

# Company Vehicle Policy

Gordon McKay Pty Ltd (**Gordon McKay**) offers company vehicles to authorised employees, which may be provided for temporary use or on an ongoing basis (**company vehicle**). This policy covers all employees supplied with a company vehicle by Gordon McKay and also covers all employees who may from time to time be required to use private vehicles for work purposes or in connection with work.

## **Objective of this policy is to:**

- Regulate the employee's reasonable, safe and legal use of company vehicles and private vehicles used for work purposes or in connection with work.

## **In Order to achieve these objectives Gordon McKay will:**

- Ensure vehicles are registered and adequately insured
- Maintain Vehicles as per manufacturer's recommendations
- Ensure vehicles are audited on a regular basis

## **All Gordon McKay employees must do the following when operating a company vehicle or using a private vehicle for, or in connection with, work:**

- Adhere to all relevant State and Territory road safety legislation and driver licensing laws, including the Road Safety Act 1986 (Vic) and its related regulations and rules;
- Hold current and necessary licences for the type of company vehicles driven;
- Be medically fit to operate a company vehicle;
- Be fit to operate a company vehicle and not under the influence of alcohol or drugs
- Not smoke in, or near, a company vehicle;
- Ensure the vehicle is kept in a clean and roadworthy condition with tools stored securely at all times;
- Advise when vehicle nearing required scheduled maintenance based on odometer reading allowing sufficient time for scheduling;
- Report any faults, accidents or incidents to management and the police where required by law.

## **Company vehicle conditions of use**

- Company vehicles must be only driven by an authorised employee of Gordon McKay.
- Shall not be used as a primary source of private transport (unless personnel are on call). The vehicle shall only be used as a secondary vehicle provided private use is limited to use that is minor, infrequent and irregular, i.e. occasional use. For the privilege of this use the driver is obliged to keep the vehicle clean and tidy inside and out.

- Drivers must take adequate rest breaks during long distance driving to prevent driver fatigue
- Gordon McKay may, at its discretion, revoke an employee's use of company vehicles at any time and for any reason, and may provide an alternate vehicle to accommodate the business's requirements.
- Employees using a company vehicle may be requested to maintain an up to date log book and make entries in the log book for each occasion of travel including the origin and destination of travel; odometer readings; and whether the travel is business or private travel. When filling the company vehicle with fuel, the employee must record the odometer reading of the vehicle through the fuel card system.
- Company Branding is a significant element of our marketing strategy. No third party signage, stickers, banners or a like is to be applied to the vehicle without the written approval of management.

#### **Vehicle damage, infringements and driving offences**

- If an employee is involved in an accident while operating a company vehicle, and Gordon McKay's motor vehicle insurer refuses to accept a claim for loss or damage to the company vehicle or any third party (for reasons contained in the insurance policy), the employee will be liable to pay for the full cost of any loss or damage to the company vehicle and the loss or damage to any third party (if applicable).
- If an employee, while operating a company vehicle or a private vehicle for work purposes or in connection with work, commits any offence, or incurs any driving and parking infringements or penalties, any demerit points and amounts payable will be the sole liability of the employee.
- Upon receipt of any infringement notice or other notice of an offence, infringement or penalty relating to a company vehicle, Gordon McKay will cause the matter to be transferred to the employee who had responsibility for driving the company vehicle at the relevant time.

Any breach of this policy, road rule or road law by an employee will be assessed by Gordon McKay on the circumstances of each case and may result in disciplinary action, which may include summary termination of employment.

Gordon McKay Pty Ltd recognises that active participation and consultation with every employee is essential to achieving the optimum levels of safety. With the assistance of all employees we will strive to continually identify and improve the effectiveness of the Health and Safety Management System.

Policy Authorised by the Managing Director:



Date:



Gavin McKay