

15/01/2025

## 1. Motor Vehicles

### 1.1. Introduction

You may be required to use a Company-owned motor vehicle to efficiently perform your duties. Doing so, the motor vehicle is considered the workplace, and we recognise our associated health and safety obligations.

We will ensure that company motor vehicles are registered, maintained and insured in accordance with the relevant legislation. Smoking is not permitted in the company vehicle.

### 1.2. Employee responsibilities

You must comply with this motor vehicle policy and applicable safety policies whilst at work. Specifically, you must:

- Possess an appropriate current driving licence and management's authorisation to drive to undertake your duties.
- Produce your driving licence for scrutiny by management at any time as requested.
- Observe and obey the relevant road laws, including ensure that you are not affected by alcohol and/or drugs.
- Refrain from utilising the motor vehicle for off-road use (unless required for a work site).
- Report any defects or issues with the motor vehicle to management as soon as reasonably practical.
- Ensure the motor vehicle is maintained in safe working order, including keeping the vehicle rubbish-free and washing/cleaning regularly (at least once per month).
- Comply with rules relating to mobile phones usage (i.e., Use of approved hands free or cradle devices, do not use SMS, video and/or email, do not hold or touch a phone unless the motor vehicle is legally parked).
- Not allowing any unauthorised persons to drive company motor vehicles.

### **1.3. Accident procedure and liability**

If you are involved in an accident, you must follow emergency procedures and notify management as soon as possible. In the event of an at-fault accident or where any damage to a company vehicle is due to your negligence or lack of care whilst driving a company vehicle, we reserve the right to insist on you rectifying the damage at your own expense and/or pay the cost of the insurance excess.

### **1.4. Vehicle security**

You must always secure the vehicle and its contents and turn on any alarm system if fitted to the vehicle. The contents should be stored out of sight, preferably in the boot or rear. If a vehicle is stolen, we are required to prove to the insurance company that there has been no negligence and, therefore, we must hold you responsible in the event of such negligence.

In the case of theft of or break into a company vehicle, the Police and the Employer must be informed immediately. Please note that only company property is insured by the business, and you should make your own arrangements to cover your personal effects.

### **1.5. Fines, tolls and tags**

We will not be held responsible for any fines (i.e. parking, speeding, etc.) incurred by you whilst working for the organisation. If we receive and pay the fine on your behalf, we may deduct the cost from wages. You are responsible for supplying a toll tag and any work-related tolls will be reimbursed to your nominated bank account.

Repeated breaches of this policy may result in disciplinary action/and or the use of company vehicles being withdrawn.

### **1.6. Personal Use of Company Motor Vehicle**

You are allowed personal use of company motor vehicles. Personal use includes using the vehicle for personal errands between business activities, to commute between the workplace and home, or using the vehicle outside of business hours.

Any personal use of the motor vehicle further than a 100-kilometre radius from your home address must be approved prior by management and all fuel is to be paid by you.

If the motor vehicle is damaged or in the event of an at-fault accident while used for personal use, the driver is responsible for paying the cost of the insurance excess.

All work safety rules continue to apply when a company vehicle is used for personal purposes.

### **1.7. Returning the Company Motor Vehicle**

In the event of any of the below circumstances, the motor vehicle must be returned to or available for collection by an Everest Civil representative. On return, the motor vehicle should be in a well-maintained, clean, and rubbish-free condition as outlined in clause 1.2.

Circumstances in which the vehicle must be returned include but are not limited to:

- In the event of resignation or termination of your employment from the Company.
- In the event that you lose your driver's licence or are suspended from driving for an extended period of time.
- In the event that you are injured or deemed unfit to operate a vehicle.
- In the event that the motor vehicle policies and safety procedures outlined in clause 1.2 are either not being followed or willfully ignored by you.
- If you show negligence over maintenance and upkeep of the motor vehicle outlined in clause 1.2.

If there is refusal of returning of the motor vehicle in any of the above circumstances, we hold the right to pursue legal action until the motor vehicle is returned.



**Acknowledgement and Acceptance**

I confirm that I have read and understand the Company Motor Vehicle Policy. I agree to the requirements and expectations of the business and will comply with this policy for the duration of my employment.

.....

Sign

.....

Full Name (Print)

.....

Date