



# Appropriate use of Company Vehicles

## Use of Company Vehicles

All Company provided vehicles are to be made available to other employees as required for business use. It is preferable that Company Vehicles are not driven by any person who does not hold a full licence.

Private use of Company Vehicles is strictly limited to commuter, incidental and infrequent personal use and the aggregate distance travelled on wholly private trips in the year of less than 1000kms (with no one return trip exceeding 200 kms). Where excessive personal use, including the cost of tolls is undertaken, restrictions may be put in place, the vehicle removed and/or reimbursement of expenses sought.

The use of any Company Vehicle in relation to other external employment including driving the vehicle from a Programmed site to other employment is strictly prohibited.

Subject to business needs, Company Vehicles shall be returned to the Company and allocated to other employees whilst those employees usually allocated the vehicles are away on leave. At the request of the line manager, vehicles are to be returned to the nearest office.

The vehicle shall be lawfully operated in accordance with all road rules and shall not be operated where the driver is impaired by either alcohol, fatigue or drugs;

- The driver shall not have a blood alcohol limit in excess of ZERO (0.00%), whilst working or during the course of a shift (this includes at lunch and during other breaks)
- Drivers who use Company Vehicles outside of work hours for any personal use must comply with the legal blood alcohol limit and drug laws as per the relevant State legislation applicable to that person when driving the vehicle

The relevant General Manager or State Manager is to be informed immediately should an employee with a Company Vehicle have their licence cancelled or disqualified, to allow them to discuss the situation with the applicable Workplace Relations Advisor. In such circumstances, the vehicle is to be returned immediately to the Company until the employee regains their licence.

Loss of licence which inhibits the employee's ability to perform the inherent requirements of the job may result in the employee being required to take leave, (paid and / or unpaid), or may result in termination of employment.

Any driver who has lost their licence must complete an approved Programmed safe driver program before being permitted to drive a Company Vehicle again.

## Who can Drive a Company Vehicle

Only the following people may drive Company Vehicles:

- The employee to whom the vehicle is allocated
- other employees of the Company
- in emergency situations, the immediate family of the employee to whom the vehicle is allocated

Fuel cannot be purchased on the Company Vehicle fuel card for plant and equipment, or sub-contractors, or other vehicles (including purchasing fuel for other vehicles within the Programmed fleet).

Programmed motor vehicles are not to be used in the transportation, or used for towing, of employee's personal assets (boats, trailers, caravans) during non-work related travel.

## Vehicle Care & Maintenance

All service works shall be carried out in accordance with the manufacturers servicing schedules together with additional work as specified by the Company or the Fleet Management Company.

All service work must be carried out by an approved service agent. The service agent must be advised that the vehicle is managed by the Fleet Management Company, and as such, they will need authority prior to commencing work on the vehicle.

Once the work is completed, the bill will be sent directly to the Fleet Management Company.

The vehicle condition inspection check shall be completed by the driver of the vehicle at least monthly and recorded in ProSafe.

Any defects shall be promptly reported to the fleet management company and rectified as soon as practicable. The vehicle shall not be driven if in an unsafe condition;

- The first aid kit provided in the vehicle is to be fully stocked at all times
- Fire extinguishers are to be carried and maintained in vehicles at all times
- The vehicle shall be maintained clean with no smoking or vaping to occur