The company requires that any Employee/Contractor provided with the use of a Company vehicle will:

- Advise the Company of anything that may affect their legal or physical ability to drive a motor vehicle or ensure their insurability,
- Always exercise due diligence whilst in control of a Company vehicle. This means an Employee or Contractor will:
  - Not consume alcohol and drive regardless of whether they are under the legal limit whilst undertaking work for the company,
  - Not knowingly break or endeavour to break any current road laws and regulations,
  - Not knowingly engage in reckless or dangerous driving practices that have the potential to put theirs or the lives of others in danger,
- Not smoke within a Company vehicle, and
- Actively participate in the reporting on a weekly, or as observed, basis of vehicle condition and servicing in order to assist the company in the adequate maintenance and servicing of all Company vehicles.

## VEHICLE SERVICING AND FITTINGS

The Company will ensure that all vehicles will be properly maintained and serviced in accordance with the vehicle manufacturer guidelines and as resulting from details provided in the weekly vehicle Service list.

All vehicles will be fitted with tracking devices in order to ensure that if stolen we are able to assist in the location and return of the vehicle as quickly as possible and with minimal time for damage to the vehicle.

This tracking device may also be used by the company to determine the whereabouts of an Employee/Contractor should the Company have reason to suspect that the Employee/Contractor is misusing the vehicle and/or not complying with work and timing requirements for their allocated workload each day

## NON-COMPLIANCE

Non-compliance by Employees or Contractors by violation of any of the above safety and regulatory obligations then they will be subject to disciplinary action that may include termination of Employment or Contractor Agreement.

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## ACKNOWLEDGEMENT

I hereby acknowledge the Company Policy related to the use of Company Vehicles

I confirm, I understand the content of this policy and its direct relation to my role within the Company.

I understand that my failure to comply with this policy may directly result in disciplinary action being taken or termination of my employment/ agreement with the Company.

Employee/Contractors Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_