

Purpose

This policy addresses the use of company motor vehicles within Stairlock. The objective of this policy is to establish a set of guidelines which are fair and consistent, cost effective and minimise the administrative demands, as well as providing employees with sufficient access to company vehicles in order to discharge their responsibilities within Stairlock.

Company owned motor vehicles

Company motor vehicles are provided to staff in roles that require them to carry out their responsibilities. This may include senior managers, field supervisors, sales representatives, etc. Company motor vehicles may be used for limited private purposes such as during evenings, weekends, public holidays and annual/long service leave. However, when vehicles are used for private purposes outside a radius of 100kms from your normal place of work or residence, you must meet the cost of fuel related to this travel.

Other Work

Under no circumstances are Stairlock owned vehicles to be used to undertake other part-time work.

Specifications

All company motor vehicles are maintained by Stair Lock and will carry Stair Lock branding. Accessories may be fitted to Stairlock owned vehicles providing these items are fitted by a qualified person and approved in advance by Stairlock. When an employee ceases employment with Stairlock the employee may remove the accessories provided the Stairlock owned vehicle is returned to its original state and the employee meets the full cost associated with such action. Alternatively, the employee may leave the accessories fitted to the Stairlock owned vehicle at which time they will become property of Stairlock and the employee will not be reimbursed.

Legal Provisions

Insurance

Stairlock owned vehicles are comprehensively insured against accidental damage and have Third Party insurance cover via the relevant state law. Employees should be aware that the insurer can deny liability in cases where the driver of a Stairlock owned vehicle is found to have a blood alcohol level in excess of the prescribed limits, is found guilty of having driven whilst under the influence of drugs, or found to have broken any other laws while driving. In addition, the insurer may attempt to recover the total costs of damage to all vehicles involved in the accident in such cases.

If involved in an accident you should act in accordance with the State road traffic laws. Never under any circumstance admit liability to any accident without reference to Stairlock's insurance company. All accidents should be reported to your manager immediately as well as the finance department and if appropriate the necessary claim form completed.

Insurance claim excess in respect of accidents where non-employees are responsible for the accident is the responsibility of the nominated driver.

Drivers Licence

Only persons holding a current Australian drivers licence may drive Stairlock owned vehicles. You must advise Stairlock if you become suspended from or restricted in driving a vehicle.

Fines

The nominated driver is responsible for all fines arising from traffic offences (including parking fine offences) involving the Stairlock owned vehicle. It is the responsibility of the nominated driver to maintain a log that records the use of the Stairlock owned vehicle by persons other than the nominated driver. Where the log indicates that another person other than the nominated driver was in charge of the vehicle, the other person is responsible for any fines incurred.

Where State Law permits, the responsible driver shall be nominated in respect of the offence. The responsible driver shall then be responsible for the payment of any fine and may lose demerit points.

Operational Issues

Service and Maintenance

Drivers are responsible for ensuring vehicles are serviced when it is required (e.g. kilometers travelled or timeframe). For servicing requirements, contact the Finance Department as the process will depend on the type of vehicle lease. All new vehicles have specific requirements regarding servicing and maintenance which are part of the lease agreement and must be undertaken as required by the leasing company.

Keeping Vehicle Clean

Nominated drivers are expected to maintain the Stairlock owned vehicle in a first class, safe and clean (inside and out) condition, suitable for transporting visitors and customers.

Registration and Insurance

Nominated drivers are responsible for ensuring that;

- Stairlock owned vehicles are registered at all times (renewals can be followed up with the appropriate accounts staff)
- The registration disc, if applicable, is displayed correctly

Note: all new vehicles include registration as part of the lease and are automatically renewed.

Fuel

Fuel cards are provided for all Stairlock owned vehicles. All fuel should be charged to the Stairlock account. As we maintain accurate records on operating costs, repairs and maintenance etc, odometer readings should be provided when accessing the fuel card. The Finance Department should be notified immediately if the fuel card is lost or stolen.

Costs

Stairlock will pay registration, maintenance, insurance, fuel use (other than private use beyond 100km radius) and tolls incurred within working hours and during Stairlock business.

Vehicle Security

Stairlock owned vehicles should be kept in a secure and protected environment at the nominated drivers residence.

General Matters

Car Pool Policy

All Stairlock owned vehicles will be to some extent pool cars. Employees needing to use a Stairlock owned vehicle should approach the nominated driver so as to ensure the Stairlock owned vehicle is available.


Smoking Policy

Smoking is **NOT** permitted in Stairlock vehicles at any time. If it is found that smoking has occurred inside the vehicle, the car may be sent for appropriate cleaning with costs charged to the nominated driver.

Breach of Conditions

Any breach of the above may result in disciplinary action which may include termination of employment

Approved by: Edward Lloyd


Managing Director

Date: 1 August 2023