

The purpose of this policy is to set out specific procedures in relation to the use of motor vehicles and/or fuel cards in relation to use for work related and private purposes.

The company provides motor vehicles and fuel cards to employees within the ordinary course of employment where it is deemed to be in the interest of the company. The provision of motor vehicles and/or fuel cards is at the discretion of Management.

Motor vehicles and fuel cards shall be used by employees primarily to discharge their employment obligations as directed by the company. Private use of motor vehicles and/or fuel cards by employees will be secondary.

All employees must comply with the Conditions of use of Engage vehicles and fuel cards.

An employee to whom an Engage vehicle and/or fuel card is allocated, on accepting responsibility for the vehicle and/or fuel card must sign a **Vehicle/Fuel Card Receipt Form** (Appendix 1.) which documents that they understand and agree to abide by the conditions of this policy.

CONDITIONS OF USE OF ENGAGE MOTOR VEHICLES & FUEL CARDS

Approved Drivers

1. All drivers of Engage vehicles must be approved by Management and must be fully licensed to drive the classification of the vehicle.
2. People who are not approved by Management or who are unlicensed or who have a learners or provisional licence are not permitted to drive Engage vehicles.
3. A photocopy of each approved driver's current licence is to be provided to Management.
4. The responsibility for holding and maintaining a current driver's licence is the responsibility of the approved driver.
5. An employee who has their drivers licence cancelled for any reason must notify Management on the next business day of the occurrence.
6. During periods of licence suspension or extended leave the company reserves the right to recall the Engage vehicle and/or company fuel card.
7. Traffic regulations and bylaws must be observed at all times. Engage vehicles must be driven at safe speeds according to the road conditions and within speed limits at all times.
8. Engage vehicles shall not be used under the following circumstances:
 - a) For any unlawful purpose
 - b) Whilst it is in an unsafe or defective condition
 - c) For any purpose in the pursuit of a private commercial nature, i.e. personal business venture

- d) To compete in any race, speed test, car rally, competition, beach or sand dune travel, nor shall the vehicle be used in any manner which may contravene the vehicle manufactures' warranty.

Induction to the Vehicle

9. It is the responsibility of any approved driver of a Engage vehicle to satisfy themselves that they are fully aware of the functional operation of the vehicle before they move/drive the vehicle. For their reference, the operator's manual is in the glove compartment. A copy of this policy is also to be placed in the glove compartment of each vehicle.

Care of Engage Vehicles

10. All vehicles must be locked and secured whilst left unattended at all times.
11. Smoking is not permitted in any Engage vehicle by any driver or passenger.
12. The approved driver is expected to keep the inside and outside of the Engage vehicle clean and presentable at all times, at their own expense. No alterations, additions or modifications are to be made to the vehicle without approval from Management.
13. Engage vehicles must remain free from defects, including scratches and dents to the body and damage to the upholstery. It is the responsibility of the employee to notify Management of any vehicle defects.
14. Employees assigned a Engage vehicle are responsible for the basic day to day maintenance in accordance with the vehicle handbook, including, as a minimum:
- Petrol
 - Engine oil
 - Engine cooler in radiator
 - Washer fluids
 - Tyre air pressure
15. Further to this the employee is responsible for ensuring scheduled/log book servicing requirements for the Engage vehicle are maintained. The approval of Management must be obtained before any servicing is carried out.
16. Engage vehicles must not be driven when they are not roadworthy or in a mechanical condition that is likely to cause damage to the vehicle. Employees responsible for vehicles are to report immediately to Management: any repairs that need to be carried out to maintain the vehicle. The approval of Management must be obtained before any repairs or maintenance is carried out.

Pumacard Fuel Cards

17. Company fuel cards are to be used for the purchase of petrol and oil (between servicing) for the nominated vehicle only. No miscellaneous purchases are permitted on the company charge card. The company petrol cards are limited to purchase of fuel and oil,

Monday to Friday between 7.00am and 7.00pm. Pumacard is accepted at over 90% of service stations Australia wide, including WEX Motorpass accepting service stations.

18. Where a fuel card is lost or stolen it must be reported to Management as soon as possible so that the company can cancel the fuel card immediately.
19. Company fuel cards are not to be utilised for long distance personal trips, employees would be responsible for their own petrol and oil in these circumstances.
20. Unauthorised use of petrol charge cards is considered to be stealing from the company and may result in disciplinary action, including termination.
21. Those employees operating their own vehicle under a company fuel card are expected to adhere to the above requirements.

Log Books

22. Due to company tax obligations associated with the provision of Engage vehicles and/or fuel cards, relevant employees will be required to keep six (6) weeks of log book records of vehicle and/or fuel card use per financial year, as per Management requirements.

Insurance

23. Engage vehicles are insured for loss or accidental damage. Property carried in the vehicle is not insured by the company.
24. If an employee is found to be operating the vehicle illegally, the insurance policy is voided and the employee will bear sole responsibility for paying for any damage to the Engage vehicle, other vehicles, people or property.

Fines & Accidents

25. Under no circumstances will Engage be liable to pay any fine or costs incurred by the driver of a Engage vehicle if that person infringes against Road Traffic Regulations in any state or territory of Australia, the Local Laws of any Local Government with respect to parking restrictions, road tolls, or any other regulation that relates to the use of vehicles.
26. The responsibility for payment of a fine or other costs resides with the offender. It is the responsibility of the employee to nominate the driver of the vehicle at the time and date of the offence.
27. The driver of the vehicle who has either knowledge of or formal notice of an offence must immediately notify Management.
28. The employee responsible for any vehicle that is involved or suspected of being involved in any accident is to follow the **Motor Vehicle Accident Procedure** (Appendix 2).

They must also report the accident to Management in writing as soon as possible by completing an ***Incident Notification and Investigation form*** (Appendix 3). The Accident Procedure and Incident Notification and Investigation form can be found in the vehicle glove compartment.

29. Where the employee is involved in accident while operating the vehicle for personal use, the employee will be responsible for a \$300 payment which will contribute to the insurance premium. This payment may necessitate the deduction of monies from wages.
30. Where the employee is negligent, the employee will be responsible for the full payment of the insurance excess, which may necessitate the deduction of monies from wages. Further to this the employee may be subject to disciplinary action, including termination.
31. Where the employee is involved in accident while operating the vehicle, the employee will be subject to an instant drug test and alcohol breath test.

Alcohol or Drugs

32. An Engage vehicle is not to be used by any driver who is affected by alcohol or drugs. An employee cannot drive an Engage vehicle with a blood alcohol level above the prescribed limit (insurance becomes void), or be under the influence of medication and/or social drugs, which may impair performance.
33. The company will provide no support for an employee who suffers any consequences as a result of being in control of a company vehicle whilst under the influence of alcohol or drugs.
34. The employee will pay for any damage to the Engage vehicle, other vehicles, people or property as a result where the employee is the driver of a Engage vehicle and the employee is found to be affected by alcohol or drugs.
35. An employee, who is found to have driven under the influence of drugs or alcohol, will be subject to disciplinary action, which may include termination.

Approved by: Jordan Wilson



Director

Date: 14.07.2016

DECLARATION:

I, _____
[Employee name]

have read and understood the Motor Vehicle Policy and during the course of my employment with Engage will abide by the conditions outlined in this policy.

[Signature of employee]

_____/_____/_____
[Date]

APPENDICIES

Vehicle/Fuel Card Receipt Form (Appendix 1.)



**Vehicle / Fuel Card
Receipt Form**

This form must be completed and signed by an approved employee, on accepting responsibility for an Engage vehicle and/or fuel card.

VEHICLE DETAILS:

MAKE:	
MODEL:	
BODY TYPE:	
COLOUR:	
REGISTRATION No.:	
OTHER RELEVANT INFORMATION:	

FUEL CARD DETAILS:

CARD No.:	
EXPIRY DATE:	
OTHER RELEVANT INFORMATION:	

DECLARATION:

I, _____
[Insert the name of the approved employee]

who currently holds the position of _____
[Insert position title]

Declare that I have received the above described vehicle / fuel card [please circle]

I confirm that I have read, understand and agree to abide by the conditions of Engage's Motor Vehicle Policy (including all the appendices).

[Signature of approved employee]

[Date]

Motor Vehicle Accident Procedure (Appendix 2).**Motor Vehicle Accident Procedure**

In the event of an accident, the following procedure is required to be undertaken by the authorised driver: -

1. Assist the injured and ensure that all injured persons are not in a position to further injure themselves.
2. Dial "000" for Emergency Services (Ambulance, Police, or Fire Brigade) where relevant.
3. Unless you are qualified, DO NOT attempt to treat the injured as you may be held responsible for your actions.
4. Clear the roadway of debris only if you are physically able and it is safe to do so.
5. Notify the Police (if you haven't already done so). Provided that the combined damage to property, including the vehicle involved, exceeds \$2,000 and/or any person is injured.
6. Where practicable phone Jacob Stinson (National Risk Manager) 0424 281 128 and advise them of the accident, as they will make the necessary arrangements to have the Engage owned vehicle towed.
7. Write down full particulars of any other vehicles concerned including: registration number, full name and address of registered owner, full name and address of drivers and license details, and other person's insurance company.
8. DO NOT make an admission of liability or offer to pay for any damage.
9. Where appropriate seek witnesses and where possible, obtain names, addresses and telephone numbers of all witnesses.
10. Complete the *Incident Notification and Investigation form* (copies can be found in the vehicle glove compartment) and forward to the National Risk Manager as soon as practicable after the accident for processing.

***A COPY OF THIS DOCUMENT IS TO BE KEPT IN THE GLOVE COMPARTMENT
OF EACH ENGAGE VEHICLE AT ALL TIMES***

Incident Notification and Investigation form (Appendix 3).



Incident Notification & Investigation Form

INSTRUCTIONS

1. All Workplace Health & Safety incidents are to be reported immediately to direct Supervisors and an Engage representative.
2. All incidents are to be reported directly to the National Risk & Safety Manager as soon as practical. In the event of a potential or actual **LOST TIME INJURY** notification must be immediate.
3. In accordance with WH&S legislation Incident **MUST** be reported within three (3) days.
4. Sections 1-5 are to be completed by an Engage Account or Branch Manager with the Engage Candidate.
5. Sections 6-8 are to be completed with client rep as part of investigation.

SECTION 1 – Personal Details (Injured Candidate)

Full Name: D.O.B:

Address: Postcode:

Contact Details: **Mobile:** **Home:** **Email:**

Occupation:

Classification: ☐ Full Time ☐ Part Time ☐ Casual ☐ Contract

SECTION 2 – Incident Details

Date of Incident: Date Reported:

Time of Incident: Time Reported:

Reported To:

Supervisor:

Ceased Work: ☐ No – Continued Working

☐ Yes – Date Ceased: Time Ceased:

Date Returned: Time Returned:

Location Where Incident Occurred:	
Task at time of incident:	
Details of Incident:	
What action can be taken to avoid reoccurrence?	