



MOTOR VEHICLE POLICY

Purpose and Scope

The purpose of this policy is to assist in managing the organisation's vehicle fleet. The objective of the Motor Vehicle Policy is to:

1. Advise all employees of the permitted uses and responsibilities regarding vehicle use.
2. Advise management of vehicle replacement strategy.
3. Advise management of vehicle specification requirements.

Responsibilities

The Manager of Productivity Services (Manager) shall be the person responsible for managing the changeover of vehicles in accordance with this policy.

The Commercial Manager shall be responsible for advising the manager when a vehicle is approaching its changeover limit and shall also ensure that all insurance requirements relating to any replacement vehicle are completed prior to taking possession thereof.

Staff members who have been allocated a vehicle shall be responsible for the care of that particular vehicle and they shall also regularly conduct pre-start examinations of their allocated vehicle in accordance with this policy.

Policy Details

BPS purchases vehicles to facilitate the effective operation of the business. Vehicles are allocated to those staff members who are required to use a company vehicle in the performance of their duties. At all times, use of company vehicles is governed by this policy and vehicles must be driven lawfully in accordance with this policy.

Allocation of Vehicles

Allocation of vehicles is a function of the board. Under current staffing arrangements, one vehicle shall be allocated to each member of the following employment category - Manager, Extension Agronomist, Field Officer, Extension Officer.

Conditions of Use

The following rules apply to BPS employees when using a company vehicle:

1. A company vehicle must be primarily used to carry out assigned duties within the Burdekin district but may be used to travel beyond these boundaries for work related duties such as attendance to training courses and conferences.
2. Personal use of a vehicle is permitted, however that use must be limited to minor, infrequent or irregular use and such use must not exceed \$300 in any one year unless a variation to this scope of personal use has been specified in an employee's Contract of Employment.
3. Employees are not permitted to carry unauthorised passengers including family members at any time unless a variation to this rule has been specified in an employee's Contract of Employment.
4. Only employees and directors of BPS who are legally licenced to do so, are permitted to drive a company vehicle. Persons who are not employed by BPS are forbidden from driving a company vehicle except in extraordinary circumstances. Employees must have their driver's licence in their possession when driving a company vehicle and must be in a fit state to drive.
5. Employees of BPS have a responsibility to ensure their license is current. In the event of an accident and a subsequent insurance claim being rejected due to an invalid licensing issue, liability may be passed on to the employee responsible.
6. Employees must inform management immediately of any changes to their driver licence such as suspension, endorsement or disqualification. Loss of driver license may result in dismissal if a condition of employment requires the employee to drive a vehicle.
7. Vehicles are not to be used for anything other than the purpose they are designed for.

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8. Due to vehicle breakdown or other unforeseen circumstances it may be necessary to hire a vehicle or vehicles. Only the Manager has authority to do so.
9. As BPS image and professionalism is on display, employees must ensure that company vehicles are driven in an orderly manner with due care and consideration for the vehicle, passengers, equipment carried and other road users.
10. Employees are responsible for the care and maintenance of the vehicle that they are allocated. Such care and maintenance includes:
 - Ensuring the vehicle is registered
 - Maintaining the vehicle in a safe condition
 - Servicing the vehicle at regular intervals in accordance with the manufacturer's guidelines using a qualified mechanic so that the vehicle's warranty is not compromised.
 - Keeping the vehicle clean (interior and exterior).
 - Completing a vehicle pre-start checklist twice monthly for presentation at each corresponding Toolbox meeting and advising any defects to management.
 - Advising any major vehicle defects to the Commercial Manager immediately they become apparent. The Commercial Manager must ensure any corrective action is taken immediately and where the vehicle is unsafe it must not be driven by the employee or any other employee until it has been repaired.
 - Ensuring the vehicle is parked safely and locked when not in use, whether that be at work, at home or somewhere in transit.

Record Keeping

Employees will be responsible for completing records as required, to ensure that the organisation is meeting its ATO reporting, vehicle maintenance, safety and any other obligations in relation to the provision of work related motor vehicles. Failure to complete record keeping requirements may result in restricted vehicle access to the employee.

Leave

When taking annual leave, an employee must ensure that the allocated company vehicle is locked and securely parked. Upon management request, it may be required of the employee to park their allocated company vehicle at BPS premises so that other employees who can utilise the vehicle during their absence. Only the manager may authorise such arrangements.

Fuel Purchases

Each company vehicle has a designated fuel card/s. These fuel cards have been provided to purchase **fuel and oil only**. The card is not to be used to purchase shop products or fuel for any other vehicle. Employees must provide odometer readings each time they purchase fuel as this is required for business reporting purposes. Fuel consumption is monitored at periodic intervals and any substantial variations will be reported to the Manager. Use of a company fuel card for personal gain shall be deemed as theft and such action shall result in legal proceedings and summary dismissal followed by legal proceedings to recover the loss.

Traffic Laws/Infringements

All drivers are to abide by traffic laws.

Any fines and/or penalties employees incur are their responsibility. BPS will not pay speeding, parking or any other fines. The payment of the fine is to be paid by the due date.

Where a driver is not identifiable or no staff member takes responsibility for the infringement then the allocated driver will become the default driver of the vehicle at the time of the infringement.

If you are driving during working hours or driving an organisational vehicle at any time and you commit a 'driving under the influence of alcohol and/ or drugs' offence, and this results in expenses or damage to persons, vehicles or property, BPS will hold you completely responsible.

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Mobile Phone Use

If mobile phones are used when driving a motor vehicle, acceptable hands-free sets must be used. SMS messaging is not permitted whilst driving a motor vehicle under any circumstances.

Phones are to be used in a safe manner – this means that drivers should be stationary whilst dialling and preferably when talking because there is a greater risk of distraction when using a mobile phone.

When the motor vehicle is unattended, employees shall ensure that the mobile phone remains out of view as this will reduce the risk of break in and potential damage to the vehicle.

Security/Theft of Personal Property

Unattended vehicles must be locked with windows wound up. If BPS vehicles are taken home, they should be garaged where possible or parked within close proximity of the dwelling and locked/secured. Potential security risks must be discussed with Management.

If a vehicle is stolen, insurance requires BPS to prove that there has been no negligence. The employee responsible for the stolen vehicle at the time of the theft, i.e. the last person to have driven it, may become liable for the loss if it is proven that they have neglected to secure the vehicle and/or the vehicle's keys appropriately.

BPS will not be responsible for theft of any personal property left or kept in a company vehicle. Where the theft has occurred at the workplace then management will conduct investigations into the disappearance of the items. If an employee is found to have stolen another employees' personal property they shall be disciplined and may face summary dismissal.

Accident Procedure

BPS has Compulsory Third Party (CTP) insurance and also has Comprehensive insurance on all vehicles.

If you are involved in an accident involving a BPS vehicle, you must follow these guidelines provided you are qualified and it is safe to do so:

- > Assist the injured;
- > Telephone an ambulance or Doctor;
- > Clear the roadway of any debris;
- > Report the accident to the police if there is alcohol involved, injury or severe damage.
- > Give only your name and address to the other party/s involved in the accident.
- > If police are called, provide them with any other information they may require.
- > Do not in any circumstances admit liability or make any admission of liability or offer to pay for any damage, otherwise you will violate the conditions of this policy, and you may personally be held responsible
- > Complete a *Motor Vehicle Accident Information Form (in all BPS vehicle glove compartments)* and hand this to Management. This form will capture:
 - Date and time and location of incident
 - The other vehicle registration, make, model;
 - The other driver's name, address and phone number & insurance details;
 - Any witness names, addresses, phone numbers; and
 - Details of the accident scene.
- > If the vehicle has been rendered undrivable, contact Management who will arrange for the vehicle to be removed to a holding yard where it can be inspected by repairers for quotations and assessed by the Insurer.

Use of a Personal Motor Vehicle for Work Purposes

To obtain reimbursement for use of a personal vehicle for work related purposes, approval must be sought from the Manager prior to the use occurring. The claim form below should be completed and handed to the Commercial Manager prior to the fortnightly pay period end. Only the Manager can approve such claims.

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Vehicle Replacement

1. The replacement of a vehicle shall occur every 5 years or after 150,000km, whichever comes first.
2. Up to two new vehicles may be replaced in any one year and are to be provided for in the approved budget. Any deviation from the budgeted position regarding vehicle purchases will require board approval before proceeding.
3. If the changeover amount for an individual vehicle exceeds \$30 000.00 (GST exclusive), board approval is required. (As specified in the Delegations of Authorities Policy)
4. The preferred vehicle types are 4WD Dual Cab Utility or 4WD Single Cab Utility.
5. Vehicles are to be delivered with the following accessories:
 - a) Bull Bar and Tow Bar
 - b) Tinted (darkest legal tint)
 - c) Power supply is to be run to tray of vehicle (Passenger & Driver side)
 - d) Underbody Water Tank (fitted by staff)
 - e) Tradesman Toolbox (fitted by staff)
 - f) UHF Radio
6. Management are only authorised to accept delivery of the vehicle when:
 - a) The vehicle has been fitted with the accessories identified in this policy;
 - b) Payment has been made in accordance with the quoted price to the vehicle supplier; and
 - c) The vehicle has been insured with the organisation's insurer.
7. Trade-in Vehicle
 - a) Before the vehicle is delivered for changeover it must be cleared of any items belonging to BPS
 - b) Vehicle must be delivered with Jack and Wheel Spanner
8. Immediately prior to delivery, business identification stickers must be applied to the top rear of the front mudguard and to the Tradesman Toolbox.

Approved by the board of Burdekin Productivity Services Ltd. on 12th December, 2016.

Signed: CJ Hesp (Board Chairman)

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