

Motor Vehicle Policy

Policy

Fagg's Group (FG) is committed to providing the necessary tools for approved employees to conduct business in a safe working environment. For this purpose, fully maintained motor vehicles may be provided as a Tool of Trade (TOT) vehicles for approved positions (as determined by the FG Management). In addition, employees who use their personal vehicle to conduct business on behalf of the Company may be provided reimbursement for such use.

Purpose

This policy provides guidelines for:

- a) Custodians of TOT vehicles
- b) Employees using their own vehicles for the purposes of business-related travel

1. TOT Vehicles

Eligibility

TOT vehicles are provided to employees who occupy positions where a vehicle is necessary to effectively conduct business for, or on behalf of the Company. Such employees will generally spend the majority of their time outside the vicinity of the normal workplace. TOT eligible positions are reviewed periodically by the FG Management Team.

A TOT vehicle is job specific and is not considered an employee entitlement or part of the employee's salary package. Employees must surrender the vehicle if, for example:

- They transfer to a position that does not require a TOT vehicle
- The requirements of the role change, with the result that there is no longer a genuine need for a Tool of Trade vehicle
- FG request the return of the Tool of Trade vehicle in line with operational requirements of the business

Agreement

Employees issued with a TOT vehicle must sign a Tool of Trade Vehicle Custodian declaration form that acknowledges and agrees to the terms and conditions under which the vehicle is provided.

Compliance to terms and conditions

TOT drivers are advised that failure to comply with the terms and conditions of this policy may result in the following:

- The loss of employee privilege to use a TOT vehicle, and/or
- Disciplinary action, including termination of employment
- Where a TOT vehicle is withdrawn from the use of a custodian, he/she will have to prove, to the satisfaction of the business that he/she can satisfactorily perform the duties for which he/she was employed
- Eligible Drivers

TOT vehicles will only be issued to employees who hold a current driver's licence, which legally allows them to drive a motor vehicle.

The following are the only persons authorised to drive TOT vehicles:

- The employee to whom the vehicle has been issued (Custodian)
- FG employees who have authority to drive a company vehicle for business use

Partners, children/dependents or friends are not permitted to drive Company vehicles at any time nor is a vehicle permitted to be used for the purpose of learning to drive.

Approval must be obtained from the employees' line Manager and/ or the General Manager of FG for any other person to drive the vehicle.

A Non-Custodian driver log must be maintained in order to identify the responsible driver in the event of traffic infringements, accidents or if damages are caused to the vehicle.

Glove Box Kit

A glove-box kit is issued with all TOT vehicles. The kit contains information on vehicle running, maintenance & contact details including:

- Fagg's Group Motor Vehicle policy
- TOT Vehicle Custodian Declaration

Costs

The costs associated with TOT vehicles are met entirely by FG. Costs include (but are not limited to) lease payments, regular servicing and maintenance, insurance, registration and *reasonable* fuel usage. FG will bear the costs for TOT vehicles only where the employee's use of the vehicle complies fully with the requirements outlined in this policy. The employee cannot build equity in the vehicle as the Company retains absolute ownership of the vehicle. TOT vehicles cannot be converted to the cash equivalent or a Novated Lease unless position eligibility is revised by the Company (FG).

Interstate and extensive travel

Where it is proposed that a TOT vehicle is to be driven interstate or an extensive distance, the employees line Manager and/or the General Manager must be advised and approval provided. The employee must also outline the specific travel arrangements relating to the trip.

A journey plan should be provided to the employee's line Manager if the driver is expected to meet any of the following criteria:

- Travel to remote locations where phone signal could be limited or absent
- Travel that spans greater than 500km

And should contain the following information as a minimum:

- Risk assessment of the planned area of travel including fuel outlets available along the route
- Communication strategy if planning to be out of range or travelling alone which includes pre-determined check in points at regular intervals via text, satellite phone if available or other means of communication.

Note: Employees who travel extended distances, including interstate, without prior authorisation may be charged for the use of the vehicle during this time.

Annual Leave

Access to a TOT during annual leave is not an entitlement.

Employees with TOT vehicles, MAY be required to hand the vehicle back to the Company for the duration of their annual leave. The TOT vehicle may be required by the company to fulfil their role and function whilst on annual leave. The employee must consult with their line Manager and/or the General Manager before planning their annual leave.

TOT vehicles must be returned to the Company on the commencement of unpaid leave periods such as unpaid sick or parental leave.

Please consult your Manager or the General Manager if queries arise or further clarification is required in regards to TOT vehicles and their use.

Line Manager Responsibilities

Line managers with TOT vehicles assigned to their cost centre are advised to regularly review the kilometres travelled by these vehicles. Reports may be obtained from the FG Commercial Manager.

A change of work practices, consolidation of or even changes to service areas may be an outcome of such reviews. Wherever possible, managers should ensure employee travel is undertaken in the most efficient and cost-effective manner and the benefit of undertaking such travel outweighs the significant investment made to facilitate such travel.

Managers must promptly advise the FG Commercial Manager in the case of any of the following:

- If a TOT vehicle is required for a new employee or a new role (being a role that has been approved as eligible by the FG Management Team). Sufficient lead-time must be allowed for sourcing a suitable vehicle either within the fleet or by ordering a new vehicle from the manufacturer. An existing surplus vehicle will always be provided before any new vehicles are obtained.
- Termination of any TOT custodian from the Company.
- If another employee, either existing or new, replaces the former custodian a vehicle within the same business function, an **FG Motor Vehicle Transfer form** and **Motor Vehicle Inspection Checklist** must be completed.

Vehicle Types

Vehicle allocation is managed by the FG Management team. All vehicles supplied for TOT purposes which are determined by FG, are subject to availability within the existing Fleet and from the manufacturer.

The following criteria will determine vehicle eligibility:

- Area of travel driver is expected to cover regularly
- Estimated mileage per annum
- Carrying requirements, e.g. cases, signage, racking etc.

Vehicle Inclusions/Accessories

All vehicles supplied are the standard base model, there is no exception regardless of the employee's position.

All wagons will be fitted with cargo barriers to ensure the driver and any passengers remain protected at all times. Cargo barriers are not to be removed from vehicles under any circumstance. If the cargo barrier is limiting your carrying requirements, please contact the FG Senior Administrator to discuss alternate arrangements.

The General Manager must approve the fitting of all accessories to any TOT vehicles including Tow Bars prior to fitting. These will be assessed on a case by case basis.

Voice command is not a standard option in all vehicles, therefore please ensure that your phone supports the voice command function.

All vehicles are supplied with a full size spare tyre and it is the driver's responsibility to ensure that if a spare tyre is used, that it is replaced as soon as possible. Details of repair procedures are noted below in *Repairs and maintenance*.

Vehicle Changeover

Replacement of vehicles is to occur as required and is determined and coordinated by the FG Commercial Manager. Currently we operate on a five year or 200,000kms replacement cycle with exceptions to vehicles travelling outside of the average yearly parameters.

Note: Once a TOT vehicle reaches 200,000km or Five years of age, this does not automatically warrant a brand-new vehicle. Custodians may be required to exchange vehicles from time to time to keep vehicles in line with lease expectations and to minimise any unexpected costs to the business, this is at the discretion of the Company.

Repairs and maintenance

Vehicle custodians are responsible for taking reasonable care of their allocated vehicle to ensure that:

- **The vehicle is properly serviced and repaired, including tyres.** Bookings for servicing and repairs must be made per the vehicle service schedule set by LeasePlan/Custom Fleet or FG's Commercial Manager and in accordance with the manufacturer's requirements. The employee **MUST** advise the repairer that the vehicle is managed by LeasePlan/Custom Fleet when making the booking. Additionally, service and repairs (except insurance claims) may only be carried out with the authority of LeasePlan/Custom Fleet.
- **Repairs may only be carried out by approved providers.** Employees must contact the Commercial Manager for a list of authorised repairers. Where a major service or maintenance is required, the repairer may provide a replacement vehicle. The FG Commercial Manager may be contacted for assistance if such an arrangement is not possible.
- **Warranty requirements are complied with.** Any manufacturer recalls must be attended to within 30 days unless specified otherwise by the manufacturer. Custodians will be contacted by the FG Commercial Manager should their vehicle be subject to a recall of any nature.
- **Safety and general checks.** Tyre pressures and general checks such as coolant and oil levels, etc., are to be carried out by the service provider and the custodian at least as often as specified in the manual.
- **Reasonable wear and tear.** Custodians should ensure the vehicle is kept clean and tidy both inside and out at all times and do not partake in any activity that may result in damage to the vehicle that will affect its resale.
- **Reporting faults or warranty items.** Faults & warranty related items should be reported to the FG Commercial Manager for advice on action.
- **Insurance claims.** Repairs relating to insurance including accidents and damages must be immediately reported to the FG Commercial Manager. Repairs of this nature are not to be authorized by anyone other than the FG Commercial Manager or the Insurer of FG.

Windscreen Repair

Windscreens must be replaced or repaired if cracked or if the damage obscures the driver's vision. If a windscreen requires repair or replacement, a **claim** needs to be completed and processed by our insurer Q B E. LeasePlan/Custom Fleet should **not** be used for any windscreen repairs or replacements on passenger vehicles.

Rental Vehicles

When a rental vehicle is required outside of Insurance purposes, approval must be obtained from the employees' line Manager if their TOT vehicle is off the road and an FG pool car is not available. When rental vehicles are authorised, their use should be kept to a minimum and be a base model.

Fuel and oil supply

TOT vehicles are provided with a Bonney Energy CX Fuel Card and can only be used at Caltex service stations or at the Belmont Timber's diesel card/pump. Only fuel & oil suited to the specific TOT vehicle is to be purchased with this card. Shop product is not to be purchased on the card and will be declined by the service operator.

Drivers must inform the attendant of the odometer reading of the vehicle when using the fuel card. The FG Commercial Manager frequently audits the odometer numbers provided by drivers, any drivers that are regularly not providing odometer readings will be contacted by either the Commercial Manager and/or their line Manager. Custodians providing false readings or using the fuel card for purchases outside of requirements to maintain a TOT vehicle will face potential disciplinary action.

Where an emergency situation arises and a cash purchase is made, a receipt must be obtained and reimbursement submitted to the Commercial Manager for reimbursement.

Requests for new or replacement cards or any queries regarding existing fuel cards should be directed to the FG Commercial Manager.

E Tags

E-Tags may be provided with TOT vehicles for approved positions (as determined by the FG Management Team). **For those not approved for company provided E Tags, that are required to travel toll roads for business purposes, a personal E Tag must be obtained from the relevant state road authority and linked to the company vehicle.** A day pass may also be purchased within 72 hours of travel if toll roads are used less frequently. Failure to obtain an E Tag and subsequent travel on a toll road without a valid tag or day pass will result an infringement being issued.

Refer to **Parking and Traffic Infringements** for more information in relation to the infringement process. Refer to the Travel and Expense policy for details in relation to reimbursement for business purpose travel on toll roads.

For all queries in relation to company provided E-tags, please contact the FG Commercial Manager.

Vehicle Cleanliness and smoking

It is the responsibility of each driver to maintain the vehicle including the general cleanliness of the vehicles' interior and exterior. The costs of vehicle cleaning are to be borne by the employee.

The TOT is a place of work, therefore any driver found to be smoking in a TOT vehicle will be subject to disciplinary action. Employees will also be required facilitate professional cleaning to the vehicle's interior at their own cost.

Vehicle inspections

Drivers are required to self-audit their TOT vehicle on a quarterly basis. This involves completing a **TOT Motor Vehicle Inspection check list** which includes information in relation to the condition and appearance of the vehicle including body damage.

The FG Management will routinely conduct random inspections on TOT vehicles. If a vehicle is subject to a random inspection, custodians will be required to accompany the FG Management to their vehicle for a spot check, or if regionally located, provide an updated inspection including photos within a specified time frame.

Vehicle Livery/Signage

Company Advertising and or promotional material is permitted to be affixed to TOT vehicles provided that it does not impact the condition of the vehicle in any way and can be easily removed from the vehicle. There must also be no interference/obstruction to the drivers' vision. Stickers/signage of any nature outside of FG advertising/promotion are not permitted in any way and will be requested that they are removed from any vehicle. Any branding costs including removal and rebranding will be at the cost to the vehicles direct cost centre.

Vehicle Security

TOT vehicles must be secured and locked at all times when unattended.

If the vehicle cannot be secured due to a fault or through damage, the problem must be reported immediately to the F Management.

At no time are mobile phones, laptops, confidential information or product of significant value to be left in unattended vehicles.

Should a loss of personal effects occur as a result of theft or damage involving a TOT vehicle, our insurer MAY pay for some \$ loss, destruction or damage to personal effects or tools, otherwise they are not insured. Personal electronic devices are not covered in any way. Drivers must be able to supply supporting documentation such as proof of purchase for any articles claimed, or a statutory declaration must be completed.

Vehicle Insurance

TOT vehicles are comprehensively insured for all authorised drivers. The

Company **will not** indemnify drivers who:

- Do not have the express permission of the vehicle custodian to drive the vehicle at the time of incident; or
- In any way are not entitled to be driving a vehicle under current laws, by-laws and regulations; or
- Are in any way using the vehicle in a manner that is against any relevant law, by-law, regulation or the manufacturer's regulations, or
- Are under the influence of any drug or alcoholic substance, or
- In whose blood the percentage of alcohol as indicated by analysis of their breath is in excess of the relevant legal limit.

Accidents and Incidents

Should an accident or incident occur involving a TOT vehicle, **the driver should not admit**

any liability regardless of the circumstance. The driver should immediately contact/ring his or her Line Manager or the Commercial Manager or the General Manager. They should take photos of the incident, damage to FG and 3rd party vehicles and submit these with an incident report to their line manager.

In the event of an accident or incident where damages are caused to a third party of any nature, the police should be contacted to lodge the details and an event number be provided. Accidents and Incidents should be reported on a **Work-Related Incident/Near Miss Report form** and a claim form submitted to the insurer with a copy to the FG management within 24 hours of the incident.

Claim frequency for each driver will be reviewed often and a poor driving record will be addressed if required. An employee may be required to undertake a driving course to address and correct driving techniques with payment for participation in this course at the discretion of the business.

Note: When an employee receives any subsequent correspondence from the police, insurer or third party, this must be immediately forwarded to their Line Manager or the Commercial Manager.

Towing with a Company vehicle

The towing of trailers for business purposes is automatically insured under the FG insurance policy. In the case of an accident caused by the employee while towing trailers for purposes not related to FG business, the employee is required to contribute \$500 to the insurance excess.

Safe use of Vehicles

FG does not permit the use of TOT vehicles in a manner that contravenes laws of the state or is against public interest. Where the business becomes aware of such an action, the employee assigned to the vehicle may be liable for disciplinary action.

Speeding. All drivers are required by law to drive within applicable speed limits at all times, taking into consideration the surrounding environment, weather and road conditions.

FG **does not** condone irresponsible driving of any nature including speeding to meet obligations.

Seat belts and other restraints. All drivers and passengers are required by law to wear a seat belt at all times. All cargo should be restrained where possible and contained within the boot of the vehicle.

Alcohol, drugs & driving. All drivers are responsible for remaining within the confines of the law and FG's Drug and Alcohol policy guidelines. Likewise, with medication or other drugs that are likely to impact driving ability. Where possible, plan ahead and make alternate travel arrangements. Do not drive if you are unfit to do so.

Fatigue. Driving whilst tired can be fatal, by the time drivers recognise the symptoms, fatigue has already set in and started to effect driving ability. All drivers should ensure:

- That they plan realistic driving schedules
- Stop every 2 hours for a rest break
- Stop the vehicle in a safe place and rest if they feel that their concentration is compromised in any way
- Avoid long drives at times when they are usually sleeping

- Ensure an adequate amount of sleep before embarking on a long trip
- Remember if in doubt, don't drive.

Mobile phones. The use of mobile phones and other electronic devices whilst driving is illegal. Whilst the use of hands free is permitted, this should be kept to a minimum to ensure that the driver's full attention remains on the road at all times.

Courteous driving. FG promotes courteous driving at all times. All drivers are reminded to adhere to all road rules applicable to the areas they are travelling, this extends beyond speed limits, to giving way to other vehicles, being aware of surroundings such as school zones, pedestrian crossings and other every day driving obstacles. Drivers must also give consideration to those inherently vulnerable such as pedestrians, motor cyclists and cyclists.

Parking and Traffic Infringements

All parking and traffic infringements (including speeding, toll evasion and environmental) however incurred, are the responsibility of the driver. When our Lease company receives notification of an infringement, the custodian will be contacted for personal details to make a nomination statement which is then sent back to the enforcement agency, the agency then re-issues the infringement in the driver's name. The transfer of responsibility from the employee to any other person nominated as driving the vehicle at the time of the offence is the responsibility of the employee. Our Lease Company will only nominate a FG driver.

Should the employee fail to make payment on any infringements and FG is proceeded against by an authority or by the courts, the employee will be liable to reimburse the Company's costs as well as any fines.

On-the-spot fines must be dealt with by the employee within the nominated time frame.

When a driver receives a minimum of 3 speeding infringements within a 2-year period, a meeting will be conducted with the employees' line Manager and People & Culture Business Manager. FG may request the employee provide proof that their driver's license is valid and there are sufficient demerit points to continue to legally drive. A full day interactive defensive driving course will be required to be attended, with payment of this at the discretion of the business.

Licence suspension or cancellation

It is the responsibility of the employee to notify FG if their licence has been suspended or cancelled prior to the receipt of a TOT vehicle. If a TOT vehicle has already been issued, the employee is to immediately advise FG of any change in status of their drivers' licence. Notification is to be given to all of the following staff members:

- FG Commercial Manager
- People & Culture Business Manager
- Employees line Manager
- General Manager

If such a change results in an ineligibility to drive, the vehicle must be returned to the Company. FG reserve the right to request license validity at any point in time from an employee assigned a TOT vehicle.

Pool Vehicles

Pool vehicles may be made available for use by TOT drivers in the event that a TOT vehicle

is off the road due to service, maintenance or accident repairs. Pool vehicles may also be supplied to new TOT employees whilst waiting for a permanent vehicle to become available.

In the event where the usage of a pool vehicle is required by a non-TOT custodian, a copy of the employee's drivers licence will need to be provided in order to maintain a log of the vehicles usage and for identification purposes should an infringement be incurred.

Unless otherwise arranged, a vehicle must be returned to its base site at the end of a business day and not used for personal usage. For pool vehicle availability, please contact the FG Senior Administrator.

Any private use of a 'pooled car' by an employee is a taxable fringe benefit.

A car will be a 'pooled car' for FG purposes where it is available for the private use of two or more employees during the FG year. A car will be taken to be available for the private use of an employee where:

- The car is garaged at or near an employee's home; or
- The car is not on FG premises and an employee is entitled to use the car whilst not performing employment duties such as:
 - a) Travel between an employee's home and normal place of employment/business;
 - b) Travel between an employee's home and normal place of employment/business where the employee adjusts their travel to perform incidental tasks; or
 - c) Any other travel undertaken by the employee whilst not performing employment duties e.g. use of the car on a weekend.

The FG liability arising in respect of the private use of a pooled car fringe benefit is payable by FG to the Australian Taxation Office. Taxable fringe benefits arising in respect of employees' private use of a pooled car are not Reportable Fringe Benefits and are not disclosed on employee payment summaries.

A log will be maintained for each pool vehicle to document whether it has been used by two or more employees for their private use at different times during the FG year.

FG and Log Books

It is **mandatory** for all TOT vehicle drivers to complete a valid log book for a minimum continuous period of 12 weeks.

The initial log book for a vehicle first used:

- Between 1 April and 31 December must be completed and lodged before the following 31 March; and
- Between 1 January and 31 March must be completed and lodged before 31 March of the next year
- A new log book must then be completed at least every 5 years

The conditions required for a log book to be valid are set out below.

Purpose and Application

A valid log book allows for an alternate method of calculating Fringe Benefits Tax (FG) to be used. The use of this method (known as the Operating Cost Method) can result in significant savings in FG to the company. In addition to the material saving of FG that the company can derive, the information in the log book can also be used to minimise other liabilities and obligations that an employee may face.

Conditions for valid log book completion

- The log book must be completed for a minimum continuous period of 12 weeks
- The log book must show the opening odometer reading at the beginning and the end of the 12-week period.
- The log book must show odometer readings at the beginning and the end of each business trip.
- The log book must show the dates each business trip commenced and ended and the number of kilometres travelled. When recording the purpose of the journey, an entry stating 'business' or 'miscellaneous business' will not be enough. Your entry should sufficiently describe the purpose of the journey so that it can be classified as a business journey.
- Once the log book has been completed for 12 weeks, the log book (or a copy thereof) must be signed and submitted to the Commercial Manager

A log book remains valid and can be used for up to 5 years unless the travel patterns/usage changes significantly (i.e. where an employee changes jobs a new log book may be required). Additional instructions and information in regard to the completion of a valid log book can be found within the log book documentation and/or at www.ato.gov.au

Guidance on Private and Business Travel

Private Travel

- Travel between home and the employee's place of employment/business is classified as private travel. Where the employee adjusts their travel slightly to perform incidental tasks on their way to or from work (i.e. picking up the mail or newspapers or collecting stationary or supplies) this is also classified as private travel.

Business Travel

- Travel from place of employment/business to an alternate place of business where the employee performs employment related duties (i.e. customer's premises, store, warehouse, depot, branch office) is classified as business travel.
- Employees where the nature of their business or role is inherently itinerant, for example a Commercial Traveler or Service Technician who travels from their base of operation to various locations for work throughout the day, and then returns home over a continuing period. This travel would be classified as business travel. Typically, in these situations the employee may visit an employer's office once a week for reporting, planning stock re-supply etc. In these circumstances this travel between home and the employer's office would also be classified as business travel.
- Where an employer provides an employee with a car solely for the purposes of undertaking a business journey from the employee's home the next morning, the trip home on the preceding night will be accepted as business travel, being incidental to the next morning's journey. However, this approach is restricted to circumstances where this occurs infrequently or ad-hoc. This would be classified as private use where a person had regular use of the car for private purposes.

If you have any questions in relation to what constitutes business travel, please contact the FG Commercial Manager.

Obtaining a log book

A hard copy log book is provided with every new vehicle. Alternatively, any ATO approved log book (available at most news agencies) may be used. In addition, at any time you may

contact the FG Commercial Manager and a log book will be sent to you.

Return on Termination, Transfer or Ineligibility

It is the drivers' responsibility to return the vehicle to the applicable FG site upon termination of employment, at the end of the lease agreement or otherwise as directed or required by FG from time to time. The FG management must be advised of arrangements concerning this as promptly as possible, including whom the car will be returned to and the date of the hand over.

The vehicle must be returned in a clean and roadworthy state. All vehicle related items must also be presented upon return of vehicle, including all keys, fuel card, and E Tag (where applicable)

Employees are responsible for any infringements up to the date of return of the vehicle. Should any infringements be received after the employee has left the business from within the time the employee had the vehicle, these will be transferred into the employee's name.

2. Employee Vehicles - Business Mileage Claims

Eligible employees can claim business mileage where they are required to travel for the purposes of carrying out business on behalf of FG on an ad hoc basis and a pool car is not available. This travel needs to be approved in advance by either the line manager and/or the General Manager.

Employees can either claim this mileage via their Annual Tax return with the Australian Tax Office or FG will reimburse via an Expense Form submission based on the following calculation (cents per km method):

Under the cents per kilometre method:

- you can claim a maximum of 5,000 business kilometres per car
- you do not need written evidence to show how many kilometres you have travelled, but we may ask you to show how you worked out your business kilometres (such as, calendar or diary records)
- the rate covers your running expenses and depreciation – this means you can't make a separate claim for depreciation of the car's value.

If you use the cents per kilometre method, your claim is based on a set rate for each business kilometre travelled. The rates are reviewed each year.

The rate increased to 68 cents per kilometre from the 2018–19 income year. To work

out how much you can claim, multiply:

- the total business kilometres you travelled, by
- the number of cents per kilometre.

This figure takes into account all your vehicle running expenses, including depreciation.

Example: Cents per kilometre method

Jane travelled 3,000 business kilometres during the 2017–18 income year. Jane worked out she could claim \$1,980 for her vehicle expenses, as follows:

$$3,000 \text{ km} \times 66\text{c per km} = \$1,980$$

If you use the cents per kilometre method, your claim is based on a set rate for each business kilometre travelled, up to a maximum of 5,000 business kilometres.

3. Faggs Group Contacts

- General Manager – Mobile 0437 322 093
- Commercial Manager – Mobile 0417 994 583
- Group Trade Sales Manager – Mobile 0400 270 042
- Group Operations Manager – Mobile 0427 284 203

TOOL OF TRADE VEHICLE CUSTODIAN DECLARATION

To be completed by the employee taking custodianship of an Faggs Belmont Timber supplied motor vehicle & returned to: Faggs Group Senior Administrator (South Geelong)

Employee Name:		
Licence Number:	State of Issue:	Expiry Date:
Phone Number:()		Mobile Number:
Business Name:		Site/Office Location:
Line Manager's Name:		
Vehicle Registration Number:		Date Received:
Odometer Reading:	First Aid Kit Supplied:	Yes No



Policy and Procedures

I agree to the following in relation to the use of an FG supplied “Tool of Trade” (TOT) motor vehicle;

- All State and Federal Laws will be adhered to;
- The FG Motor Vehicle Policy will be adhered to at all times. Important specific elements of the Motor Vehicle Policy include, but are not limited too;
 - Only authorised/eligible persons are permitted to drive the vehicle at which time a non-custodian driver log is to be kept;
 - FG does not accept any responsibility for any infringement notices;
 - The vehicle will be kept in a clean and roadworthy condition at all times;
 - All maintenance will be in accordance with the manufacturers specifications as shown in the service log books and in line with FG procedures as outlined in the glove box kits supplied;
 - All damage to the vehicle is to be reported through the correct procedures as outlined in the glove box kits supplied. In the event of a crash, no liability is to be admitted;
 - Permission is to be sought in relation to retaining the vehicle whilst on leave or use during “extended” periods of leave;
 - FG does not provide fuel where the custodian will be on leave
 - The requirements to present the vehicle for inspection from time to time
 - The spare key will be kept with the Commercial Manager in South Geelong

I have also read all of the provided information in the Glove Box Kit and understand the procedures and responsibilities of running my “Tool of Trade” (TOT) motor vehicle.

Further, I will take all possible steps to ensure the safety and optimum condition of this Company asset.

Signed

Date