



## Vehicle Policy

This Vehicle Policy applies to all Employees of the business.

The objective of the policy is to establish clear guidelines for the appropriate use, maintenance, and management of company vehicles.

The requirement is for all staff to comply with the Vehicle Policy.

Procedures (not required)

## Purpose

The purpose of this policy is to establish clear guidelines for the appropriate use, maintenance, and management of company vehicles by employees of Sydney Drafting Concepts and Designs. This policy aims to ensure the safety of all employees, protect company assets, and comply with relevant Australian laws and regulations governing the use of motor vehicles.

## Objective

The objectives of this policy are:

- To ensure the safe operation of company vehicles by all employees.
- To provide a clear understanding of the responsibilities and expectations associated with the use of company vehicles.
- To promote efficient and responsible use of company vehicles to minimise environmental impact and reduce costs.
- To establish procedures for reporting and addressing vehicle accidents, incidents, and maintenance needs.
- To comply with relevant Australian road rules, legislation, and insurance requirements.

## Policy Requirements

### 1. Eligibility and Authorisation

Employees must meet the following criteria to be eligible for using a company vehicle:

- a. Possess a valid Australian driver's license for the class of vehicle being operated.
- b. Complete Sydney Drafting Concepts and Designs's driver safety training program.
- c. Receive written authorisation from their manager or supervisor.

### 2. Vehicle Use and Ownership

Company vehicles must be used exclusively for authorised business purposes. Personal use of company vehicles is strictly prohibited, unless explicitly permitted by Sydney Drafting Concepts and Designs. Employees must adhere to all traffic laws and regulations and are responsible for any fines or penalties incurred while using a company vehicle.

At all times, the vehicle remains the property of Sydney Drafting Concepts and Designs.

### 3. Vehicle Maintenance

Employees are responsible for the regular maintenance of company vehicles, including:

- a. Monitoring and maintaining appropriate fluid levels, tire pressure, and general vehicle condition.
- b. Promptly reporting any mechanical issues or required maintenance to their manager or supervisor.
- c. Ensuring the vehicle is kept clean and free of debris.

### 4. Fuel and Expenses

All fuel and vehicle-related expenses must be paid for using a company-provided fuel card or through an approved reimbursement process. Employees are required to retain all receipts for expenses incurred and submit them in a timely manner.

## 5. Accident and Incident Reporting

In the event of an accident or incident involving a company vehicle, employees must:

- a. Immediately report the accident or incident to their manager or supervisor.
- b. Provide all necessary details, including date, time, location, persons involved, and a description of the incident.
- c. Cooperate fully with any insurance or legal requirements associated with the accident or incident.

## 6. Vehicle Security

Employees are responsible for the security of company vehicles, including:

- a. Locking the vehicle and securing all windows when unattended.
- b. Parking in safe and well-lit areas whenever possible.
- c. Not leaving valuable items visible within the vehicle.

## 7. Termination of Vehicle Privileges

Sydney Drafting Concepts and Designs reserves the right to terminate an employee's vehicle privileges if they are found to be in violation of this Vehicle Policy, involved in an accident deemed to be the result of negligence, or have their driver's license suspended or revoked.

Failure to comply with this Vehicle Policy may result in disciplinary action, up to and including termination of employment. This policy is subject to change at the discretion of Sydney Drafting Concepts and Designs management.

The Director is responsible for communicating the Vehicle Policy to all persons working for or on behalf of the organisation and making it available to interested parties.