



Policy

Vehicle Use

Purpose

The purpose of this policy is to establish guidelines for the use of company vehicles by employees and authorized individuals of Lids4Kids Australia Ltd, hereafter referred to as "the Organization." The use of company vehicles should be efficient, safe, and aligned with the Organization's mission and values.

Policy name	Date of issue
Approved by	Review date

Authorized Users



Company vehicles may be used by employees, volunteers, board members, or other individuals authorized by management for official business purposes only. Personal use of company vehicles is strictly prohibited unless explicitly authorized by CEO/COO.

Vehicle Maintenance and Inspection

All company vehicles will be properly maintained and inspected regularly to ensure they are safe and roadworthy. Employees using company vehicles are responsible for reporting any maintenance issues promptly to CEO/COO.

Safe Driving Practices

Drivers of company vehicles must adhere to all traffic laws and regulations while operating the vehicle. This includes obeying speed limits, wearing seat belts, and refraining from using mobile phones or other distractions while driving.

Alcohol and Drug Use

The consumption of alcohol or drugs, including prescription medication that may impair driving ability, is strictly prohibited while operating a company vehicle. Any employee found to be under the influence of alcohol or drugs will face disciplinary action, up to and including termination of employment.

Personal Use

Personal use of company vehicles is permitted only with prior approval from CEO/COO. Personal use must be incidental and limited in nature, and any associated costs (such as fuel) must be reimbursed to the Organization.

Reporting Accidents and Incidents

Drivers involved in accidents or incidents while operating a company vehicle must report the incident immediately to CEO/COO, and follow established procedures for documenting the event. Failure to report accidents or incidents may result in disciplinary action.



Insurance and Liability

The Organization will maintain appropriate insurance coverage for all company vehicles. Employees using company vehicles are covered by the Organization's insurance policy while acting within the scope of their employment duties. Any unauthorized use of company vehicles may result in the driver being held personally liable for damages.

Vehicle Security

Employees using company vehicles are responsible for ensuring the security of the vehicle and its contents at all times. Vehicles should be locked when unattended, and valuable items should be stored out of sight to minimize the risk of theft.

Compliance and Enforcement

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment. All employees are expected to familiarize themselves with this policy and adhere to its provisions.

Acknowledgment

By using a company vehicle, employees acknowledge their understanding of and agreement to comply with this policy.