

Company Vehicle Policy

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Vehicle Fleet Purpose

Company vehicles are provided to support business activities only and are to be used only by qualified and authorised employees. They are not to be considered a part of an employee's compensation and must not be used as an inducement for employment. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of New South Wales or the jurisdiction in which they are driven and with the utmost regard for their care and cost efficient use.

- Company vehicles -must not be used for business activities of other non- Top related companies.
- Company vehicles must not be used for personal private issues.

Driver Licensing

Company drivers and anyone authorised to drive the company vehicles must have a valid driver's license issued in Australia for the class of the vehicle being operated and must be able to drive a vehicle. The driver must be at least 21 years of age and have at least one year of experience in the class of vehicle operated. Obtaining a driver's license is a personal expense.

Motor Vehicle Safety

The priority of the driver is the safety of all passengers, themselves and the motor vehicle, care and caution must be exercised at all times.

The driver should not use their mobile telephone while driving.

The driver must not be intoxicated with any illicit or other substances including alcohol.

The driver must adhere to the road and traffic regulations for the state and country which they drive in at all times. e.g. NSW road and traffic regulations for driving in the state of New South Wales, Australia.

The driver should always carry a valid driver's license when driving.

Motor Vehicle Usage

The Company's motor vehicles are to be used strictly for business purposes only and cannot be used privately for personal business.

The Company's motor vehicles, when not used, should always be parked at the designated parking area.

The driver of the motor vehicle is responsible for organizing and booking the appropriate vehicle for each assignment.

Log Book Record

The driver of the motor vehicle is responsible for completing the vehicle log book after each usage. This is to be inspected by the driver and to be overseen by the manager in charge. Details of the trip must be recorded in the log book including driver's name, the purpose of the trip, whether it is for business or personal use, recordings of each venue visited and the mileage of the vehicle before and after the trip.

Motor Vehicle Maintenance

The driver is responsible for the scheduling and the maintenance of Company's motor vehicles and its conditions. All vehicle maintenance work must first be approved by the manager in charge before taking place.

The manager in charge is also responsible for checking and overseeing all aspects of the motor vehicle maintenance and management on a weekly basis and will manage issues and direct tasks to relevant parties as necessary. This includes but is not limited to log books, problems, fuel requirements and cleaning.

The driver is responsible for routine services and repairs including refuelling and routine motor vehicle checks e.g. tire pressure checks and car battery checks. Routine scheduling includes organizing renewal registrations, pink slips, green slips and insurances for all of the Company's motor vehicles.

Problems and Accident Reporting

Driver must report to his/her manager of any problems and accidents associated with the motor vehicle after each use and provide an associated detailed account on the incidents occurred.

The driver is responsible for conducting routine checks of the Company's motor vehicles for appropriate usage and vehicle's conditions. The manager in charge must be informed immediately of any problems that have taken place related to the Company's motor vehicles, any foreseen problems which may cause delays and effect the operations of the Company must also be reported immediately.

The management of motor vehicle problems, accident reporting and the resolution processes are at the discretion of the manager in charge and the manager's decision will be final.

Penalties

Driver of the motor vehicle must report any types of penalties to the manager in charge immediately upon receiving the first instance of notice. Following the issuance of Penalty

Reminder Notice the driver of the vehicle at time of the penalty occurrence must immediately lodge the corresponding Statutory Declaration Form. All merit deductions will be borne by the driver of the motor vehicle. Any conduct in violation to this process may result in disciplinary action depending on the severity of the offense. The management of penalties and the resolution processes are at the discretion of the manager in charge and the manager's decision will be final.

Supplementary Provisions

These schedules come into force from the date of announcement. The Administration and Human Resources Department shall be responsible for any interpretation, supplement and amendment of these schedules.