

Motor Vehicle Policy

Overview

Our company motor vehicle policy describes our guidelines for using company vehicles. A “company vehicle” is any type of vehicle our company assigns to employees to support their transportation needs for their jobs. Company vehicles belong to our company and we want to make sure our employees use them properly. This policy refers to all employees who are eligible to receive a company vehicle and those who drive one as part of their daily job duties.

Employees are permitted to drive their assigned company vehicles outside of working hours, but they must always abide by this policy. Vehicles are primarily to be used for travel between employee’s home and place of work, minor, infrequent and irregular journeys for wholly private purposes totalling less than 750 kilometres for the year, with no single return journey for a wholly private purpose being greater than 200 kilometres. A declaration stating the above must be signed by the employee at the end of each FBT year (31 March). Pure Rail retain the right to revoke or assign company vehicles at our discretion.

Our employees are only allowed to drive a company vehicle if they:

- Have a valid driver’s license.
- Have a clean driving record for at least [3 years]. This means they mustn’t have been held at fault for a car accident, or arrested on charges of violating vehicle and traffic laws (e.g. driving under the influence of drugs or alcohol).

Employees will need to submit a copy of their driver’s license to be eligible for a company vehicle and a motor vehicle log book must be maintained, which includes all trips in the vehicle – both work and private use. Log books are to be submitted at end of each FBT year (31 March).

Employees with disabilities may also be eligible for company vehicles and [parking spaces](#). We’re also willing to make reasonable accommodations to facilitate their company vehicle use. Employees who take medications that severely affect their sense of orientation, vision or reflexes may not be permitted to drive a company car.

Driver’s obligations

We expect employees who drive company vehicles to follow rules. They should:-

- Drive safe and sober.
- Respect traffic laws and fellow drivers.
- If applicable, wear glasses or contacts when driving.
- Document any driving-related expenses, like fuels and tolls.
- Check their car regularly to ensure gas, tire pressure and all car fluids are at appropriate levels.
- Report any damages or problems with their assigned cars to HR as soon as possible.
- Avoid double-parking, blocking entrances and engaging in other traffic violations that may result in fines.



If employees have their driver's licenses suspended or revoked, they must inform their line manager immediately.

Employees who are fatigued and/or sick should avoid driving if they feel their driving ability is impaired. If sickness occurs during a business trip that requires the use of a company vehicle, employees should take regular breaks while driving or ask our operations staff for overnight accommodations, if needed.

Employees are not permitted to:-

- Smoke inside of a company vehicle.
- Lease, sell or lend a company vehicle.
- Violate distracted driving laws by using a phone or texting while driving.
- Use a company vehicle to teach someone how to drive.
- Leave the company vehicle unlocked, unattended or parked in dangerous areas.
- Allow unauthorised people to drive a company vehicle, unless an emergency mandates it.

Accidents

If employees are involved in an accident with a company vehicle, they should contact their line manager immediately, so we can get in touch with our insurance provider. Employees should not accept responsibility or guarantee payment to another party in an accident without company authorisation. The accident is to be reported to Pure Rail in alignment with the Incident Reporting Policy (PR-POL-010).

Employees should follow legal guidelines for exchanging information with other drivers and call local police if accidents are serious.

Our company's obligations

We want to ensure that all our employees are safe at work and preserve our company's legality. For these reasons, we will:-

- Ensure vehicles are safe to drive before assigning them to employees.
- Schedule periodical maintenance to ensure vehicles remain in good condition.
- Provide a copy of this policy to all employees who are assigned company vehicles.
- Insure vehicles with a reliable insurance provider.

Drivers are responsible for bringing in their company vehicles for any maintenance our company schedules.

We keep records of our fleet with manufacturing date and mileage. We will retire any car that is deemed too old or too high in mileage.

We are not responsible for:-

Paying fines employees accumulate while driving company vehicles that they are responsible for (e.g. for driving too fast.)



Protecting the environment and saving costs

We also expect our employees to use their assigned company vehicles sensibly, considering environmental impacts. Examples of instances when using company vehicles isn't necessary:-

- When public transport is easily accessible and faster.
- When business trips are far enough to warrant use of train or plane.
- When employees can complete a task without driving.

Disciplinary Consequences

Employees will face disciplinary consequences if they don't follow this policy's rules. For minor offenses, like allowing unauthorised people to drive a company car or receiving more than [two] fines, we may issue reprimands and ultimately revoke the company vehicle.

We may terminate an employee and/or take legal action as needed for more serious offenses. That can include leasing out a company car for personal financial gain or causing an accident while driving intoxicated.

A handwritten signature in blue ink, appearing to read "Devine".

Authorised by:

Kyle Devine
Director
Pure Rail Pty Ltd