

Policy

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02. POLICY

The purpose of the **Motor Vehicle Policy** is to outline general guidelines around the use and responsibilities for motor vehicles.

RJA has a substantial motor vehicle fleet and it is important that vehicle use, routine maintenance and replacement (or new acquisitions) are managed in line with the approved procedure.

03. BUSINESS USE ONLY VEHICLES

For operational reasons, RJA may provide a Business Use Vehicle to an authorised employee, this falls into three classifications:

1. General Use Passenger Vehicles;
2. Specialist Vehicles (vans, utilities, twin cabs, sedans, trucks etc.);
3. Allocated Vehicles - For certain positions, RJA can provide a vehicle to an eligible employee as part of their contract of employment.

RJA vehicle users must hold a current drivers licence and be competent to drive the vehicle type allocated (i.e. 4WD, manual gearbox vehicle). Where applicable, consideration should also be given to the drivers experience in relation to load carriage (load security / configuration) and where towing is a requirement.

Employees should be aware that driving an RJA vehicle in a manner that is contrary to the company behaviours has the potential to create a negative public perception of the RJA brand. Accordingly, staff identified as responsible for poor driving behaviour and/or misuse of an RJA vehicle may be subject to disciplinary action.

04. EMPLOYMENT CONTRACT – ALLOCATED VEHICLES

For certain positions, RJA can provide a vehicle to an eligible employee as part of their contract of employment. An employment contract vehicle is available for private use to a maximum of 100KM trip from origin to destination. For all private trips in excess of 100KM, approval must be requested from the Finance Director. The cost of vehicle use is allocated to primary salary department accounts and is included in the calculation of total remuneration package.

05. SAFE DRIVING BEHAVIOURS

Employees should be aware that driving an RJA vehicle in a manner that is contrary to the company behaviours has the potential to create a negative public perception of the RJA brand. Accordingly, staff identified as responsible for poor driving behaviour and/or misuse of an RJA vehicle may be subject to disciplinary action.

06. VEHICLE REGISTRATION PROCESS

The registration of all vehicles is undertaken by the Office Manager. The Office Manager will advise the employee of the annual date of vehicle registration renewal, however the responsibility of the renewal process remains with the Office Manager.

07. WHAT TO DO IN AN ACCIDENT OR EMERGENCY SITUATION?

Motor vehicle accidents and emergency should be reported and investigated in the same manner as any other work health and safety incident. Even relatively minor incidents should be reported as they can be a behaviour or maintenance indicator. Vehicle accident management processes should include:

Minor Incidents:

- Step 1: Contact Office Manager via phone to notify them of the incident.
- Step 2: Within 4hrs of the incident - Send a written explanation to the Office Manager CC direct manager via email briefly summarizing the accident to ensure the business has record of the incident.
- Step 3: Within 4hrs of the incident - Obtain a police report (*required for stolen vehicles*)
- Step 4: Within 8hrs of the incident - Complete **"FORM010 - Motor Vehicle Incident Report Form"** and submit via email to the following recipients.
 - Direct Manager
 - Office Manager
 - Finance Director

Major Incidents:

- Step 1: Call emergency services (if required), notify family and Office Manager and/or direct manager.
- Step 3: Should the employee be badly injured in an accident, Office Manager will make arrangements for the vehicle with emergency services.
- Step 4: Once employee has recovered from any major incident, a record of the incident must be formally submitted to the business. This will include the following:
 - A completed **"FORM010 - Motor Vehicle Incident Report Form"**
 - Official Police report
 - A written explanation of the incident that occurred including medical certificate
 - All documents to be submitted to:
 - Office Manager
 - Finance Director
 - Direct Manager

08. VEHICLE ISSUES - BREAKDOWN, FLAT TYRES ETC.

To minimise the road safety risks associated with a breakdown, the following process is advised for staying safe:

1. Stop and park the vehicle in a safe place as far off the road as practical.
2. Avoid stopping around blind corners, just over crests, on bridges or where roads are very narrow.
3. Use hazard lights to warn other road users.
4. In poor light, activate the parking lights.
5. Obtain the contact details of roadside assistance providers from information contained within the vehicle's glove box
6. Do not attempt to repair the vehicle.
7. If it is safe to do so, leave the vehicle and move behind a safety barrier if available. It is safer for the driver and passengers to keep away from the road and well clear of the vehicle, while waiting for help to arrive. If it is not safe to leave the vehicle stay in the vehicle and buckle up the seatbelt.
8. Exit the vehicle on the passenger's side. It is safer for the driver and passengers to exit the vehicle via the passenger side.
9. Close the vehicle's bonnet once help has been arranged. If other drivers see an open bonnet they may stop to render assistance which could further compromise everyone's safety.
10. Contact Head Office and advise Office Manager of the breakdown incident. Inform them of what is happening to the vehicle and how long it will take to repair.
11. If a hire vehicle is required, please contact the Office Manager to make necessary arrangements.

09. CLEANING & MAINTENANCE

Company vehicles that are allocated to employees are the employees responsibility to maintain and keep clean.

Cleaning should be undertaken regularly, both internally and externally, to ensure that dust, dirt and grime are kept to a minimum. Vehicles should present well at all times.

Servicing and maintenance should be regular and should not surpass the service dates noted in the vehicles log book or on the service tag to the windscreen. Vehicle service is to be booked in advance with the Office Manager. Should faults appear these are to be notified immediately via email to the Office Manager to allow an ad-hoc service to be booked.

10. TRAFFIC FINES & INFRINGEMENTS

All fines and/or infringements incurred through use of pool, allocated, hire car or privately owned motor vehicles such as speeding offences or parking infringements, are the responsibility of the driver to pay and are not reimbursable by RJA.

11. HIRE CARS, VANS OR UTILITY VEHICLES

In the instance where no pool vehicles are available, a hire car/van or utility vehicle should be considered as an alternative. Hired vehicles may be booked through the Office Manager. The Office Manager must seek approval from the Finance Director before proceeding with any bookings.

12. FUEL CARDS, PARKING & TOLL FEES

Fuel Cards:

RJA will arrange to issue fuel cards with all business use vehicles and employment contract vehicles. Fuel cards must only be used to purchase fuel on the allocated vehicle.

Parking:

Parking is essential for all company vehicles. The most economical parking should always be utilised. This may be street parking, parking stations or long term parking. Parking fee reimbursement is defined under the below categories:

1. If a commercial vehicle is being used, short term parking should be utilised for free in a Loading Zone.
2. All day parking at any work site – this is not reimbursed by RJA. An example of this - If you drive to a workplace (site, a factory) in the morning and park all day and then leave and travel home.
3. Multiple trips parking – this will be reimbursed by RJA. An example of this is – If you drive to a site for a short period of time, and then are leaving to head to another work site.
4. Parking where tools or materials are to be loaded or offloaded – this will be reimbursed by RJA. An example of this – At the start of a project and at the end of a project when tools are to be loaded onto a ute and off a ute OR if materials are required to be delivered. Please note this should be limited where possible to the start and end of the project. During a longer project there is the possibility that materials may need to be delivered, however this should be avoided where possible to have suppliers deliver these instead.

Toll Fees:

All company vehicles are fitted with e-tags or similar devices for toll logging. Staff are asked to use their best judgement and only use toll roads where required or a significant time saving can be made.

Tolls reimbursement is defined under the below categories:

1. Tolls encountered on the first trip of the day are not reimbursed. This means tolls from an employees first origin (eg an employees home) to the first destination (eg job sites, offices or any other places of business) will not be reimbursed.

2. Tolls encountered on the last trip of the day are not reimbursed. This means tolls from the last origin (eg job sites, offices or any other places of business) to an employees last destination (eg an employees home) will not be reimbursed.
3. Tolls encountered on any other business trips through the day will be reimbursed.

13. USE OF PERSONAL VEHICLES

The use of personal vehicles for business trips should be limited at all times. Company vehicles, where possible, will be utilised for all staff travel. As an alternate and where a company vehicle is not appropriate or available, a hire vehicle will be made available for company use.

Where the above options are not possible and as a limited use option, personal vehicles may be used. Kilometers must be lodged and will be reimbursed by RJA in line with government legislation.

RJA will not accept any liability arising from the use of a privately owned motor vehicle on RJA Business Trips

Authority:

- Up to 50KM per week – Authority must be obtained from employees direct manager
- Over 50KM per week – Authority must be obtained from Finance Director

Authority will be applied for via Completing **“FORM013 - Motor Vehicle Personal Use Form”**

Related Resources, Tools and Links

- FORM010 - Motor Vehicle Incident Report Form
- FORM013 – Motor Vehicle Personal Use Form

Contact & Further Information

For further assistance please contact your direct manager.

Policy Owner

Directors – RJA

Note: This Policy does not form part of any contract between you and RJA. It summarises the expectation of the day to day operations and upkeep of Head Employee in accordance with applicable legislation, and is not intended to create any additional legal rights or obligations. Any reference to obligations or requirements of the Company in this Policy is not intended to give rise to contractual obligations binding on the Company. This Policy may be varied from time to time.