

## MOTOR VEHICLE POLICY

Hender Lee Electrical generally has vehicles that are available for employees to use for business purposes. In some circumstances an employee will, at the discretion of the company, be provided with a company vehicle for business and private use as part of their salary package. When this occurs there may be additional requirements and obligations beyond those set out in this policy and these will be provided to the employee at the time the vehicle is provided.

Any employee who uses a company vehicle must ensure that they are familiar with this policy prior to undertaking a journey in a company vehicle. The following policy applies in all circumstances where a company vehicle is used by an employee:

1. Employees must ensure that written permission is obtained prior to taking possession of or driving a company vehicle. In the first instance approval to use company vehicles must be given by your manager or supervisor, with subsequent approval by the General Manager prior to actual use.
2. Any person who drives a company vehicle must hold a current Western Australian driving licence of the appropriate class. It is the employee's responsibility to ensure that a copy of the relevant driving licence is provided to the company prior to the use of any vehicle.

Employees who use company vehicles must immediately notify their manager in the event of the loss (or potential loss) of their driving licence. In the latter case the company will make a decision regarding the employee's continued use of company vehicles.

Where an employee drives a company vehicle without a valid driving licence, the employee will be responsible for any and all costs and/or damages incurred by the company (including the cost of hiring a replacement vehicle). This may be deducted from the employee's wages.

3. Vehicles are to be driven with due care with all road traffic and parking rules to be observed. The employee is to adhere to all relevant State and Territory Road Safety Legislation and driver licensing laws, including (but not limited to) the Road Safety Act 1974 (WA) and its related regulations and rules
4. Traffic and parking infringements are the responsibility of the person driving the vehicle when the offence occurred. If that person cannot be identified, the vehicle log book and any other appropriate resources will be used to determine the responsible person.
5. All drivers must obey the road rules regarding consumption or use of drugs and alcohol.
6. In the event that an accident occurs whilst the driver is intoxicated (above the legal limit) or under the influence of illicit drugs and damage occurs, the company's insurance policy will generally not apply. In such circumstances the driver of the vehicle will be held personally liable for all costs related to both damage and injury to all parties and property involved.

7. If an employee causes an accident in which a company vehicle is damaged whilst in their care, they shall be responsible for payment of any excess payable on the insurance policy. Details of the current excess payments on the company insurance policy are available from Natalie Payne, Commercial Manager.
8. Company vehicles may be fitted with a GPS system. The reason for this is to enhance the health and safety of the employee while driving and for the Company to monitor usage of its property during work time. Employees consent to the use of a GPS system in any company vehicle they may be required to operate.
9. Employees should take all reasonable steps to ensure that a vehicle they are responsible for is not damaged or stolen. As a general rule keys and any valuables or personal property must not be left unattended in company vehicles.
10. *Hender Lee* endorses a smoke free work environment. As such, smoking is strictly prohibited in company vehicles at all times.

At the discretion of the company any employee who smokes in a company vehicle, or who permits a passenger to do so, may lose the right to any company vehicle and may also face disciplinary action.

11. Under current legislation hand-held mobile telephones must not be used whilst driving a motor vehicle. Accordingly all employees using company vehicles are strictly forbidden from speaking on a hand-held mobile telephone whilst driving. Drivers should ensure that their hand held mobile telephones are switched off whilst driving a company vehicle.

Some company vehicles are fitted with a 'hands free' mobile telephone device which allows a driver to accept calls whilst in the vehicle. Notwithstanding that this complies with the current road rules drivers are encouraged to pull over and stop the vehicle prior to responding where it is practicable to do so.

12. When carrying passengers in a company vehicle, the driver is responsible for ensuring any passengers conduct themselves appropriately in the vehicle. Reasonable steps must be taken by the driver to ensure that passenger conduct is in line with all company policies and complies with required road rules.
13. If an employee is involved in a traffic crash or other incident, the employee must ensure that no fault or liability is admitted.

Accidents or serious incidents are to be reported to your Manager / Supervisor immediately and where necessary reported to the police. The employee must ensure that they exchange contact details with any other parties involved in the accident / incident and this information is to be provided to Chele Banasiak, Operations Administrator as soon as practicable.



14. The company will provide any relevant vehicle manuals, log books and service history for each vehicle. Employees using a *Hender Lee Electrical* motor vehicle must ensure that they are used in accordance with the manufacturer's instructions.
15. Any accidents or mechanical problems must be reported promptly to Chele Banasiak, Operations Administrator.
16. Each Site Vehicle (UTE) will be provided with safety equipment as follows:
  - Fire extinguisher
  - First Aid kit
  - *Log book*

#### Company vehicles allocated to employees:

1. The Company reserves the right to determine the make and model of the motor vehicle allocated to an employee.
2. An employee who is allocated a vehicle is responsible for ensuring that:
  - the vehicle is serviced regularly in accordance with manufacturer's guidelines.
  - oil, water, other fluids and tyre pressure are checked at least once every fortnight.
  - log book notations are completed where required
  - no unauthorised drivers are permitted to drive the vehicle
3. Motor vehicles are not to be taken outside of *Western Australia* without the prior approval of the General Manager.

#### Variation

Hender Lee Electrical reserves the right to vary this policy from time to time.

A handwritten signature in black ink, appearing to read 'Allan Hender', is written over a light blue rectangular background.

**Allan Hender, Managing Director**

