

Company Vehicle Policy

[Organisation Name] is committed to promoting safe and responsible use of company vehicles. Our policy outlines guidelines for the appropriate use of company vehicles to ensure the safety of employees and the protection of company assets.

Scope:

This policy applies to all employees, contractors, volunteers, and designated individuals who operate or have access to company-owned, leased, or rented vehicles for business purposes. It encompasses all aspects of vehicle use, including but not limited to driving, maintenance, insurance, and reporting.

Responsibilities:

Management

- Ensure that only authorised individuals are assigned company vehicles and that they possess valid driver's licenses.
- Provide oversight to ensure compliance with this policy and Australian laws and regulations regarding vehicle use.
- Support the implementation of training programs and initiatives to promote safe driving practices among employees.

Employees

- Adhere to road safety laws, regulations, and company policies while operating company vehicles.
- Conduct pre-trip inspections and report any defects, damage, or maintenance issues promptly.
- Refrain from engaging in distracted driving behaviours and adhere to restrictions on personal use of company vehicles.
- Report any accidents or incidents involving company vehicles promptly to the appropriate authorities and the company's designated representative.

Human Resources

- Provide guidance and support to employees regarding compliance with this policy and relevant laws and regulations.
- Facilitate training programs on safe driving practices and vehicle maintenance for employees.
- Investigate complaints or concerns related to vehicle use and take appropriate disciplinary action in cases of non-compliance.

Vehicle Assignment and Authorisation:

Only authorised employees, contractors, or designated individuals may operate company vehicles. Drivers must possess a valid driver's license appropriate for the class of vehicle they are operating and comply with all relevant licensing requirements. Vehicles may only be used for authorised business purposes and in accordance with company policies.

Safe Driving Practices:

All drivers must comply with road safety laws, regulations, and guidelines outlined in the Australian Road Rules. Drivers are expected to operate vehicles responsibly, adhere to speed limits, and avoid distracted driving behaviours such as texting, talking on the phone, or using electronic devices while driving. Alcohol and drug use while operating company vehicles are strictly prohibited.

Vehicle Maintenance and Inspection:

Company vehicles must undergo regular maintenance and inspections to ensure they are safe and roadworthy. Drivers are responsible for conducting pre-trip inspections before using company vehicles and reporting any defects, damage, or maintenance issues promptly to the appropriate supervisor or maintenance department. Any accidents involving company vehicles must be reported immediately to the relevant authorities and the supervisor or designated contact person within the organisation.

Personal Use of Company Vehicles:

Personal use of company vehicles is generally prohibited unless explicitly authorised by management for specific purposes, such as commuting to and from work or business-related travel. If personal use is permitted, drivers must adhere to any restrictions or conditions outlined by the company, including reimbursement for personal use mileage or expenses.

Insurance and Liability:

All company vehicles must be adequately insured to cover liability, property damage, and comprehensive coverage as required by Australian law. Drivers must comply with insurance requirements and report any accidents or incidents involving company vehicles to the insurance provider and the company's designated representative.

Reporting and Compliance:

Employees are required to comply with this policy and report any violations or concerns to their supervisor, Human Resources, or another designated authority within the organisation. Non-compliance with this policy may result in disciplinary action, up to and including termination of employment, depending on the severity of the violation.

Review and Updates:

This policy will be reviewed regularly to ensure compliance with Australian legislation, regulations, and industry standards. Updates may be made as necessary to reflect changes in the law, organisational requirements, or best practices in vehicle management and safety.

Authorised by

[Sign]

[Name]

[Position]

[Company]