

## MOTOR VEHICLE POLICY

### Introduction

Ryan Wilks Pty Ltd maintains a motor vehicle fleet to support their work of staff. The use of Ryan Wilks Pty Ltd's vehicles is subject to the terms and conditions outlined below. This policy applies to the use of all Ryan Wilks Pty Ltd owned and leased motor vehicles and it is every driver's responsibility to understand and comply with this policy. It is the responsibility of the General Manager to oversee the implementation of this policy.

### GLOSSARY

Company - refers to Ryan Wilks Pty Ltd.

Company Vehicle - refers to all vehicles owned, leased or hired by the Company, including those available to managerial employees as part of a remuneration package.

Personal Use - refers to the use of Company Car for non business purposes.

Managerial Employee – Refers to an employee who is remunerated on an annualised salary basis.

Trade Service Employee – Refers to an employee who is remunerated by way of wages.

### ALLOCATION AND ELIGIBILITY

Access to Company Vehicles is at the Company's complete discretion. Should you be eligible for a Company Vehicle as part of your remuneration package or if it is necessary for you to have access to a Company Vehicle for work purposes, you will be notified by management.

### DRIVER REQUIREMENTS

Only authorised and licensed drivers are permitted to drive Company Vehicles.

It is the responsibility of the General Manager to authorise individuals as drivers of Company Vehicles. A completed copy of the Nominated Driver Agreement Form attached with a photocopy of a current driver's license must be submitted for authorisation.

The office manager must maintain an up-to-date Register of Authorised Drivers in each office.

If at any time the licence of an authorised driver expires or is revoked, or the driver is otherwise disqualified from driving, it is the responsibility of the driver to notify their respective supervisor immediately.

Under no circumstance are employees authorised to drive without a valid drivers licence.

Employees are not permitted to drive Company Vehicles on unsealed roads unless prior approval has been obtained from the General Manager.

### MANAGERIAL EMPLOYEES

Company Vehicles may be available as part of a remuneration package for personal use. This includes periods of paid leave. Should an employee proceed on a period of unpaid leave extending beyond 1 week, the Company requires the return of all vehicles for the remainder of the absence.

Employees are required to obtain approval from the General Manager should they wish to undertake travel in excess of 500 kilometres per week during periods of leave from the Company. The application for this approval should be made at the time of application for the period of leave.

You are responsible for paying all fuel costs incurred through private use of a Company Vehicle whilst on periods of unpaid leave.

You may nominate one other person as a named driver who may use the Company Vehicle. You must provide the Company with the name and address of the named driver and complete a copy of the Nominated Driver Agreement Form attached with a photocopy of a current driver's license. The Company reserves the right to decline the request to authorise a particular driver, in such circumstances you will have the opportunity to nominate a replacement.

Should an employee be absent from work due to an illness or injury that entitles them to receive Workers Compensation payments for a period in excess of 2 weeks, the Company requires the return of all vehicles for the remainder of the absence unless the car allowance is reimbursed to the employer company by the workers compensation insurance company.

## TRADE SERVICE EMPLOYEES

You may be allocated a Company Vehicle during your employment as a trade service employee. The Company Vehicle is only to be used for work purposes. You may take the Vehicle home to assist your travel to and from work sites. Personal use is only allowed if approved by the General Manager. Personal use of the vehicle will be charged to the employee at the rate nominated in clause 17.5 b of the "Electrical Electronic and Communications Contracting Award". No other person is to drive the Company Vehicle without the Company's prior knowledge and authorisation.

The Company Vehicle must be returned to the office should the employee be on leave (paid or unpaid) for a period exceeding 3 days.

## RUNNING AND OTHER COSTS

The Company will pay for Company Vehicles to be comprehensively insured and registered, in addition to paying or reimbursing all reasonable servicing and maintenance costs properly incurred (excluding car valet or car wash charges) on the production of appropriate documentation and invoices.

### Toll Tag Usage

Toll tags are to be used for work purposes only.

## Your Obligations

You must comply with the following requirements, which are conditions of entitlement to the use or benefit of a Company Vehicle.

Employees must:

- Ensure the validity and appropriate class of licence for the type of vehicle being used;
- Ensure the vehicle's registration is always valid and current. A Ryan Wilks Rego sticker will be put in the window in all vehicles. Drivers are required to make sure that the sticker is current and valid. When renewed the sticker will be replaced
- Make appropriate arrangements to re-new the vehicle's registration prior to its' expiration;

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- Take reasonable care of the vehicle and to keep it in a clean condition (both inside and out);
- Keep the vehicle in a roadworthy condition, regularly serviced and maintained, and take appropriate action to remedy any faults;
- Report to the office manager at the earliest opportunity any damage to the vehicle or any accident arising from its use, regardless of how the damage or accident occurred. Failure to do so may lead to loss of insurance cover for the damage or accident, in which event you will be liable to indemnify the Company for the loss.
- Report to the office manager at the earliest opportunity any incident involving the Police which arises from use of the Company Vehicle;
- Assist the Company with insurance claims or investigations into accidents, damage or Police enquiries arising from the use of the Company Vehicle.
- Ensure the vehicle is driven safely, lawfully and respectfully at all times.
- No Items of any value should be left within the vehicle (including out of sight within glovebox and centre console) when unattended. Items including but not limited to: satellite navigation, mobile phone, laptop, keys etc.

You are responsible for the above matters, whether or not you were personally driving the Company Vehicle at the relevant time.

## ACCIDENTS

If you and/or an associated authorised driver are involved in a total of 3 or more accidents in the Company Vehicle in any 12 month period, in which you and/or the named driver are at fault, you will become liable to pay the Company's insurance excess for the third and subsequent accidents. Further, in such circumstances, the Company reserves the right to withdraw the Company Vehicle and if appropriate substitute a vehicle allowance commensurate with your salary package.

If you provide permission (either express or implied) to any person other than an authorised driver to use the Company Vehicle, and the Company Vehicle is involved in an accident, you shall, at the Company's sole discretion, pay for the cost of repairing or replacing the vehicle. Further, you will indemnify the Company for liability to any third party who suffers loss or damage.

## CRIMINAL PROCEEDINGS/ FINES

If you or the Company become involved in criminal proceedings in connection with your use of a Company Vehicle or any use by an authorised driver or any other person to whom you have given permission to use the vehicle, you will be responsible for all parking fines and charges, costs, fines, criminal compensation and any other financial liability connected with or arising from such proceedings. If the Company initially pays some of the above liabilities, you will reimburse such sums to the Company as soon as possible.

## HEALTH AND SAFETY

At any time, if you become aware of any problem that makes the vehicle unsafe, you should cease use of the vehicle as soon as it is safe to do so and report the problem to the office manager as soon as practical. The Company is a member of the NRMA who should be contacted in the event you require roadside assistance.

For driver safety and convenience, each Company Vehicle will be allocated a First Aid Kit.

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All company vehicles may be fitted with GPS tracking devices used for the primary purpose of monitoring and recording geographical location or movement of the vehicle.

Mobile phones must only be used hands free whilst driving Company Vehicle.

Unattended vehicles must be locked at all times with all company materials, such as laptops, tools etc. left secure and out of view.

Smoking is not permitted in a Company Vehicle under any circumstances. Food or beverages may not be consumed in a Company Vehicle and open containers of food and beverages may not be transported in Company Vehicle.

## TERMINATION OF EMPLOYMENT

If you are summarily dismissed or are not required by the Company to work your notice period (regardless of who gave notice), you shall return the Company vehicle on your last day at work in accordance with the Company's instructions and shall not be entitled to any further use or benefit of the vehicle or to any compensatory payment in lieu.

The Company may, at its sole discretion, allow you to continue to use the Company Vehicle for the duration of your notice period. If so, permission will be given in writing specifying the terms and conditions of your continued use.

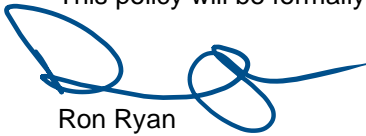
## VARIATIONS

The Company reserves the right, at its sole discretion, to amend or vary any of the terms of this Vehicle Policy from time to time and will provide you with one month's prior notice of any change.

## INSURANCE

All Company Vehicles are insured and details of each vehicles provider can be found in skytrust. The Company will ensure all insurance policies are properly maintained.

This policy will be formally reviewed in May 2025



Ron Ryan

General Manager

May 2023 Issue 8