PROCEDURE

Motor Vehicle Usage

The current controlled version of this procedure is located on RSG Network IMS Folder. All other printed copies of this procedure are to be considered uncontrolled and should be validated against the current controlled version on the RSG Network IMS Folder before use.

Document Review Record				
Document No. and Name		HR-PRO-002 Motor Vehicle Usage Procedure		
Rev No	**Description**	**Prepared by**	**Checked by**	**Date**
0	New	C Simpson	L Strappazon	10.09.2014
1	Update number structure	L Strappazon	M Delaney	14.06.2016
2	Remove and transfer responsibilities section to QMS-PRO-026 Authority and Responsibilities Procedure	M Richards	L Strappazon	03.11.2016
3	Remove Duplicate Section 5.2	A Forrest	R Leggatt	18.06.2018
4	Review & Checked by Employsure.	M Vorpagel	D McNeil	21.08.2019
5	Changed 'their manager' in several paragraphs to 'Senior Management'.	M Vorpagel	D McNeil	20.09.2019
Electronic approval by: **Name:** David McNeil **Position:** Operations Manager **Date:** 20.09.2019				

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1 PURPOSE

The procedure is designed to provide guidelines for maintaining and understanding the safe use of a motor vehicle. All driving related activities shall be conducted in accordance with this procedure, State regulations and the site specific requirements.

The aim of the Motor Vehicle Usage Procedure is to ensure:

- Individuals understand their responsibilities when driving a motor vehicle;
- Ensure a safe working environment by minimising incidents and maintaining the vehicle;
- The Company meets its obligations to employees, contractors and the surrounding community.

2 SCOPE

This procedure is applicable to all Reay Services Group Pty Ltd employees and subcontractors who have a requirement to drive a motor vehicle.

3 DEFINITIONS

Company / the Company: Refers to Reay Services Group and associated entities.

Site Vehicle: The site holds responsibility, generally the vehicle remains on site, used by nominated employees.

Company Vehicle: One employee holds responsibility; the vehicle is for business travel and prudent personal use.

4 RESPONSIBILITIES

All company Employees and Contractors are responsible for complying with the requirements of this procedure.

Refer to QMS-PRO-026 – Authority and Responsibilities Procedure for further details.

5 PROCEDURE

5.1 All Vehicles

The vehicle is to be driven by Company employees and approved persons. These guidelines are not exhaustive and are subject to change, should you require further clarification contact Senior Management.

5.1.1 Licensing

Each driver or authorised driver should maintain a current licence appropriate for the class of vehicle. Driving without a current valid licence is against the law and would invalidate insurance requirements, putting the responsibility for the vehicle on the employee/driver, in the case of an accident or incident.

This would include third party property. The employee must notify their manager of their expiry or loss of licence and the reasons associated. Learner Permit drivers are not permitted to drive site vehicles.

5.1.2 *Accidents or incidents*

The employee must notify their Manager ASAP of the vehicle being involved in an accident or incident. Information must be directed to the HSEQ Team to ensure paperwork is issued and processed. (E.g. completion of WHS-FRM-004 - Accident Incident Investigation Form/WHS-FRM-006 - Incident Report Form).

In the event the employee or authorised driver is involved in an accident and is convicted of a drink driving charge (rendering the comprehensive insurance policy null and void), the employee/driver will become personally responsible for any damages arising which are normally claimable under the comprehensive insurance policy.

5.1.3 *Registration, Insurances and Fines*

The employee/driver of the vehicle is responsible for all fines with regard to all driving, traffic and parking offences.

Vehicle Registration is paid by Reay Services Group in the name of the company, and the employee/driver is not responsible for ensuring that the vehicle registration remains current.

Personal belongings are not covered by insurance in the case of an accident or theft, therefore should not be left in the vehicle at any time.

5.1.4 *Safety and Maintenance*

The employee/driver is not permitted to pick up casual hitchhikers.

Seat belts are to be worn at all times by drivers and passengers when travelling in the vehicle.

It is the responsibility of a driver to notify their Manager (in writing) if any medication has been prescribed that may affect their ability to drive the vehicle.

Pre-start inspections are to be carried out every time the vehicle is used and that equipment including jacks, spare tyres etc. are maintained in good operating condition.

Service intervals are to be observed and carried out by one of the Company's workshops, a dealer or as advised by the HSEQ Team.

Modifications permitted on vehicles are those for safety/business needs (i.e. Two-ways, bull-bars, flashing lights, tow-bars etc.) Other fitted accessories (i.e. Wide tyres, roof racks, radios etc.) are generally not permitted on vehicles and will require special prior approval by Senior Management.

The vehicle is to be kept in a clean and tidy condition.

Payment for the replacement tyres is not the responsibility of the employee.

5.1.5 *Bonuses*

Petrol or charge cards are limited to business related travel.

Extended travel for personal reasons, requires the employee to seek prior approval from Senior Management, who will discuss the apportionment of petrol costs. Interstate travel requires prior approval. Generally, vehicle is for site use only.

5.1.6 Termination

Should employment terminate with Reay Services Group, and/or payment is given in lieu of notice, the vehicle must be returned immediately to the Company on the last day of work attendance, unless otherwise approved by Senior Management.

6 REFERENCE DOCUMENTATION

WHS-FRM-006 - Incident Report Form
WHS-FRM-004 - Accident Incident Investigation Form