

Vehicle Policy

Purpose

To protect CTC's and IntoWork's assets and the safety of drivers, maintain company standards and outline expectations with regard to the use and maintenance of company vehicles.

Scope

This policy applies to all CTC and IntoWork employees and labour hire candidates, and other drivers of vehicles owned or leased by either company.

Throughout this policy 'company' shall denote both CTC and IntoWork, unless otherwise stated

Policy

Company vehicle allocations and usage

Vehicles are only to be driven by:

- Employees who have a vehicle allocation incorporated in their salary package and have agreed to comply with this Vehicle Policy ('allocated driver'); or
- Individuals for whom a completed, authorised and active Vehicle Use Authorisation form is held on record by the company.

Drivers must hold an appropriate and current driver licence. A copy of the driver's licence must be provided to the company prior to driving. Authorised drivers must notify their manager or labour hire team immediately if their licence is cancelled or suspended.

The Labour Hire team or your manager will coordinate the completion of a Vehicle Allocation Record immediately before an allocated driver takes possession of a work vehicle. This document will be held on record by the Labour Hire team or your manager.

During working hours the vehicle may be required to be used by other employees of the company.

Employees who do not have a vehicle allocation incorporated in their salary package, are to use company vehicles or specific leased vehicles only for company business related purposes.

Smoking is not permitted in any vehicles.

Vehicles are to be parked at night in private premises and where possible, under cover.

Employees/on hired candidates should not use private vehicles for work related duties. If an employee/on-hired candidates chooses to use their private vehicle for work duties and is involved in an accident, the company will not accept any responsibility or liability.

Repairs and Maintenance

The allocated driver is responsible for the vehicle and must report any required repairs to the Labour hire team or your manager. The vehicle is to be kept in good repair and well maintained at all times, including regular external and internal cleaning, and arrangement of vehicle services when due, as per the relevant Vehicle Service Bookings procedure.

Vehicle Inspections

Managers will coordinate half-yearly inspections of vehicles allocated to employees within their business units and will provide inspection records to the labour hire team or your manager.

Additional vehicle inspections will be made when an allocated vehicle changes drivers. Job specific leased vehicles will be inspected before taken out to jobs.

The labour hire team or your manager will review and retain inspection records and instigate repairs and maintenance where necessary.

Private Use – Financial Impact

Permanent allocation of a CTC/IntoWork vehicle which includes personal use can impact on the individual financial situation of the employee. Staff are advised to seek independent financial advice regarding their personal use of their allocated vehicle.

Private Use and Leave

When being used for private purposes, allocated vehicles may be driven within a 500km radius of the office or workplace where the vehicle is normally based. Permission must be obtained from the relevant senior manager for longer distances.

During an allocated driver's annual leave, or for private use outside the 500km radius referred to above, the driver is responsible for the cost of fuelling the vehicle. To do this, drivers should fill the tank using the company fuel card at the start of the leave period or before departing for a trip. Drivers are then to fill the tank at their own expense during the leave period or trip and again at the end of the leave period or trip.

Allocated drivers are to advise management if they will not be using their allocated vehicle during a period of leave. The vehicle may be temporarily reallocated for this period.

Whilst on unpaid leave, such as Parental Leave, the vehicle is to be returned to the company and may be reallocated during this period.

Accidents

At the scene of an accident the driver is to:

- Make sure everyone is safe and call the ambulance or fire brigade if necessary.
- Contact the police and if they decline to attend, include this information on the incident report. If police attend, obtain the name and station location of the police officer.
- Do not accept responsibility for the accident.
- Obtain name, address, phone number, licence number, vehicle registration number and insurance details of all involved in the accident.
- If possible, obtain the name, address and telephone number of witnesses.
- If towing is required, contact the labour hire team during working hours, or after hours phone the Roadside Assistance/Breakdown Service provider if applicable, or phone the nearest towing contractor.
- If possible and safe to do so, take photos of the scene and any vehicle damage.

Complete an Incident Report and submit it to employment@ctcql.com.au along with any photos of the scene and vehicle.

Damage

The labour hire team or your manager will determine if an insurance claim will be made based on the details of the incident and damage. Any insurance claim submitted is to be in accordance with insurance company requirements. The labour hire team or your manager will communicate with insurers and lodge the claim where applicable.

Damage caused by driver carelessness or negligence must be repaired at the driver's expense. The difference between fair 'wear and tear' and damage caused by carelessness or negligence will be decided at the discretion of management. In the case of carelessness or negligence, employees and on-hired candidates are liable for repair costs or insurance excess, whichever is less. In the event of the driver being a company employee, the lesser value of repairs or excess will be deducted from the employee's wages or termination pay. In the event of the driver not being a company employee, the driver will pay the company the lesser value of repairs or excess by a payment method as agreed by the means of a payroll deduction.

Additions and Modifications

Additions and modifications to vehicles must be approved by a senior manager. The company retain the right to revoke approval for additions or modifications at any time.

Fines and Parking Offences

Drivers are responsible for all fines relating to the vehicle, including but not limited to parking offences and speeding fines. Payments are to be made by the due date. It is recommended that allocated drivers keep a Motor Vehicle Log Sheet that is to be completed when other individuals borrow the vehicle. This will protect drivers from any disputes regarding responsibility for fines.

If the infringement notice is in the name of the company, the labour hire team or your manager will coordinate the completion of a statutory declaration nominating the driver responsible for paying the fine. The fine will then be re-issued to the offending driver.

Any reason for non-payment of fines should be documented and forwarded to your manager before contesting the fine.

Pool Vehicles and Log Books

At times, vehicles may be available in the fleet which are not allocated to a specific driver and are consequently deemed to be a pool vehicle. Pool vehicles are intended for short term use by approved drivers and the use and allocation of such vehicles will be coordinated by the labour hire team or your manager. Vehicle Log Books are kept in pool vehicles and are to be completed by the driver in each instance the pool vehicle is used.

Allocated Vehicles and Log Books

Log Books will be issued by the labour hire team or your manager to all drivers of company vehicles each year, to be completed for the statutory minimum period (12 weeks). Completion of the log books can help reduce the company's Fringe Benefit Tax expense as well as reduce the employee's personal Reportable Fringe Benefits.

Workplace Health and Safety

Drivers of company or leased vehicles have an obligation to operate within the parameters allowed by law, including but not limited to:

- Drive within the speed limit.
- Do not drive under the influence of alcohol or drugs.
- Do not drive in a manner so as to cause danger to the public or self.
- Do not drive an un-roadworthy vehicle (bald tyres etc.).
- Use safety devices fitted to vehicle (seat belts etc.).

- Do not use a mobile phone that the driver is holding in the driver's hand while the vehicle is moving, or is stationary but not parked.

Any breach of the above will void the insurance on the vehicle and make the driver subject to charges under the law and liable for any damage to the vehicle or vehicles, or other property, private or public. The driver could also become liable for damages through injury to third parties.

A breach of the above parameters would also be in breach of workplace health and safety responsibilities. In particular, worker responsibilities under the Work Health and Safety Act 2011 include:

- Take reasonable care to ensure the safety of self and others.
- Comply with workplace health and safety instructions, policies and procedures as provided by the company, or that of the workplace at which you are present.
- Do not interfere with or misuse anything provided for health and safety purposes at the workplace.

Additionally, drivers are to arrange schedules with sufficient time to safely travel to the destination.

Vehicle Return

When a driver is returning an allocated vehicle to CTC or IntoWork after a period of use (e.g. exiting the company, reallocation of vehicle to the pool or to another driver), the vehicle is required to be returned in the below listed condition:

- All personal items removed.
- Interior of vehicle and boot vacuumed.
- Interior upholstery and glass cleaned.
- Seat covers clean, including washed and refitted if marked or dirty.
- Exterior of vehicle (including windows) washed.

If the vehicle is unable to be returned in the required condition, the company will arrange for detailing to be carried out on the allocated driver's behalf and may deduct \$100 from the employee's or candidate's wages or termination pay.

Pool vehicles are required to be returned in the same condition they were in when picked up from the pool, with:

- All personal items removed.
- Interior of vehicle and boot clean.