

In keeping with our requirements to provide and maintain a safe and healthy place of work, this policy sets out the responsibilities of all employees and other people who will drive or operate Mason Electrical Engineering Contractors vehicles in their course of work.

Company motor vehicles are an essential and major cost to the business. Each van is identified and the necessary tools and equipment allocated to each van. It is the vehicle operator's responsibility to ensure the vehicle is kept clean and tidy throughout and in a roadworthy condition with tools and equipment correctly stored and contained.

Any neglect or misuse of a Company vehicle will result in the employee's use being revoked and the vehicle being garaged at the workshop.

### **Conditions of Use of Company Motor Vehicles**

Vehicles are to be used for work purposes only and operators will refrain from using vehicles after hours or for private use without management approval.

### **Licensed Drivers**

No person may drive a Company owned vehicle for any purpose or under any circumstances without a current and valid Driver's Licence. During any period of suspension of licence of a designated driver, the vehicle must be garaged on Company premises.

### **Observance of Traffic Laws (including Parking)**

All statutory and workplace road rules shall be adhered to at all times. Vehicle operator's found to be in breach of these rules including speeding and parking fines shall be responsible for any fines or penalties incurred through breach of the rules and may lose their right to operate the vehicle.

### **Alcohol and Drugs**

No person may drive a Company car while affected by alcohol or drugs (including legal medication). Should a person be involved in a traffic incident causing damage to the Company vehicle, persons, or third party property whilst affected by alcohol the Company shall seek recovery of costs from the person for damages to the vehicle, and expressly excludes liability for any personal injuries, or third party personal or property damage arising from the incident (except where this exclusion may be held to be unlawful, in which case the exclusion will apply to the limit allowed by law).

### **Smoking**

No person shall be permitted to smoke in Company vehicles.

### **Employee Drivers – Approval to Drive**

All persons required to drive Company motor vehicles on Company business or permitted to drive Company vehicles for private use must be listed in an Approvals Log, kept by the Manager. This log will contain name, age, address and licence number and licence expiry date.

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It is the responsibility of the Manager to maintain this log, and periodically update this information. The Manager will advise the designated drivers of Company owned vehicles of the approval status of all of the persons who may request use of (each car). Designated drivers will not give permission to any other Company employee to drive the vehicle in their charge.

**Non-Employee Drivers**

- Family Members

Where a Company vehicle is placed at the disposal of a designated driver for private use, the “normal” driver will only be the Company employee. Non-employee family members may drive the vehicle only on an occasional basis, with the employee present, or under special circumstances, subject to all of the requirements above.

Family members under the age of 25, or non-employees may only be allowed in charge of the vehicle in emergency conditions, and only for the duration of these conditions.

- Non-Family Persons

Except for emergencies as stated above, Company vehicles are not to be allowed in charge of non-family persons. (Parking attendant, repair shop employees are allowed).

**Private Use**

Where the vehicle is available for private use, the following conditions apply:

**Reasonable Use**

The vehicle may, if approved by management, be used for reasonable private use, which provides for local and some non-local travel. Interstate journeys and extensive use on vacations should be specified in advance, with an estimate of the usage for prior approval by the Manager. Such extended use normally requires the payment for fuel by the employee.

**Towing**

No trailers, or similar towable items may be towed for private use without prior permission of the Manager. Other vehicles may not be towed, except in circumstances where life or property is endangered by not towing.

**Travel to Work and Use by Other Employees**

The employee is expected to take the Company vehicle to work, and the vehicle should be available for other use by other approved drivers when not required by the designated drivers.

**Note:** Only in domestic emergency conditions may the vehicle be left at the disposal of the driver’s household on a working day. (ie, substitution by the employees private car is not permitted).

**Garaging and Security**

Company cars must be securely parked and secured against entry when parked. Off-street parking is the minimum requirement at employee’s residence. Vehicles must be locked when unattended.

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Mason Electrical Engineering Contractors will not be responsible for damage to vehicle or loss of Company or private tools and equipment after hours if vehicle is not stationed off-street at the vehicle operators' normal residential address.

**Cleaning**

The designated driver is responsible for cleaning the car (inside & out) to maintain it in the required presentable condition.

**Routine Maintenance, Operational Checking and Repairs**

The designated driver is responsible for the day-to-day checking of the vehicle condition, including lubricants, light bulbs and tyre pressures and for organising the necessary regular maintenance and any special repairs that are required. The designated driver is also responsible for ensuring that jack, spare tyre, tools etc. are present and ready for use.

Cars are not to be operated when unroadworthy, or in mechanical condition likely to cause damage to the vehicle.

Orders are to be obtained from Company management before repairs and services are carried out at the specified garage.

**Log Book**

All designated drivers shall keep an up to date log book providing the dates and times of use of the vehicle by drivers other than him/herself, and shall provide usage records for FBT purposes as required. If another employee is to drive the work vehicle not normally driven by them, it should be entered in the Log Book provided. A failure to keep appropriate records may result in the removal of private use entitlements.

**Accidents/Damage**

Any faults with the vehicle or involvement in any accident or incident must be reported to Mason Electrical Engineering Contractors immediately.

- The employee agrees that in the event of an accident that was his/her fault, the employee shall pay the excess and agrees for this money to be deducted from his/her wages.
- The employee agrees to pay all driving and/or parking fines for which is is responsible and the employee agrees for this money to be deducted from his/her wages
- In the event that a Company 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 #);
  - names of any injured persons and nature of injury (as far as is known at the time);
  - damage (description) to Company vehicle, and other damage incurred;
  - names & addresses of witnesses.
- The event must be reported on an accident report form as soon as practicable thereafter.

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- Repairs/towage etc, should only be authorised at the time to the extent needed to avoid further risk or damage, or as required to secure an undriveable vehicle.
- Admissions of liability to the other party/ies 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.

#### **Unfitness to Drive**

Vehicle operators must have and carry the appropriate current license for the type of vehicle they are operating. Vehicle operators must advise the company immediately of any variations, or any additional conditions placed on their license.

Should a driver be unfit to drive, through health reasons, or suspension or cancellation of licence, the driver must advise the Manager, who will amend the "Driver Approved Log". Designated drivers who become unfit to drive will arrange for the delivery of the car to Company premises where it will be garaged while the designated driver is unfit. It will remain available for other approved drivers.

#### **Safekeeping and Garaging While Away**

When a designated driver is absent (on vacation, sick leave or travelling without the car) for more than one week the car must be kept on Company property or otherwise in secure storage as approved by the Manager. Should a private residence where the car is normally garaged be unattended for more than five (5) days, the vehicle must be kept on Company property or securely stored as above.

#### **Correct Fuels/Fuelling**

Company vehicles must be left available with not less than ¼ tank of fuel, but should be refuelled as a matter of courtesy rather than returned low. Drivers must use only the correct grade of unleaded fuel. Employees are required to hand in Petrol docketts with their timesheets. Speedometer readings must be on the Petrol Docketts.

Mason Electrical Engineering Contractors will not be held responsible for any insurance claims made if the above requirements are not followed.

Failure to comply with this policy could lead to disciplinary action up to and including dismissal.



Managing Director

Mason Electrical Engineering Contractors

Date: 02/12/2020

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