



COMPANY VEHICLE POLICY

POLICY OVERVIEW

The High Grade Mechanical company vehicle policy gives employees guidelines for obtaining, qualifying for, and using a company vehicle. A "company vehicle" is any vehicle High Grade Mechanical assigns to an employee. This policy applies to all employees who use a company vehicle (company owned or hired) and applies during and outside of working hours.

DRIVING LICENCE AND AUTHORITY TO OPERATE COMPANY VEHICLES

You must be in possession of a current driving licence or the required licenses and certifications and management's authority to drive or operate machinery during the performance of your duties.

You must produce your driving licence and certifications for scrutiny by management at any time as requested. You must, at all times while driving a company vehicle observe and obey the relevant road laws in the state or territory in which you are driving. Any breach of the road rules may result in disciplinary action.

If at any time you are disqualified from driving, we must be informed immediately.

It is your responsibility to see that any Company vehicle is not used by anyone other than authorised employees. If you are operating a vehicle with Company branding on display, you are representing the Employer at all times whilst driving or on the road. You must therefore drive in a manner that is considerate of other road users. Any complaint about a driver will be investigated and disciplinary action may result.

CLEANING AND MAINTENANCE

When you drive one of the Company vehicles, it is your responsibility to ensure that it is kept clean and tidy and that it is returned to the Employer in that condition after use.

You are expected to maintain and report and repairs or replacement of parts, including tyres to the Employer. When requested by the Employer you must ensure servicing is carried out. Full details of the work required and the cost involved must be given.

Failure to adequately clean the vehicle may mean you are subject to the cost of the valet being deducted from your pay.

VEHICLE PRE-START CHECKS

You are required to complete a pre-start check at the commencement of your swing and each Monday there after whilst driving a company vehicle. Pre- start checks must be provided to the Employer upon completion each week via email to the address provided on the prestart document.

Before you use one of the Employer's vehicles, and on its return, you are responsible for ensuring that the oil and water levels, battery and brake fluid and tyre pressures are maintained and that the tread of all tyres conforms to the minimum legal requirements.

FUEL

Unless contrary arrangements exist in writing or you have been provided company fuel cards, we will only reimburse you for fuel and oil used on Employer business. Claims must be submitted on a report sheet, signed by you and accompanied by receipts. All receipts should be itemised, and a deduction shown for that part of the fuel attributable to private use.

COMPANY VEHICLE RULES

- Obey traffic laws in your jurisdiction and be courteous toward other drivers.
- Document driving expenses.
- Monitor gas, tire pressure, and all fluid levels.
- Report any damage or problems to your assigned vehicle immediately.
- Report changes to your driver privileges, such as driver's license suspension, immediately.
- Always lock company cars.
- Bring vehicle to scheduled maintenance appointments.
- Do not operate any company vehicle, if your BAC exceeds 0.00, fatigued, or on medication that affects your driving ability.
- Do not smoke in any company vehicle.
- Do not lease, sell, or lend a company vehicle.
- Do not use a phone or text while driving.
- Do not allow unauthorised drivers to use a company vehicle unless required by an emergency.
- Employees who violate company vehicle rules are subject to disciplinary action which may include verbal and written warnings, suspension of vehicle privileges, termination and legal action.

ACCIDENT PROCEDURE

If you are the driver of any of the Employer's vehicles and it is involved in an accident which causes damage to property or another vehicle, or injury to any person or animal, you are required to give your name and address, the name and address of the owner, the registration number of the vehicle and the name of the insurance company to any person having reasonable grounds for requiring such information. It is important that you give no further information.

In addition, in the case of an incident involving injury to another person, you are responsible for notifying the police of the occurrence. For major incidents, this must be reported to the police within twenty-four hours.

Your High Grade Mechanical Supervisor must be informed immediately of any and all incidents involving Company vehicles no matter how minor.

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FINES

We will not be held responsible for any fines (e.g. parking, speeding etc.) incurred by you whilst working for the Employer. If we receive the fine on your behalf, we may pay the fine and deduct the cost from any monies owing to you.

LOSS

In the case of theft of one of the Employer's vehicles, the police and the Employer must be informed immediately. Full details of the contents of the vehicle must also be given. If any contents are stolen from the vehicle, the police and the Employer should be notified immediately.

Please note that only Employer property is insured by the Employer and you should make your own arrangements to cover your personal effects.

You must always secure the vehicle and its contents and turn on any alarm system that is fitted to the vehicle. The contents should be stored out of sight, preferably in the boot or rear. If a vehicle is stolen, we are required to prove to the insurance company that there has been no negligence and, therefore, we must hold you responsible in the event of such negligence.

PERMITTED USE

Subject to the restrictions already stipulated, Company vehicles may only be used for authorised business, unless previous arrangements for private domestic or social use have been agreed in advance. They may not be used for the carriage of passengers for hire or reward, nor may they be used for any type of motoring sport, including racing, rallying or pace making, whether on the public road or on private land. On periods of leave, you may be required to return the Company vehicle to the Employer, unless otherwise agreed with management.

PERSONAL LIABILITY

Where any damage to a Company vehicle is due to your negligence or lack of care, we reserve the right to insist on you rectifying the damage at your own expense or paying the excess part of any claim.

Repeated instances may result in disciplinary action/and or the use of Company vehicles being withdrawn.

GPS

Company vehicles may be fitted with a GPS tracking device which the Employer may use to monitor the location of the car at any time for the purposes of security and monitoring driver behaviour. Where a Company vehicle is fitted with a GPS tracking device, it will be clearly identified inside the vehicle. Unless otherwise stated on the notification, GPS data will be collected continuously and on an on-going basis.

The employee will be responsible for all costs exceeding the specified daily limits, where they opt to not utilise the provided meals and for all alcohol and beverages excluding water and non alcoholic beverages consumed.

JOURNEY MANAGEMENT PLAN

The employee is required to complete and submit a Journey Management Plan (JMP) when travelling to and from client sites if the travel exceeds 100kms.

The JMP is required to be completed in full and emailed to your High Grade Mechanical Manager no less than 24 hours prior to departure.



COMPANY VEHICLE POLICY

I _____ (please print name) hereby acknowledge that I have received, reviewed and understood the terms of the High Grade Mechanical Company Vehicle Policy.

I will ensure I act in accordance with the requirements detailed within.

Full name:

Signed:

X

Dated: