

Policy Name:	Company Vehicles
Policy Number:	4.08
Date:	February 2023

POLICY STATEMENT:

JC Steele is committed to the safety and well-being of all employees and recognises that some roles in the business are required to undertake driving for work related purposes in company vehicles. JC Steele provides some employees with company vehicles as part of their remuneration package, and also provides of a pool of company vehicles for other employees to use for the purpose of conducting company business.

JC Steele endorses all applicable national and state motor vehicle regulations relating to driver responsibility and expects each driver to drive in a safe and courteous manner. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries to self, others and damage to property. JC Steele expects all employees using company vehicle to follow all procedures below.

This policy should be read in conjunction with the Safe Driving and Parking Policy.

PROCEDURE:

1. Car Insurance, Service & Maintenance

JC Steele pays for all costs for running and maintaining a company vehicle including registration, services, roadside assistance and insurance.

- a. Any employee with an assigned company vehicle as part of their remuneration package bears the responsibility of ensuring all services are carried out in accordance with the vehicle servicing manual and guidelines.
- b. The servicing of JC Steele pool vehicles is managed by the Administration Manager in accordance with each vehicle's recommended service schedule.
- c. In accordance with the Safe Driving Policy, it is the responsibility of each employee to regularly inspect any vehicle that they drive and to document and notify the Managing Director of any defects found. This includes inspections of critical items such as brakes, taillights, brake lights, tyres, wipers etc., as well as any body damage. It is imperative that JC Steele management is notified of any damage or faulty parts to ensure the safety of all employees and passengers.
- d. All JC Steele company vehicles are fitted with dash cameras. If you are driving a company vehicle, you must ensure that the dash camera is switched on and in working condition. In the event of any incident or accident, the dash camera and/or any footage of the incident or accident must immediately be provided to the Managing Director.

- e. While all JC Steele company vehicles are fitted with e-tag devices, it is the policy of JC Steele that toll roads are not used in Victoria, unless unavoidable. If you are driving a company vehicle with a supplied e-tag and the e-tag fails to beep when passing through a toll point, please advise your manager or the Administration Manager as soon as possible.
- f. All JC Steele company vehicles contain a first aid kit. It is the responsibility of the driver to advise the Administration Manager of any items that are used from within the first aid kit to ensure that the kit can be adequately replenished for future use.
- g. Employees must only use the fuel type recommended for the car they drive. Fuel cards are provided for all company cars for the purchase of petrol only.
- h. It is the responsibility of all employees driving a company vehicle to keep the vehicle clean and tidy, and washed regularly.

2. Eligible Drivers and Driver Responsibilities

Any employee provided with a company car as part of their remuneration package or using a company pool car for work related purposes, must adhere to the following:

- a. JC Steele pool cars are only to be used for authorised work purposes and not for personal use.
- b. Unless otherwise authorised, only an employee of JC Steele is permitted to drive a JC Steele pool vehicle. Under no circumstances is a pool vehicle to be driven by a spouse/partner/other relative of a JC Steele employee.
- c. Employees provided with a company car as part of their remuneration package are entitled to use these JC Steele vehicles for reasonable personal use. These vehicles may also be driven by the employee's spouse however, no other relative or person is authorised to drive a JC Steele vehicle.
- d. JC Steele vehicles are not to be used during periods of annual leave, without written authorisation from the Managing Director.
- e. All drivers must hold a current and valid driver's licence for the vehicle they are driving.
- f. All drivers must comply with all applicable national, state and local traffic road rules and regulations. An unfavourable driving record may result in the loss of the privilege of driving a company car.
- g. Smoking (including vaping) or consuming drugs or alcohol is not permitted in any JC Steele company vehicle.
- h. The use of a company vehicle while under the influence of alcohol, intoxicant or other drugs is forbidden and is sufficient cause for disciplinary action, up to and including termination of employment.
- i. No driver shall operate a company vehicle when their ability to do so safely has been impaired

due to illness, fatigue, injury or the use of prescription medication. Employees must immediately advise their manager and/or the Managing Director if they are prescribed medication that may impact or impair their ability to safely drive a company vehicle.

- j. All drivers and passengers riding in a JC Steele vehicle must wear a seatbelt at all times.
- k. Drivers of any JC Steele vehicle are responsible for the security of the vehicle assigned to them. The vehicle engine must be shut off, ignition keys removed and doors locked, whenever the vehicle is left unattended.
- l. Any employee who has a driver's licence suspended or revoked shall immediately notify the Managing Director and discontinue operation of any JC Steele vehicle. Failure to do so may result in disciplinary action, up to and including termination of employment.
- m. All accidents, regardless of severity, must be reported to your manager and/or the Managing Director as soon as possible. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.
- n. In the event that an accident or incident occurs during use of any JC Steele vehicle, the employee may be responsible for paying any insurance excess.

3. Tickets and Fines

- a. Drivers of any JC Steele vehicle must immediately report all fines/summonses received for traffic offences to their manager and/or the Managing Director.
- b. All parking tickets and fines are the responsibility of the employee assigned to the company vehicle. JC Steele will not be held liable for any parking ticket received. Parking tickets must be paid immediately upon receipt. Once paid, a copy of the parking ticket and payment receipt must be provided to the Administration Manager.
- c. All speeding and other fines will be the responsibility of the employee assigned to the company vehicle. JC Steele will notify the relevant employee of the notification of the fine and will provide the name and address of the person responsible for the fine to the relevant authority. It is expected that the employee will pay the fine upon receipt of the notice. Once paid, a copy of the parking ticket and payment receipt must be provided to the Administration Manager.

4. Vehicle Log Book and Inspection Sheets

- a. A Vehicle Log Book is located within each JC Steele pool car. This Vehicle Log Book must be completed by the employee on each and every occasion that the vehicle is used. As employees will be held responsible for the vehicle for the period of time and distance that they have travelled in the vehicle, details must be checked upon entry and exit from the vehicle.
- b. Before taking responsibility for any JC Steele pool vehicle, the employee must perform a visual inspection of the vehicle. A Vehicle Inspection Sheet should be completed noting any existing damage or issue with the vehicle. Where damage is observed, this should be noted within the

Vehicle Log Book and, if not already reported, the employee must immediately notify their manager or the Administration Manager.

5. Accident and Incident Management

It is possible that an employee may be involved in an incident while driving for work related purposes. An incident may be described as a 'near-miss' and may not result in any damage to property or person, however, all incidents must be reported regardless of severity. The types of incidents that should be reported include, but are not limited to:

- Any type of road accident, no matter how minor (including in parking lots);
 - Any type of damage to vehicle sustained where employee is not present (i.e. return to parked car to find it damaged);
 - Any type of incident involving a disgruntled, abusive, or aggressive member of the public; and
 - Any situation that occurs while driving for work that makes the employee feel concerned, uncomfortable or at risk in any way.
- a. Where an employee is involved in an accident or incident while driving a JC Steele vehicle, regardless of its severity, after ensuring the safety of themselves and others, they must follow the steps below:
- i. Call for medical assistance, where necessary
 - ii. Secure accident scene – pull over onto the shoulder of the road
 - iii. Call the Police, if required.
 - iv. Report the accident or incident to your manager or the Managing Director
 - v. Record the make, model and registration number of the other vehicle/s
 - vi. Record names and contact details (address, phone and email) of driver, witnesses and occupants of the other vehicle/s and any emergency personnel who may attend the scene
 - vii. Record the licence number of any other driver/s
 - viii. Record the insurance company names and policy numbers of the other vehicle/s, where possible
 - ix. Note the date and time of the accident as well as the overall road and weather conditions
 - x. Draw a diagram of the scene and note the street names, location of traffic signs, signals, etc.
 - xi. Do not discuss the accident with anyone else at the scene, except for the Police or other emergency services personnel
 - xii. Provide the other party with your name, address, phone number, driver's licence number and the JC Steele office phone number: **03 9720 4235**.
 - xiii. Cooperate fully with any requests from JC Steele management in relation to the accident or incident.
- b. An Incident Report form will be required to be completed at the first possible opportunity following the incident or accident. The information listed in item 5a above will be required for the completion of this form.
- c. The dash camera and/or the footage of the incident or accident must immediately be provided to the Managing Director.

- d. The employee will be required to cooperate fully with the Administration Manager to assist with the completion of any insurance claim form. The information listed in item 5a above will be required for the completion of this form.

6. Insurance and Vehicle Damage

- a. Where a company vehicle is involved in an accident or incident and the JC Steele employee (or spouse, for employees with a company car as part of their remuneration package) is 'at fault', JC Steele will pay the excess on the insurance for the first two (2) occasions within a twelve (12) month period. Any subsequent 'at fault' accident in by the same employee within that same twelve (12) month period will require the employee to pay the excess on the insurance.
- b. In the event that an accident or incident occurs during private use of the vehicle, the employee may be responsible for paying any insurance excess in the first instance.
- c. In the event that a company vehicle is damaged and is under the insurance excess threshold, JC Steele will pay to have the damage rectified for the first two (2) occasions within a twelve (12) month period. Any subsequent damage to a company vehicle in that same twelve (12) month period will require the employee to pay to have the vehicle repaired if they are determined to be 'at fault'.

7. Modifications

- a. No employee is permitted to make any modification to a company vehicle without written approval from the Managing Director. This includes but is not limited to, tinted windows, sign writing, changing steroid system and/or speakers, changing tyres and changing pain work.