

THE CLEANERS ROOM

Company Vehicles Policy

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Introduction



A company vehicles policy can prevent any misunderstandings or mishaps and that's why we've created guidelines that are easy to understand and follow. Our policy ensures that our vehicles are well-maintained, safe, and utilised only for business purposes.

Review Procedure

The Managing Directors will review the policy as required. The review schedule is directed in response to organisational and/or legislative changes and requirements. The review will be undertaken in consultation with workers, company representatives, and other relevant parties. All relevant persons will be made aware of changes made because of the review.

This policy will be reviewed if:

- there are changes in the workplace that may affect the policy;
- the policy is not effective;
- there are legislative changes that affect the policy;
- there is a breach of this policy.

This policy is reviewed at least annually.

Regulations and Guidelines

Fair Work Act 2009

Surveillance Devices Act 1999

Terminology

Definitions

Incident: An incident is any unplanned event resulting in, or having a potential to result in injury, ill health, damage or loss.

We, us, our, our company or the organisation" means The Cleaners Room (Big Stage Ent Pty Ltd).

Worker: is a person who carries out work in any capacity for an Organisation, including work as:

- | | |
|--|--|
| a. An employee, or | f. A person of a prescribed class, or |
| b. Outworker, or | g. A contractor or subcontractor, or |
| c. An apprentice or trainee, or | h. A worker of a contractor or subcontractor, or |
| d. A student gaining work experience, or | i. A worker of a labour-hire company. |
| e. A volunteer, or | |

Workplace – means a place where work is carried out for a business or undertaking and includes any place where a worker goes or is likely to be while at work. A workplace includes:

- a. A vehicle, vessel, aircraft, or other mobile structure; and
- b. Any waters and installations on land, on the bed of any waters or floating on any waters.

Document Control

Distribution Record Register

Copy	Issued to	Controlled Copy		Authorised by	Recipient Signature	Issue Date
		Y	N			
1		<input type="checkbox"/>	<input type="checkbox"/>			
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16		<input type="checkbox"/>	<input type="checkbox"/>			

Amendment Record Register

Issue #: 1

Issue Date:

Rev. #	Date	Details		Description of Changes	Approved By
		Section #	Para. #		
1					
2					
3					
4					
5					

Company Vehicles Policy

The Cleaners Room (Big Stage Ent Pty Ltd) takes responsibility for ensuring a safe system in place for management of company vehicles.

The organisation will provide a company vehicle to a worker where the worker's duties require it or where the provision of a company vehicle is part of the worker's conditions of employment.

RESPONSIBILITIES

We will ensure:

- all company vehicles are in a safe operating condition before assigning them; and
- regular maintenance is undertaken to maintain a vehicle in a roadworthy condition; and
- all company vehicles are comprehensively insured; and
- company vehicles will be repaired and replaced as needed; and
- accidents and workers' overall driver safety record regularly reviewed to determine if there should be changes in policy or procedure.

Managers/Supervisors are responsible for:

- ensuring that our vehicle policy and procedures are implemented within their department; and
- that all workers are familiar with the policy and follow any required procedures.

Workers who are required to use, operate or maintain vehicle and equipment must:

- maintain the vehicle in good condition; and
- ensure they always follow the company vehicle policy and procedures; and
- have a valid driver's license for the type of vehicle driven.

MOTOR VEHICLE SAFETY

The vehicle driver is ultimately responsible for the safe operation of the vehicle and maintaining the safety of themselves and all passengers.

The following safety rules apply to all vehicle drivers:

- the use of company vehicles is restricted to company employees only; and
- only authorised passengers allowed to travel in company vehicles (*never pick up hitchhikers*); and
- obey all traffic laws and be courteous toward other drivers. (*Remember, your driving practices are a reflection on The Cleaners Room (Big Stage Ent Pty Ltd)*); and
- always carry your driver's licence; and
- notify your supervisor immediately if your licence is revoked or suspended; and
- do not use a mobile phone while driving (*including texting*); and
- always wear a seat belt and ensure passenger seatbelts are fastened before moving the vehicle; and
- smoking not permitted in any company vehicle; and
- do not drive while intoxicated, tired, or on medication/drug that may affect your driving ability; and
- do not allow unauthorised drivers to use a company vehicle unless required by an emergency; and
- The Cleaners Room (Big Stage Ent Pty Ltd) is not responsible for paying road traffic fines received while operating company vehicles.

VEHICLE USE

- All vehicles and equipment must be used or operated as per the manufacturer's recommendations.
- A prestart check (walk around) conducted before each use. Monitor fuel, tire pressure, and fluid levels and keep at operational levels.
- Do not use faulty or damaged vehicle and equipment under any circumstance.
- Drivers and authorised passengers will follow the guidance provided in any Safe Work Instructions, as required when using the vehicle, e.g., tyre changing safe work instruction etc.
- Under no circumstances is faulty or damaged vehicle to be used.
- Never use company vehicles to conduct illegal activities of any kind.
- Always lock the company vehicle when left unattended.
- Workers will follow the guidance provided in any SWI, risk assessments and as outlined by on-the-job training and supervision as required when using or operating vehicle and equipment.

VEHICLE MAINTENANCE

- Document all driving expenses.

- Keep all company insurance cards, fuel card and vehicle registration in the glove box or centre console, if applicable, at all times.
- Report any damage or problems to your vehicle immediately.
- All vehicle maintenance work must first be approved by Aydan Fowkes or the appointed manager in his absence, before taking place.

LOGBOOK RECORD

- Should one be required, the driver of each company vehicle is responsible for completing the logbook entries after each usage.
- If required, record details of the vehicle use as required by applicable fields.

ACCIDENT PROCEDURES

A *Vehicle Accident Report Form* must be completed within 24 hours of any incident involving a company vehicle. A copy of the *Vehicle Accident Report Form* should be submitted to Aydan Fowkes or the appointed manager in his absence.

WITHDRAWAL OF COMPANY VEHICLE DRIVING PRIVILEGE

The privilege of driving a company vehicle may be withdrawn for the following reasons:

- Misuse or abuse of the vehicle.
- Failure to comply with the policy and procedures stipulated in this company policy.
- The driving record becomes unacceptable, e.g., multiple traffic offences, accidents etc..
- Conviction of driving a company vehicle under the influence of alcohol or an illegal controlled substance.
- Medically unable to operate a vehicle.

PERSONAL COMPANY VEHICLE USE

- Private use of company vehicles is only allowed on a case-by-case basis.
- Any personal use of company vehicle must be authorised by Aydan Fowkes or the appointed manager in his absence.
- All statements in this policy and procedure continue to apply when a company vehicle is used for personal purposes.

DRIVER TRAINING

- Company vehicle drivers must be deemed competent to safely operate the vehicle by a suitably competent/experienced person.
- The driver must be able to demonstrate the vehicle's safe operation under supervision before being allowed to operate the vehicle unsupervised.

COMPANY VEHICLE ACQUISITION AND DISPOSAL

- Follow the The Cleaners Room (Big Stage Ent Pty Ltd) Purchasing Procedures for the purchase and disposal of all vehicle and ancillary equipment.
- Do not lease, sell, or lend a company vehicle without authorisation from Aydan Fowkes or the appointed manager in his absence.

ACCIDENT RESPONSIBILITIES

- In case of an accident, contact Aydan Fowkes or the appointed manager in his absence, immediately. *They will contact the insurance provider.*
- Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required.
- Do not guarantee a payment or accept responsibility without company authorisation.
- Failing to stop after an accident or failure to report an accident may result in disciplinary action, including dismissal.

USE OF GPS TECHNOLOGY

- In accordance with the Surveillance Devices Act 1999, The Cleaners Room (Big Stage Ent Pty Ltd) is entitled to install a tracking device on any company vehicle including those used by employees, and will ensure that consent is provided by all employees, either implied or express.
- A device may be installed that relays information including but not limited to, oil temperature, coolant levels, fuel usage, location, and possible accidents in real time. The data collected from such a device may be stored for a period of 7 years, and may be used to provide feedback to employees and improve procedures.
- The Cleaners Room (Big Stage Ent Pty Ltd) has utilized this technology from September 2023.
- The driver and any passengers must not tamper with the installed device and must notify Aydan Fowkes or the appointed manager in his absence, should they become aware of any defects or faults with the device.

Signature:

Date:

Aydan Fowkes, Director

Vehicle Accident Report Form

This form is to be completed where an accident involving company vehicles has occurred.

To be completed by the person or persons directly involved.

Complete this report and provide it to the Director, Aydan Fowkes within 24 hrs.

Section A: PERSONAL and ACCIDENT DETAILS <i>(Indicate or complete responses)</i>			
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Last Name:	Other Name/s:	Date of Birth:
Home address:		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Email address:		Phone (W):	Phone (H):
Location:		Date and time of incident: __/__/____ __ am/pm	
Vehicle Type:		Vehicle Registration #:	
How did the accident happen?			
Signed:		Date:	
Name of Witness 1:	Phone:	Name of Witness 4:	Phone:
Name of Witness 2:	Phone:	Name of Witness 5:	Phone:
Name of Witness 3:	Phone:	Name of Witness 6:	Phone:
Section B: SUPERVISOR or WORKPLACE MANAGER NOTIFICATION			
Name of Supervisor:		Date and time of incident: __/__/____ __ am/pm	
Signed:		Date:	Phone:
Section C: INJURY DETAILS (If applicable)			
Was the driver injured? <input type="checkbox"/> Yes <input type="checkbox"/> No		Were other people injured (besides the occupants of the company vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Describe driver injuries (Brief description):

Describe other person's injuries (Brief description):

Were there any passengers in the vehicle? Yes No Were the passengers injured? Yes No

Describe passenger injuries (Brief description)
 Passenger 1
 Passenger 2
 Passenger 3

Was medical treatment given? No First Aid Nurse Doctor Hospital Name of person giving initial treatment:

Date and time initial treatment given: __/__/____ __ am/pm Time lost due to injury? Yes No

Section D: VEHICLES DETAILS

Was the company vehicle damaged? Yes No. Describe company vehicle damage (brief description):

Was there another vehicle or items damaged in the accident? Describe other damage (brief description):

Section E: TRAFFIC CONDITIONS

Weather conditions: dry wet foggy night day Any of the following: intersection turning right or left driveway straight road

Speed before the accident? Travelling to: work lunch time after work to course work related travel

Any other factors involved?

Date feedback provided to the person reporting the injury/incident: __/__/____

Signed: Print Name: Ph.: Position: Date:

OFFICE USE ONLY