

Company Motor Vehicle

1 GROUP TRAINING ORGANISATION (GTO) NATIONAL STANDARDS

WPC Group is a GTO, committed to meeting the following national compliance standard/s:

Standard 1 – Recruitment, Employment Induction

Standard 2 – Monitoring and Supporting Apprentices and Trainees to Completion

Standard 3 – GTO Governance and Administration

2 MOTOR VEHICLE POLICY

This policy exists to provide guidelines for the usage of company vehicle at WPC Group.

3 PURPOSE

To ensure employees of the company issued with a company vehicle understand the guiding principles associated with its use and ensure the company's asset is well-respected and maintained at all times.

4 SCOPE

To ensure employees issued with a company vehicle understand the guiding principles associated with its use and ensure the company's asset is well respected and maintained at all times.

This policy addresses:

- Company pool car
- Insurance and Accidents
- Damage
- E-tags and fuel cards
- Cleaning
- Services
- Tyres, batteries and windscreens
- Roadside assistance
- Registration
- Infringements
- Safe driving
- Forms

5 KEY RESPONSIBILITIES

Chief Executive Officer

- Authorise company vehicles with salary packages

National Finance Manager

- Conducts Vehicle Condition Reports for company pool cars
- Manages service/maintenance for company pool cars

Front of House Coordinator

- Manages car pool bookings and administration

Employees

- Treat company vehicles with respect at all times
- Complete the relevant vehicle forms
- Track their vehicle's service history and ensure the vehicle is serviced
- Ensure the company vehicle is registered and road worthy at all times
- Abide by this policy and the Vehicle Emergency Guidelines at all times

6 POLICY

Upon commencement, employees are required to complete the Licence Details section on the Personal Details Form to ensure their capacity to drive a company vehicle, if necessary.

Spare keys for each company vehicle to be stored in the key safe located in head office.

A copy of the Vehicle Emergency Guidelines to be kept in the glovebox of each company vehicle at all times.

WPC Group reserves the right to:

- Rotate vehicles at its own discretion.
- Demand return of the vehicle if:
 - Driver charged with traffic offence, e.g. reckless driving or driving while intoxicated, etc.
 - Continual neglect of the vehicle, e.g. unexplained dints, scratches, cigarette burn damage, etc.
 - Failure to pay outstanding fines.

Employees who use the pool car must:

- Read, understand and abide by this policy
- Complete the Vehicle Authorisation form
- Book the vehicle in advance with the Front of House Coordinator
- Collect and leave the car pool key with the Front of House Coordinator
- If the vehicle requires internal or external cleaning, employees must take action to attend to the vehicle
- Upon direction from the National Finance Manager, employees must service the vehicle at an approved supplier
- Abide by the Emergency Vehicle Guidelines

Insurance and Accidents

Vehicles are insured by Vero Motor Fleet.

If you have an accident, do not make any claims regarding liability - FACTS ONLY, NO COMMENT.

Generally, only company employees are covered to drive company vehicles and are insured as such. Any damage caused by a non-company employee or non-nominated driver will be at full cost to the driver.

If an employee is over 25 years, but a probationary driver and involved in an accident whilst over .05, the employee will be liable for any damage.

Insurance is void for drivers 21 years or under and found with a blood alcohol reading of over .00. If an employee is involved in an accident whilst over .00, the employee will be liable for any damage.

Insurance is void for drivers found with a blood alcohol reading of over .05 and you will be liable for any damage.

Blood alcohol level must be ZERO for drivers under 25 years of age.

The standard policy excess is \$500. For the following drivers, additional excess rates will apply as follows:

- 21 years of age or under, an additional excess of \$750 is payable;
- aged between 22 and 25 years of age, an additional excess of \$500 is payable, or;
- over 25 years of age but has held a licence to drive for a period of less than 2 years, an additional excess of \$250 is payable.

At the scene of the accident exchange personal details with other driver(s).

Call Vero Motor Fleet (Marsh Insurance) on the phone number(s) provided and report accident. The Consultant will issue instructions from there depending if vehicle is drivable or not. The insurance policy comes with a car hire option (up to 14 days), the Consultant can also assist you in organising car hire if required.

As a condition and your acceptance of being issued a company vehicle, if you are found to be responsible for an accident, then you will be required to pay the policy excess. (As a condition of use.)

Damage

If a company vehicle is damaged, the employee must inform the National Finance Manager immediately. This must also be followed up by an email as soon as possible.

The employee will be required to obtain a repair quotation within five (5) days from an approved supplier. The decision to repair will then be made by the General Manager.

If a vehicle is found to be damaged wilfully or through negligence, you will be required to pay the policy excess.

If you are unable to drive the vehicle, you must arrange for towing to the nearest approved repairer. Marsh Insurance will provide details when damage is reported.

Negligent acts, such as water damage from open sunroof, spilt liquids e.g. coffee, will be the responsibility of the driver to bear all costs.

E Tags/Fuel Cards

E Tags and Fuel Cards are issued to a particular vehicle – they remain with the vehicle whilst held by WPC Group.

Any changes and faults should be directed to the National Finance Manager.

Fuel: Odometer reading must be given at pump and only appropriate unleaded fuel or gas must be used.

Cleaning

It is the employee's responsibility to keep the vehicle clean and presentable at all times.

Automated car washing systems should be avoided, as they may damage the finish of the vehicle.

The company will only accept 'cleaning charges' for vehicles being internally rotated. This must be approved by the General Manager prior to the vehicle being cleaned.

There is a **NO SMOKING** policy in all company vehicles.

Service

It is the employee's responsibility to track their vehicle's service history and ensure the vehicle is serviced as required (see vehicle manual).

All scheduled service bookings must be made with an approved supplier as noted in the Vehicle Emergency Guidelines and located in the glovebox of each vehicle. The Vehicle Emergency Guidelines can also be located on the intranet.

Any paperwork, e.g. invoices or receipts are to be given to the National Finance Manager and will be kept with the vehicle file.

Initial service: 3 months or 3,000kms (whichever comes first).

Subsequent service: every 6 months or 15,000 kms (whichever comes first)

Employees must ensure that service books are completed and signed at each service.

All service books are to remain in the company vehicle.

Tyres, Batteries & Windscreens

In an emergency only use the approved suppliers located in the vehicle's glovebox. Keep all receipts.

- For a flat tyre, see details for Bridgestone on the Vehicle Emergency Guidelines.
- New tyre purchases must be approved by the National Finance Manager.
- Batteries are to be purchased as noted in the Vehicle Emergency Guidelines.
- Windscreens, either repair or replacement as noted in the Vehicle Emergency Guidelines –to be approved by National Finance Manager.

Roadside Assistance

In the event that the motor vehicle cannot be driven, refer to the Vehicle Emergency Guidelines located in the glovebox of each vehicle or on the intranet.

Registration

It is illegal for any individual to drive an unregistered vehicle.

Whilst the company manages all vehicle administration, it is the employee's responsibility to ensure the company vehicle is registered and road worthy at all times.

Infringement Notices/Fines

Once a company vehicle has been issued to an employee, the employee accepts liability for all infringements.

If the employee loans the vehicle to another company employee, it is up to the employee to document this and provide evidence that they were not driving the vehicle on the day in question.

If the employee receives any serious infringement, e.g. excessive speeding, the employee may lose the company vehicle at their manager's discretion.

Upon receiving any infringements in the mail the National Finance Manager will send an email to the driver of the vehicle upon receiving the fine.

The employee has 24 hours to respond to the National Finance Manager and nominate themselves as the driver or nominate another driver (with their written consent). If the employee does not respond to the email within 24 hours the employee will automatically be nominated as the driver.

Parking Fines/Infringements

If the employee receives a fine or infringement notice (i.e. parking ticket) it is recommended that the employee pay it on the day received.

If the employee does not do so, the employee may be liable for any additional costs incurred by WPC Group.

Safe Driving

WPC Group has a responsibility to provide and maintain so far as is reasonably practicable a safe and healthy working environment for employees.

Applied to work related driving safety this includes:

- Information about safety features of vehicles and instruction on how to use them;
- Knowledge about the causes and effects of fatigue;
- Information about the safe use of the vehicle; and
- Information about safe maintenance of the vehicle.

Specific requirements of the road safety laws have to be met, covering matters such as vehicle roadworthiness, driver licensing and road rules (e.g. speed limits).

Employees also have a duty of care. The duty is narrower, but requires that employees take reasonable care and not put themselves or others at risk by their actions or omissions.

Employees have a duty to cooperate with the measures that WPC Group has developed to eliminate or reduce risks. Refer to the Safe Driving Guidelines.

Forms & Guidelines

It is the responsibility of the employee issued with a company vehicle to complete the appropriate forms, as applicable and provide to the National Finance Manager.

1. Vehicle Authorisation Form

This form is to be completed at orientation and again if you need to update any details:

- To request a second driver
- To request for vehicle to be driven interstate
(* form located on the intranet)

2. Motor Vehicle Claim Report

This form is to be completed:

- When vehicle has been involved in an accident or has been damaged (e.g. internal or external damage to vehicle)
(* please email the National Finance Manager for the form)

3. Vehicle Condition Report

All vehicles must have a Vehicle Condition Report submitted every six (6) months by the driver.

All vehicles need to have a condition report filled out upon receipt of the vehicle and the original copy is to be given to the National Finance Manager.

Each time a vehicle is returned or rotated, a Condition Report must be completed. (Unreported damage may incur costs to the driver.)

(* form located on intranet)

4. Vehicle Emergency Guidelines

Guidelines should be kept in each company vehicle at all times.

(* form located on intranet)

7 PROCEDURE

Motor Vehicle Accidents

In the event of an accident:

- 7.1 Do not make any claims regarding liability – Facts only. No comment.
- 7.2 At the scene of the accident exchange personal and WPC Group details with other driver(s).
- 7.3 Call Vero Motor Fleet (Marsh Insurance) on the phone number(s) provided and report the accident. The Consultant will issue instructions from there depending if vehicle is drivable or not. As the insurance policy comes with a car hire option (up to 14 days), the Consultant can also assist you in organising car hire if required.
- 7.4 Notify your manager as soon as practical to do so.

8 RECORDS

Related documents/forms/policies	Storage
Vehicle Authorisation Form	Intranet
Motor Vehicle Claim Form	Relevant website
Vehicle Condition Report	Intranet
Vehicle Emergency Guidelines	Intranet
Safe Driving Guidelines	Intranet
Requisition for Reimbursement Form	Intranet
Motor Vehicle Declaration	Intranet

End of Document