



Vehicle Policy

1. Purpose

- 1.1 This Policy outlines the conditions and obligations of Residential Scaffold Australia Pty Ltd & RoofSafe Solutions Pty Ltd (collectively referred to as 'RS') employee's use of vehicles provided by RS.
- 1.2 This Policy, where relevant, operates in conjunction with an employee's contract of employment.

2. Commencement of the Policy

- 2.1 This Policy will commence from 01 December 2022. It replaces all other policies relating to RS vehicles (whether written or not).

3. Application of the Policy

- 3.1 This Policy applies to casual, part-time and full-time employees of RS.
- 3.2 This Policy does not form part of any employee's contract of employment.
- 3.3 This Policy should be read in conjunction with the vehicle safety policy.

4. Responsibility for expenses

- 4.1 If RS 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), with the exception that direct travel between the employee's home and the employee's place of work is permitted.
- 4.2 RS will pay all registration, taxes, insurance premiums, running costs, maintenance, and repair expenses associated with the running of the vehicle.
- 4.3 The employee may be responsible for paying insurance excess and/or damage/repair costs if an incident/accident occurs that was at the negligence of the employee.

5. Ownership of vehicle

- 5.1 At all times, the vehicle remains the property of RS

6. Maintaining RS' vehicle

- 6.1 An employee who is provided with a vehicle must:
 - a) take good care of the vehicle;
 - b) ensure vehicles are used and maintained in accordance with the manufacturer's requirements and specifications. The owner's manual for each vehicle is stored in the vehicle's glove box and drivers are encouraged to familiarise themselves with the features and correct operation of each vehicle by reviewing the contents of these manuals;



- c) if required by RS, ensure that it is properly and responsibly maintained and serviced, particularly in accordance with warranty requirements;
- d) ensure that the provisions of any insurance policy relating to the vehicle are observed;
- e) not allow the vehicle to be driven by anyone other than the employee. Written permission must be obtained from RS for any other person to use the vehicle;
- f) not fit any accessories to the vehicle without prior written approval from RS;
- g) 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;
- h) ensure that the vehicle is securely locked when left unattended and that any alarm system fitted to the vehicle is turned on;
- i) ensure that the vehicle is available for use by other employees when required;
- j) drive and use the vehicle only for the purpose for which it is intended;
- k) ensure that the vehicle is properly garaged when not in use;
- l) when required by law, immediately report any accidents involving the vehicle using the incident report and to the police (if applicable);
- m) immediately inform RS of any faults or damage to the vehicle; and
- n) **keep the vehicle clean and in good order.**
- o) **Smoking is not permitted in company vehicles at any time. A \$300 cleaning fee will be applicable if this is breached.**

7. Use of vehicle while on leave

- 7.1 While on authorised leave, the vehicle must not be used by the employee. If directed to do so by RS, the employee must return the vehicle to RS premises prior to the commencement of the leave.

8. Safety

- 8.1 The employee's obligations with respect to safely using RS' vehicle include:

- a) obeying all relevant road rules and legislation;
- b) not driving the vehicle if the employee is taking any medication that may adversely affect the employee's ability to drive or where the employee is intoxicated through alcohol consumption or illegal drug use; and
- c) 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.



8.2 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.

9. Licence

9.1 Employees must maintain a current driver's licence. An employee must notify RS 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.

The employee will be required annually to provide their updated traffic history for insurance purposes.

10. Return of vehicle

10.1 The employee must return the vehicle when the employment is terminated, or at any other time as RS may direct.

10.2 RS considers the provision of a motor vehicle as a significant privilege. Accordingly, RS reserves the right to withdraw use of the motor vehicle for any employee who is in breach of this Policy. Such breach may also result in other disciplinary action, including, but not limited to, termination of employment.

10.3 Additionally, RS may inspect the motor vehicle at any time without notice.

11. Breaches of this Policy

11.1 A breach of this Policy may lead to disciplinary action including, but not limited to, termination of employment.

Variations

RS reserves the right to vary, replace or terminate this Code from time to time.

All RS policies and procedures will be reviewed every two to three years and distributed to staff. RS is committed to providing an environment which is safe for all staff. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.

Signed 

Dated 28/10/2022

Residential Scaffold Australia & RoofSafe Solutions