

# Motor Vehicle Use – Company Vehicle

## POLICY AND PROCEDURE

### 1. Purpose

To provide clear guidelines around the use of company vehicles for all staff as part of service delivery.

To provide clear guidelines around the use of personal vehicles for the transportation of clients as part of service delivery.

To provide clear guidelines around the approved use of company vehicles for personal use.

### 2. Scope

This policy applies to all staff who may use a company vehicle or personal vehicle for work or request access to a company vehicle for personal use.

### 3. Responsibility and Authority

The Company Director has responsibility and authority to ensure this procedure is followed. He may delegate enforcement of the policy to other managers.

All employees are responsible for knowing and following this procedure.

### 4. Procedure

#### Use of Company Vehicle as part of service delivery.

Staff may be directed to use a company vehicle for service delivery. This may happen, for example, when a service is considered outside of reasonable travel distance and a company vehicle is more cost effective for a client. Such a direction is made at the discretion of management.

Under such circumstances it is Subee's responsibility to:

- Ensure the vehicle is clean, roadworthy, and insured.
- Provide a fuel card
- Make reasonable attempts to ensure that the vehicle has a full fuel tank, or close to

It is the employee's responsibility to:

- Return the car in the same condition
- Fill up the fuel tank, where possible or reasonable
- Not smoke under any circumstances in the vehicle
- Drive to legal and road conditions
- Acknowledge and pay for any driving infringements resulting from failure to obey the law
- Drive safely with due concern for passengers, pedestrians and property.
- Advise the business of any perceived defects including accidents
- Where required, to garage the vehicle securely
- To hold a current driver's licence
- To remove all personal property from the vehicle
- To return the vehicle at the agreed time
- To not use the vehicle for personal use
- If an employee is clearly directed to use the work vehicle and instead uses their own, a motor vehicle allowance will not be paid. This must be clearly communicated to the staff member.

Use of personal vehicle for the transportation of clients.

In circumstances where a staff member transports a client during routine service delivery in their own vehicle the staff member is responsible for:

- Ensuring the vehicle is clean, roadworthy and insured
- Where the vehicle is not comprehensively insured, the employee accepts all liability for damage to his/her vehicle and others

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- Driving with utmost care for the safety of themselves, the passenger and members of the community
- Not smoking in the vehicle immediately prior to or during the service
- Obeying all road laws
- Getting approval for any travel not originally included in the service
- Transportation of a client in a personal vehicle is negotiated prior to the event.
- Any changes to a roster around transportation needs to be approved through head office.
- In these circumstances Subee is responsible for reimbursing the employee for travel under the terms of the Subee ECA.
- Staff must submit a Motor Vehicle Log with their timesheets.
- The employee's direct supervisor is responsible for ensuring the vehicle is cleaned and inspected for damage prior to, and on the return of the vehicle.

### In addition to the above:

- The employee will pay the company \$25 per day
- Use of the business fuel card is not included
- Staff are responsible for any insurance policy excess if they are in an accident.
- Vehicles must be returned with a full tank of fuel
- In all of the instances above the employee must provide copies of licences, insurances and registration as requested and to advise their manager of any changes or lapses in these documents.
- In all circumstances the employee must advise their supervisor, local office or after hours number immediately if they are involved in an accident.
- If driving a company vehicle staff should not admit any liability but should follow all legal requirements to share information and complete a police report if required.
- Staff should ensure that any passengers are safe. The supervisor will notify any additional parties.
- Staff should complete an incident form and forward to the office as soon as possible.

Use of company vehicle for personal use:

Approval of a company vehicle for personal use is approved at the discretion of the Business Owner under the following circumstances:

As part of a remuneration package. If the vehicle is also to be used for general purposes by other staff members it must be:

- Maintained and kept clean
- Must be free of smoke and smoke odours/litter
- Must be garaged securely
- As part of a one off time limited agreement to support staff should they find themselves without a vehicle temporarily – usually due to repairs and maintenance.
- In this instance the employee should seek approval from the Company Director and complete a 'Request for Personal Use of Company Vehicle' form.
- This is to be signed by both parties, filed and the employee's supervisor advised.

## 5.0 Related and Support Documents

Motor Vehicle Log  
Incident Form  
Incident Register  
Request for Personal Use of Company Vehicle

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### **Worker Participant Acknowledgement**

I acknowledge receiving the Subee Newlake Motor Vehicle Policy; that I will comply with the procedure; and that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment or contract for services.

Workplace participants name:

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Signed:

Date:

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