

DOB ENTERPRISES PTY LTD

DOB Vehicle -Company and Private
Policy
IMS-534-00-POL

Revision History

Date	Rev	Modified By	Changes Made, Review History	Reviewed by	Approved by
19.02.18	0	Sunette Opperman	Creation	S Rupert	S Rupert



DOB ENTERPRISES PTY LTD
 ABN 20112 866001
 Level 1 49 Horton Street
 Port Macquarie NSW 2444
 Ph: 1 300 854 622
 Fax: 02 6583 8468

Revision

0

Document No

IMS -534-00-POL

Date

19.02.19

Page

Page 2 of 6

UNCONTROLLED WHEN PRINTED OR DOWNLOADED

This Policy is not limited to the workplace or work hours. This Policy extends to all functions and places that are work related. For example, work lunches, conferences, Christmas parties and client functions.

All work related travel must be approved by the Director of DOB in writing.

COMPANY VEHICLE USAGE

Responsibility for expenses

- If DOB provides an employee with a motor vehicle, the employee is entitled to use it for work-related purposes. Personal use (that is, non work-related use) of the vehicle is not permitted (unless prior written consent is obtained from the DOB Director), with the exception that direct travel between the employee's home and the employee's place of work is permitted.
- Family, friends, clients, unauthorised staff or other members of the public ARE NOT permitted to drive a WTTCC or DOB vehicle under any circumstances.
- DOB will pay all registration, taxes, insurance premiums, running costs, maintenance, and repair expenses associated with the running of the vehicle.

Ownership of vehicle

- At all times, the vehicle remains the property of DOB.
- Maintaining DOB's vehicle

An employee who is provided with a vehicle must:

- take good care of the vehicle; KEEP VEHICLES CLEAN
- Ensure a vehicle inspection is done when collecting vehicle before and after rostered work, and when collected from scheduled maintenance/service.
- not allow the vehicle to be driven by anyone other than an authorised employee who has signed the vehicle usage agreement. Written permission must be obtained from the DOB Director for any other person to use the vehicle;
- not fit any accessories to the vehicle without prior written approval from the DOB Director or Business Manager
- pay all parking and traffic infringement penalties relating to use of the vehicle incurred by the employee and provide timely nominations to the appropriate authority for parking and traffic infringement penalties not incurred by the employee;
- ensure that the vehicle is securely locked when left unattended and that any alarm system fitted to the vehicle is turned on;
- ensure that the vehicle is available for use by other employees when required;
- drive and use the vehicle only for the purpose for which it is intended;
- ensure that the vehicle is properly garaged or safely parked when not in use;
- when required by law, immediately report any accidents involving the vehicle to the police;
- immediately inform DOB of any faults or damage to the vehicle;
- keep the vehicle clean and in good order.
- Do regular stock counts and equipment checks as & when directed
- Regularly clean vehicle and all equipment on vehicle.

Use of vehicle while on leave

While on authorised leave, the vehicle must not be used by the employee or any other unauthorised driver. If directed to do so by DOB, the employee must return the vehicle to DOB's premises prior to the commencement of the leave.



DOB ENTERPRISES PTY LTD
ABN 20112 866001

Level 1 49 Horton Street
Port Macquarie NSW 2444
Ph: 1 300 854 622
Fax: 02 6583 8468

Revision

0

Date

19.02.19

Document No

IMS -534-00-POL

Page

Page 3 of 6

UNCONTROLLED WHEN PRINTED OR DOWNLOADED

Safety

The employee's obligations with respect to safely using DOB's vehicle include:

- night driving: Under NO circumstances is driving a company vehicle or a private vehicle on behalf of DOB permitted after dark unless prior consent is given by DOB Director-Susan Rupert. This permission will only be granted after full disclosure of the necessity to do so. Confirmation must be received via SMS or email from Susan Rupert.
- obeying all relevant road rules and legislation;
- not driving the vehicle if the employee is taking any medication that may adversely affect the employee's ability to drive or after the employee has consumed any alcohol or illicit drugs. DOB has zero tolerance for alcohol and other drugs in the workplace.
- ensuring that the first aid kit provided with the vehicle is kept fully stocked and that items in that kit which have a 'used by' date are replaced after that date.
- Ensuring that Fire Extinguisher, spill kit, TCAWS Manual, docket books and all other necessary paperwork is kept up to date and stocked.
- ALL DOB Vehicles have a strict NO SMOKING policy in and around the vehicles
- If an employee is involved in any accident as a result of medications use, intoxication, unlawful drug taking, negligence or recklessness, the employee will be responsible for paying any excess on the insurance and any other amount not covered by the insurance.

License

Employees must maintain a current driver's licence. An employee must notify DOB immediately if their licence is suspended or cancelled. If it is a requirement of an employee's employment to drive a motor vehicle, the suspension or cancellation of the employee's licence will end the employment.

Driving while unlicensed or suspended will transfer all liability onto employee. This includes but is not limited to: speeding infringements, traffic accidents, damage to DOB vehicle, damage to client property and damage to member of public's property.

Return of vehicle

The employee must return the vehicle when the employment is terminated, or when directed to do so by DOB.

DOB considers the provision of a motor vehicle as a significant privilege. Accordingly, DOB reserves the right to withdraw use of the motor vehicle for any employee at any time.

Breaches may also result in other disciplinary action, including, but not limited to, termination of employment OR financial penalties.

Additionally, DOB may inspect the motor vehicle at any time without notice. If vehicle is found not be of standard in accordance with cleanliness or maintenance, the employee may be financially liable for repairs or cleaning costs.

REFER - Vehicle Use Agreement form 144

DOB has vehicles to facilitate the effective operation of the business. From time to time, you may be required to use a company vehicle in carrying out your work. At all times, use of company vehicles is governed by this policy and any applicable law enforcement rules and regulations.



DOB ENTERPRISES PTY LTD
ABN 20112 866001

Level 1 49 Horton Street
Port Macquarie NSW 2444
Ph: 1 300 854 622
Fax: 02 6583 8468

Revision

0

Date

19.02.19

Document No

IMS -534-00-POL

Page

Page 4 of 6

UNCONTROLLED WHEN PRINTED OR DOWNLOADED

Driver of Vehicle

To drive a DOB vehicle, you must be in possession of a current and valid driver's licence and you must be in a fit state to drive. If your address and telephone number change, you must report it immediately. It is your responsibility to ensure your licence is current. Any insurance claim not met as a result of a licence not being current shall mean you may be liable.

If your position requires you to drive a vehicle you must inform management immediately if at any time your driver's licence is suspended, endorsed, disqualified, etc.

If you are in charge of any DOB vehicles, you must ensure that the vehicle will not be driven by anyone other than another authorised worker.

Special permission in writing, from Management, or their nominated representative, will be required if another person not falling into the above category is required to drive the vehicle.

Vehicle Handover / Upgrade

In the case of taking over a vehicle or if a vehicle swap/upgrading takes place, the vehicle must be inspected at that time and any faults noted and given to the Management.

No changes or alterations to DOB vehicles are to be made unless first approved by Management. No changes or alterations are to be made that compromise the roadworthiness of DOB vehicles at any time.

Care and Consideration

DOB vehicles are to be driven in an orderly manner with due care and consideration for the vehicle, the passengers, equipment carried and other road users. Others in the organisation and also in the community note the driver's conduct. You are required to set a good example.

Traffic Laws

All drivers are to abide by traffic laws. Any fines and/or penalties you incur are your responsibility. DOB will not pay speeding, parking or any other fines.

If 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, DOB will hold you completely responsible.

Security

Unless vehicles are in constant sight, they must be locked and windows wound up. If DOB vehicles are taken home, they should be garaged if possible and should be kept as close as possible to the dwelling and locked/secured. Please discuss any possible security risk with the Management.

If a vehicle is stolen, insurance requires DOB to prove that there has been no negligence. Unless the driver is able to prove, for example, that the vehicle was locked, or the keys were not left in the ignition when the vehicle was stolen, Management may hold the driver responsible for the negligence.



DOB ENTERPRISES PTY LTD
ABN 20112 866001

Level 1 49 Horton Street
Port Macquarie NSW 2444
Ph: 1 300 854 622
Fax: 02 6583 8468

Revision

0

Date

19.02.19

Document No

IMS -534-00-POL

Page

Page 5 of 6

UNCONTROLLED WHEN PRINTED OR DOWNLOADED

Accident Procedure

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

- Report to DOB management asap
- Telephone an ambulance or Doctor
- If there is injury or severe damage, the accident must be reported to the Police.
- 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 Report Form and hand this to Management. This form will capture:

- the other vehicle registration, make, model
- the other driver's name, address and phone number
- any witness names, addresses, phone numbers
- details of the accident scene

If the vehicle is not drivable, 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.

Private Vehicles

When use for or on behalf of DOB Driver must have current Drivers Licence and Comprehensive Insurance.

Vehicles Must be in a presentable, clean and safe state

Finance and Upkeep

DOB is NOT responsible for any maintenance costs, registration costs, insurance costs or upkeep costs.

Traffic Laws

All drivers are to abide by traffic laws. Any fines and/or penalties you incur are your responsibility. DOB will not pay speeding, parking or any other fines.

If 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, DOB will hold you completely responsible.

Safety

The employee's obligations with respect to safely using DOB's vehicle include:

- night driving: Under NO circumstances is driving a company vehicle or a private vehicle on behalf of DOB permitted after dark unless prior consent is given by DOB Director-Susan Rupert. This permission will only be granted after full disclosure of the necessity to do so. Confirmation must be received via SMS or email from Susan Rupert.
- obeying all relevant road rules and legislation;
- not driving the vehicle if the employee is taking any medication that may adversely affect the employee's ability to drive or after the employee has consumed any alcohol or illicit drugs. DOB has zero tolerance for alcohol and other drugs in the workplace.



DOB ENTERPRISES PTY LTD
ABN 20112 866001

Level 1 49 Horton Street
Port Macquarie NSW 2444
Ph: 1 300 854 622
Fax: 02 6583 8468

Revision

0

Date

19.02.19

Document No

IMS -534-00-POL

Page

Page 6 of 6

UNCONTROLLED WHEN PRINTED OR DOWNLOADED