

## MOTOR VEHICLE POLICY

### POLICY STATEMENT

As part of our commitment to achieving the principles of health and safety in our workplace, we recognise our moral and legal responsibility to provide a safe and healthy work environment for workers, contractors, customers and visitors. This commitment also extends to ensuring the safe use of motor vehicles.

### AIMS AND OBJECTIVES

It is the objective of this company that all motor vehicles will be provided and maintained in a safe and roadworthy condition, and that persons operating vehicles will be holders of the appropriate class of licence for the vehicle, and that vehicles will be driven in a safe and responsible manner in accordance with the road rules.

### RESPONSIBILITIES

Management and supervisors must ensure that –

- All vehicles that are to be driven on a public road are roadworthy and registered
- All vehicles are serviced and maintained in a safe condition by a qualified mechanic
- All drivers hold the appropriate class of licence and are competent to operate a vehicle on a public road
- Persons operating a vehicle other than on a public road are assessed as competent to do so.

All motor vehicles must be operated in a safe and responsible manner in accordance with the road rules and taking road and traffic conditions into account. Traffic and parking infringement notices will be the responsibility of the driver, and not the company. Persons who breach road rules may be prohibited from further operation of company vehicles at the discretion of the company.

Persons operating vehicles in rough terrain or on unmade tracks, etc, must be familiar with the special techniques required to operate vehicles in abnormal conditions, and will not be allowed to undertake driving in hazardous conditions unless assessed as competent to do so.

Appropriate pre-start checks should be made of vehicles (when directed by the company), and include checks of fluids (oil, coolant, fuel, hydraulics, etc), oil or other leaks, tyres, electrics (lights, horn, reversing beeper, etc), and operation (steering, brakes, etc). Repairs should only be carried out by authorised persons.

Where required, the log book for the vehicle should be completed as specified to provide details of distances travelled, the purpose of the use, any fuel or other purchases, and service and maintenance details. Tax invoices detailing the nature of the goods purchased must be obtained for reimbursement of all purchases and expenses.

### IMPLEMENTATION and REVIEW

Policy to be fully implemented by 07 February 2021.

Policy to be reviewed on or by February 2022

#### AUTHORISED BY



(Signature)

Managing Director  
(Position)

07/02/2021  
(Date)