

Motor Vehicle Policy

Introduction:

The aim of the Motor Vehicle Policy is to establish an equitable basis of providing vehicles to those employees whose duties necessitate the use of a vehicle.

Procedure

- 1) Usage: Vehicles are to be used for business purposes only and are not to be used privately. Employees are, however, allowed private use which is solely work-related (i.e. travel to and from work), or incidental to travel in the course of duties of employment, or occasional authorised non-work-related use. As part of their duties employees with a company vehicle are required to carry PPE and equipment. Use of the vehicle is not allowed whilst on Annual Leave or extended absences with the vehicle being returned to the yard or depot for such period. DC Resourcing employees only may drive company vehicles.
- 2) All employees must sign the Employee Acknowledgement at bottom of the page and return a copy to the Human Resources Department. Employees will also receive a copy the Motor Vehicle Accident Reporting Form upon receiving a vehicle which must be kept in the vehicles glove box for use when involved in an accident. Subsequent copies will also be issued with the registration papers.
- 3) Involvement in Accidents: Employees are responsible for reporting ALL damage to the vehicle in their possession. At the time of the accident details should be completed on the Motor Vehicle Accident Reporting Form. Oral advice should also be immediately communicated to the Managing Director following any such damage. As soon as practical an Incident Report Form is to be completed and submitted to the Managing Director for incidents involving damage to:
 - i) Company vehicle,
 - ii) Any other vehicle or property, or
 - iii) Injury to any person.
- 4) Do not admit liability even if it looks as though you might have been at fault. Our insurer will decide who is at fault.
- 5) Insurance of Personal Effects:
- 6) Whilst company vehicles are comprehensively insured items of a personal nature are not covered by this policy and should be privately insured by the employee.
- 7) Maintenance and Custody of Vehicles:
- 8) The vehicle is fully maintained by the company, however each employee is responsible for undertaking and bearing the cost of the proper care, security and cleanliness of the vehicle entrusted to them. Employees are to ensure those normal running items such as oil, battery; tyres etc. are checked at regular intervals. Where vehicles have been subjected to undue abuse and/or where accessories are missing a claim may be made against the employee to the value of the damage or loss.
- 9) All custodians of Company vehicles are to possess a current driver's licence and are to drive in a safe and responsible manner at all times. A current copy of your driver's licence should be given to the Human Resources Department upon commencement and again as the licence is renewed. Should an employee lose their drivers licence through legal proceedings they should report this immediately to their supervisor. They will not be permitted to drive a company vehicle while unlicensed.
- 10) All employees are responsible for any Traffic Offences while they are responsible for a particular vehicle.
- 11) All employees are not to use company vehicles if intoxicated through alcohol consumption or drug taking.
- 12) Smoking in company vehicles is strictly prohibited.
- 13) Should such loss or damage be through negligence or lack of proper care on the employees' part they may be liable for such loss or damage.
- 14) Any employee of DC RESOURCING who engages in the theft of a company vehicle will be subjected to disciplinary action which may include dismissal and prosecution.
- 15) Any employee involved in an accident as a result of alcohol consumption or unlawful drug taking, negligence, or recklessness may be required to pay any excess on the insurance associated with the company property and any other amount which is not covered by the insurance.

- 16) Company vehicles are not to be used in the carrying on of business other than that conducted on behalf of DC RESOURCING.
- 17) Employees disregarding this policy will be subjected to disciplinary action.