



# Company Vehicle Policy

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**Disclaimer:** This document contains material to assist in addressing Occupational Health and Safety management obligations. Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only and does not provide legal advice on meeting your obligations.

## Responsibilities

XYZ Company Proprietary Limited will ensure:

- all company vehicles are in a safe operating condition before assigning them;
- regular maintenance is undertaken to maintain a vehicle in a roadworthy condition;
- all company vehicles are comprehensively insured;
- company vehicles will be repaired and replaced as needed;
- accidents and workers' overall driver safety record regularly reviewed to determine if there should be changes in policy or procedure.

Managers/Supervisors are responsible for:

- ensuring that the company vehicle policy and procedures are implemented within their department;
- that all workers are familiar with the policy and follow any required procedures.

Workers who are required to use, operate or maintain vehicle and equipment must:

- maintain the vehicle in good condition;
- ensure they follow the company vehicle policy and procedures at all times;
- have a valid driver's license for the type of vehicle driven.

## Company Vehicle Procedure

### ❖ Motor Vehicle Safety

The driver of the vehicle is ultimately responsible for the safe operation of the vehicle and maintaining the safety of themselves and all passengers.

The following safety rules apply to all vehicle drivers:

- the use of company vehicles is restricted to company workers only;
- only authorised passengers allowed to travel in company vehicles (*never pick up hitchhikers*);
- obey all traffic laws and be courteous toward other drivers at all times. (*Remember, your driving practices are a reflection on the company*);
- carry licence at all times;
- notify your supervisor immediately if your licence is revoked or suspended;
- do not use a mobile phone while driving (*including texting*);
- always wear a seat belt and ensure passenger seatbelts are fastened before moving vehicle;
- smoking not permitted in any company vehicle;
- do not drive while intoxicated, fatigued, or on medication/drug that may affect your driving ability;
- do not allow unauthorised drivers to use a company vehicle unless required by an emergency;
- XYZ Company Proprietary Limited is not responsible for paying road traffic fines received while operating company vehicles.

### ❖ Vehicle use:

- all vehicles and equipment must be used or operated as per the manufacturer's recommendations;
- a prestart check (walk around) conducted before each use. Monitor fuel, tire pressure, and fluid levels and keep at operational levels;
- do not use faulty or damaged vehicle and equipment under any circumstance;
- drivers and authorised passengers will follow the guidance provided in any SWI, as required when using the vehicle, e.g. tyre changing Safe Work Instruction etc.;
- under no circumstances is faulty or damaged vehicle to be used;
- never use company vehicles to conduct illegal activities of any kind;
- always lock the company vehicle when left unattended;
- workers will follow the guidance provided in any SWI, risk assessments and as outlined by on-the-job training and supervision as required when using or operating vehicle and equipment.

### ❖ Vehicle Maintenance:

- document all driving expenses;
- keep all company insurance cards, fuel card and vehicle registration in the glove box, or centre console, if applicable, at all times;
- report any damage or problems to your vehicle immediately;
- all vehicle maintenance work must first be approved by (*insert person or position*) before taking place.