

 PO Box 3407 Toowoomba QLD 4350	HR POLICY	Newlands Civil Construction Pty Ltd ABN 41 133 339 778
	<b>VEHICLE</b>	Newlands Commercial Construction Pty Ltd ABN 64 166 350 563

Authorised By: B O'Sullivan

HR-POL-022

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## 1. Purpose

NCC provides and maintains a vehicle fleet with a range of vehicle types appropriate to the needs of NCC operations. Such vehicles form NCC's vehicle pool and are available for use by authorised personnel for travel associated with the conduct of NCC business/activities.

The purpose of this Policy is to ensure that all NCC employees/contractors understand their responsibilities when operating NCC vehicles. As a statement of intent, the allocation of any vehicle to an individual must relate to an identifiable business purpose.

## 2. Scope

This Policy applies to all NCC employees/contractors who have been assigned a NCC vehicle as part of their contract or who have been authorised to operate a NCC vehicle during work hours for work related purposes.

## 3. Policy

### 3.1 The Driver of the vehicle is responsible for:

- 3.1.1 Ensuring that he or she has a current drivers licence applicable to the class of vehicle being driven;
- 3.1.2 Payment of traffic offence fines such as parking, speeding and offences of a similar nature. In the event of a traffic offence, the Operations Manager must be able to nominate the driver of the vehicle at the time of the offence, as failure to do so results in an extra Corporate Fine;
- 3.1.3 Ensuring that all appropriate requirements within the State Road legislation, such as Transport Operations (Road Use Management - Road Rules) Regulation 2009 are adhered to;
- 3.1.4 Animals are prohibited in all vehicles;
- 3.1.5 All mechanical defects must be reported promptly to the Operations Manager and a time arranged for the repair to be undertaken;
- 3.1.6 Drivers are expected to be competent to change the tyres if the vehicle they are operating gets a puncture.

### 3.2 The person whom the vehicle is allocated is responsible for:

- 3.2.1 Ensuring the vehicle is parked in a secure location and locked when not in use. Overnight parking is to be off street where viable;
- 3.2.2 The vehicle is driven in a safe, responsible and courteous manner;
- 3.2.3 The vehicle is maintained in a clean and serviceable condition, washed weekly and water, oil and tyre pressure are checked regularly;
- 3.2.4 Ensuring that the vehicle is serviced in accordance with the date/distance detailed on the service sticker;
- 3.2.5 Not operating a NCC vehicle under the influence of alcohol or drugs;
- 3.2.6 Ensuring that no alcohol is consumed by any passengers travelling in the vehicle;
- 3.2.7 Adhering to the NCC IVMS Procedure (SA-PR-066) and Smoking in the Workplace Policy (HR-POL-039);
- 3.2.8 May permit other drivers (who are properly licenced and are over 25, e.g. spouse) to drive the vehicle, where agreed with Top Management, however the nominated driver shall remain responsible for the operation of the vehicle in such circumstances;
- 3.2.9 All accidents regardless of fault must be reported within 2 hours
- 3.2.10 When vehicles are used on work sites, all site specific rules and regulations must be adhered to at all times, whether set by NCC, other contractors or principals;

### 3.3 General

- 3.3.1 NCC will ensure that the vehicle has current registration.
- 3.3.2 When a vehicle is assigned to an employee/contractor, NCC has the discretion subject to individual contractual obligations, to allow vehicle usage as follows:
  - (a) Unrestricted Use;
  - (b) Limited Private Use;
  - (c) Commuter Use;
  - (d) NCC Business Use Only.

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- 3.3.3 Majority of vehicles will be fitted with hands free mobile phone kits to ensure that employees operate mobile phones whilst driving in a safe and legal manner. Mobile phones are not to be used without being connected to the hands free device;
- 3.3.4 Where a vehicle is issued with a fuel card, it is to be used for the allocated vehicle only. No attempt must be made to purchase additional items other than fuel. All receipts are to be lodged monthly with the accounts department;
- 3.3.5 In the event that an allocated vehicle is temporarily out of commission a replacement vehicle will be made available to the employee. However, the replacement vehicle may not necessarily be of the same make, standard or status as the principal vehicle.

#### 4. Definitions

- 4.1 **Unlimited Use** – When not required for business, unrestricted private use is permitted. The employee is required to maintain a log of travel undertaken to meet FBT assessment;
- 4.2 **Limited Private Use** – As above unrestricted private use within a geographical region is permitted. Authorisation is required from the Managing Director before the vehicle is taken outside of these limits;
- 4.3 **Commuter Use** – Allocation is undertaken on the basis of work related requirements and may be limited to specific periods. Travel shall be by the most direct route between the employee's home and his/her work location. No private use permitted;
- 4.4 **NCC Business Use Only** – Vehicles to be kept at NCC premises. No private use is permitted.

Note: Any one-off/temporary requests/requirements for private use must have the authorisation of the Managing Director.

#### 5. Responsibilities

NCC shall be authorised to limit, suspend or withdraw the entitlement within this Policy of any employees who breach the conditions or fail to comply with the provisions contained in this Policy. Authority to limit, suspend or withdraw the entitlements is held by the Managing Director.

Any employee/contractor who does not adhere abide by this Policy will receive a warning on the first occasion or may be dismissed. Immediate dismissal may result if an employee/contractor is found to be in control of a NCC vehicle whilst under the influence of alcohol or drugs. Dismissal could also result if an employee/contractor steals from NCC, for example by using the fuel card for private purchases.

If an employee/contractor damages the vehicle through his/her own negligence, then the employee/contractor may be required to pay for the repair of the damage. Failure to comply with the above policies may result in the removal of vehicle usage or disciplinary action including termination of employment in serious circumstances.

NCC Top Management assume the ultimate responsibility for Quality, Safety and Environmental requirements and core business practices in the workplace. NCC Senior Management plan, manage, monitor, review, and direct actions and allocate resources to support workers at every level to identify hazards, assess, control and evaluate risk in all areas of NCC operations.



Barry C O'Sullivan  
 Director  
 Newlands Civil Construction Pty Ltd AND  
 Newlands Commercial Construction Pty Ltd

21 December 2017