

# Company Vehicle Policy

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.
- Loads, equipment, and other items transported in or on the exterior of the vehicle (including trailers) shall be secured in an appropriate manner total weight shall never exceed the load limitations of the vehicle

## **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.

