**Motor Vehicle Policy**

**Purpose**

The purpose of this policy is to ensure Company Name (‘short name’) Workers have the means to move around as required to actively support both customers and stakeholders. Motor Vehicles may be required to meet Company Short Name’ business needs and are acknowledged as having the potential to form an integral part of the Company Short Name’ service offering.

**Scope**

This Policy applies to all Company short name Workers, contractors, subcontractors, outworkers, trainees, work experience students and volunteers (‘Workers’).

**Policy**

This policy outlines:

* the circumstances where Workers may become eligible for use of a company/leased Motor Vehicle, or alternative support
* the responsibilities of an Worker who receives a car allowance, novated lease or has been provided with a company/leased vehicle
* the standards and processes to be adopted by Company Short Name divisions about management of Motor Vehicles
* the eligibility and arrangements for entering into an agreement where a company Motor Vehicle is not provided.

**Motor Vehicle and Driver Safety**

Minimising the risk of fatalities, injuries and incidents arising from the use of Motor Vehicles is an important part of Company Short Name’s zero harm culture. As one of the common risks across each of its divisions, Company Short Name has identified controls related to driving. All divisions are accountable for ensuring that these controls are in place and adhered to.

Workers with Motor Vehicles must adhere to the standards outlined below:

* all Motor Vehicles will be maintained to manufacturers’ specifications and legal requirements
* ensuring all items carried in the vehicle are appropriately secured and stored in a manner that will eliminate the risk of being struck by loose items when braking
* Drivers must take all reasonably practicable steps to manage driver fatigue, such as taking breaks every couple of hours when travelling long distances. Watch for the early warning signs, and remember to stop, revive, survive
* stopping to make and receive mobile phone calls, but at a minimum not making or receiving calls whilst driving unless the operation of the phone is fully voice activated.
* All newly leased or purchased Motor Vehicles will meet the vehicle selection and minimum safety requirements outlined in this policy.

**Packaged Car Program**

**Allocation of Motor Vehicles**

The allocation of a Motor Vehicle is at the discretion of the Managing Director. These Motor Vehicles will be allocated in a way that best manages the safety and longevity of the fleet. Accordingly, team members eligible for Motor Vehicles may receive existing fleet Motor Vehicles.

It is not permitted to provide cash vehicle allowances in lieu of a vehicle for a team member requiring a Tool of Trade Vehicle, except as authorised by the Managing Director.

The Managing Director will provide limited authorisations for a team member who is eligible for Motor Vehicles to participate in the Packaged Car Program as appropriate.

**Fixing of extras and personal options**

Where a Motor Vehicle is provided, the Preferred Lease Provider will only process requests for extras upon the written approval from Company Short Name. All extras must first be approved by the Managing Director. No additional options are to be fitted to any vehicle under any circumstances for the life of the lease, without the approval of the Managing Director.

Any breaches of the above provisions will be treated seriously and may result in disciplinary action.

**Vehicle Maintenance and Repairs**

All Company Short Name Motor Vehicles are to be on a fully maintained lease, requiring all normal servicing and repairs to be administered through the Preferred Lease Provider where applicable. The cost of these services is to be included in the monthly lease cost.

Each Driver is required to administer all servicing intervals according to the manufacturer’s recommendations at approved manufacturer establishments.

The Lease Provider may cover the cost of repairs except for those related to accidents, negligent use and failure to service the vehicle regularly.

Negligent use and failure to attend to the safety and maintenance of the car will be considered a work performance matter to be appropriately addressed by the Worker’s manager.

Prior to any repairs or services being undertaken, the Driver must notify the service provider that the vehicle is a leased vehicle. The service provider must arrange authorisation and payment directly with the Preferred Lease Provider in advance of any repairs or services. An Worker must not pay for any services or repairs directly, if in doubt please contact the Fleet Company in use.

Motor Vehicles must be repaired or maintained by a registered provider (this will include the manufacturer’s dealerships) unless where existing Motor Vehicles have been provided by an alternate supplier. Refer to the owner’s manual or the Fleet Company in use.

**Reporting**

The Preferred Lease Providers may send regular reports on expenses, exception reporting and Motor Vehicles due for replacement to the Company Short Name representative who is responsible for providing these reports to Company Short Name.

**Accidents and insurance**

Company Short Name insures company Motor Vehicles under a group Motor Vehicle policy. It is a condition of employment that a team member complies with the following:

* driving whilst under the influence of alcohol or drugs must be within legal limits
* not using the company/leased vehicle for racing/hooning or associated activities
* not using the company/leased vehicle in an unsafe or unroadworthy condition
* no unlicensed Driver is permitted to drive a company/leased vehicle
* only a Company Short Name team member and their immediate family can drive a company/leased vehicle.

If the authorised Driver of the Company Motor Vehicle or Lease Motor Vehicle is at fault in an accident, then Company Short Name will meet the cost of one excess/claim on the insurance policy during the normal term of the lease.

In the event of subsequent claims against Company Short Name’s insurance policy, the excess will be the responsibility of the Driver. The Managing Director may at their discretion waive this responsibility. Given Company Short Name ‘s expectation of safe driving practices, managers of team members who experience multiple at fault accidents must assess suitability of the team member for the position for which they are employed, and suitability to continue to have access to a company/leased Motor Vehicle.

**Driving infringement**

Traffic, toll and parking infringements are the responsibility of the team member. Company Short Name will not pay the cost of infringements. It is expected that tolls are used reasonably and only for the use of business travel, these will be regularly checked and reported for fringe benefits tax purposes.

**Smoking in Motor Vehicles**

Company/Leased Motor Vehicles are considered part of a team member’s workplace, and therefore smoking is not permitted in any company/lease vehicle. Drivers found to be smoking in their vehicle will be responsible for any restoration costs associated.

**Annual leave**

A team member who has a Motor Vehicle wishing to take the Motor Vehicle on extended periods of annual leave must, firstly get permission from their manager. If the team member intends to travel a long distance during annual leave, this must also be approved prior to leave being taken with estimates of kilometres to be travelled. This is to make sure limits are maintained throughout the lease period.

**Replacement policy and reallocation of Motor Vehicles**

Motor Vehicles may be replaced at the end of the term of the lease or team members may be re-allocated another Motor Vehicle prior to lease expiry where that makes commercial sense. On replacement of a Lease Motor Vehicle, the Driver will be expected to take a re-allocated Lease Motor Vehicle if required for effective management of the fleet.

Heavy penalties may be imposed on Company Short Name by a Lease Provider for the return of Motor Vehicles that have been driven further than the kilometres set out in the lease. To avoid these penalties, a Motor Vehicle may be reassigned, or the terms of the lease adjusted when vehicle usage is consistently tracking significantly under/over anticipated usage.

 **Fuel cards**

A fuel card may be issued for use with each vehicle where applicable. Fuel must be purchased through the provider of the card issued to maximise the Company Short Name rebate. Only in exceptional circumstances should other fuel be purchased. Fuel card issues and administration will be handled by the [Company Short Name. It is compulsory to provide odometer readings with each fuel card use, as odometer readings and fuel consumption are critical data for effective fleet management. Failure to provide odometer readings may result in an automatic financial penalty that will be charged back to the Driver.

Premium petrol is not permitted unless indicated otherwise by the manufacturer. In the rare event that Drivers are in a remote location and unable to find a service station that accepts the fuel card of the relevant fuel providers, a team member may pay directly for the fuel and submit an expense claim for reimbursement.

 **Registration**

Each vehicle must be registered to legally be driven on the road. Below the responsibilities of the relevant parties are set out:

|  |  |
| --- | --- |
| **Type**  | **Responsibility** |
| Novated Lease / Car Allowance | Worker |
| Company Motor Vehicle / Lease Motor Vehicle | Company / Lease Provider |

 **Licence requirements**

No person is permitted to drive a Company Motor Vehicle or Lease Motor Vehicle unless they hold a current Driver’s licence appropriate to that type of vehicle and all are recorded with Company Short Name. A current license includes a provisional license (‘P’ plates must always be displayed). The Driver of a Company Motor Vehicle or Lease Motor Vehicle must provide a copy of their current driving license to Company Short Name.

If an authorised Driver has his/her license suspended, or is disqualified from driving, he or she is responsible to notify their manager. If a team member, who is required to drive as part of his/her job loses their Driver’s license, the Managing Director will decide on continuation of employment, where a Driver’s licence and vehicle are essential to the role.

The Worker must immediately advise Company Short Name of this loss and they must not drive the Motor Vehicle under any circumstances. The Worker will be advised how the vehicle will be returned to the relevant division’s premises for the suspended period. Other changes, such as the renewal of license, change of address and endorsement must also be notified to the [Company Short Name by the relevant team member or manager.

**Responsibilities**

**Company Short Name Responsibilities**

It is Company Short Name’s responsibility to ensure that:

* there are policies and processes in place to inform team members on expectations when using work Motor Vehicles or Motor Vehicles leased through your employment at Company Short Name.
* management are empowered to educate their teams on a regular basis about the existence of this policy, and their rights and responsibilities in relation to implementing this process
* any breach of this policy is dealt with in a fair and consistent manner.

**Managers’ Responsibilities**

Managers are required to:

* ensure their team understands acceptable use standards outlined above
* ensure their team have the appropriate tools to be able to complete the duties associated with their role
* model acceptable usage of a work or leased vehicle
* ensure the Company Short Name aware of any changes to the use or requirements of a vehicle or the ability of a Driver to use the vehicle.

**Workers’ Responsibilities**

Workers are required to:

* make yourself familiar with the content of this policy
* adhere to the contents of this policy, being sure to be proactive and speak with their manager if they have any questions on the contents of this document
* be accountable for any infringements, tolls or loss of licence by reporting to the appropriate manager as outlined above.

**Relevant Reference Material**

The following documents may provide relevant supplementary information:

* Company short name’s Code of Conduct
* Company short name’s Drug and Alcohol Policy
* Company short name s’s Fit for World Policy
* *The Roads Corporation of Victoria (VicRoads)*

**Contact**

Should any clarification be needed for the contents of this Policy, the reader should contact your manager or the HR Team via phone (Company phone number) or email (Company email).

**Monitor and Review**

This Policy will be reviewed from two (2) years from date of adoption.

**Approval**

This policy was [DRAFTED/REVIEWED] on [DATE] and approved by [NAME], [POSITION TITLE], on [DATE].