

Policy

Employees must:

- Hold a current and valid driver's license, notify management immediately if your license is suspended.
- Observe and follow all traffic regulations and rules
- Not drive the company vehicle if the employee has consumed alcohol, illegal drugs or prescriptive drugs that may affect the employee's ability to drive
- Not drive the company vehicle if are feeling fatigued, and unfit to drive.
- Not to smoke or let animals in the company vehicle
- Only operate a mobile telephone while driving the vehicle if hands free facilities are available
- Not make any modifications or remove accessories from the company vehicle
- Not allow a third party to drive the company vehicle. The employee spouse is allowed to drive a company vehicle in exceptional circumstances only, not as a routine practice.
- Follow all instructions in this policy.

Maintenance & Cleanliness

Employees must maintain the vehicles service schedule in accordance with the manufacturer's recommendations. Vehicles must be serviced or repaired by the manufacturer dealer or approved repairers only.

It is the employee's responsibility to ensure the vehicle is functioning before every use and report any issues to office staff or management as soon as practical.

Work supplied vehicles must be kept clean inside and out as often as practical to do so. We expect this to be done at the employee's cost and time.

When handing over a vehicle at the end of your employment or during a vehicle swap with another employee, we expect the vehicle to be clean both inside and out, we expect this to be done at the employee's cost and time.

Incidents

All incidents resulting in damage must be submitted by an Employee to the office manager as soon as practicable after an incident occurs. Any vehicle insurance claim whereby AG is required to pay an excess insurance fee, this fee will be paid for by the employee.

Failure to report damage to a vehicle may result in the employee losing the use of a vehicle or the vehicle being swapped for an old vehicle.

If an incident occurs

- Obtain a photo of the other driver's license and vehicle registration.
- Obtain a contact phone number of the vehicle's driver and or their company's contact details.
- Obtain contact details of any witnesses.

- Obtain photos of the incident and any damage.
- Report the incident to management as soon as possible.

If any insurance claim is rejected on the basis that the employee is found negligent or has failed to drive within the scope of the law, the employee will be liable for all damages, including consequential damage.

Traffic Infringements

Payment for traffic infringement penalties are the responsibility of the employee who was operating the vehicle at the time. Alliance Geotechnical must be notified of any infringements as soon as practicable after the infringement notice is issued.

Private Use

Employees who are permitted private use of the vehicle must not travel outside a 100 km radius of their place of residence without obtaining approval from either the Office Manager or Managing Director, when using the vehicle for non-work-related purposes.

Fuel Card

Company fuel cards cannot be used to fuel any other vehicle unless approval has been given from the office manager. Fuel cards must not be used for any private travel outside the Greater Sydney Area if for private use.

Please note that odometer readings will be compared to fuel consumption every month to ensure the fuel cards are not being misused.

Other

Company vehicles, like other items of equipment, cannot be considered permanently assigned to a particular employee. Vehicles may be transferred between employees to meet the operational requirements of Alliance Geotechnical.

The provision of a company vehicle to an employee is at the sole discretion of Alliance Geotechnical and it does not form part of that employee's remuneration or work contract. When a company vehicle is provided, Alliance Geotechnical reserves the right to cease providing the vehicle or change or restrict its use, in its absolute discretion.

Disciplinary action

A violation of this policy may result in a formal warning or termination of employment or the loss of a company vehicle.



Thomas Dale
Managing Director