



Use of Company Vehicle Policy

The main source of Ready Group's business is in the operation of motor vehicles. Ready Group provides cars for use by some employees so as to enable them to perform their duties. This policy relates to all Ready Group motor vehicles; trucks as well as cars.

Your Responsibilities

It is your responsibility to ensure that you comply with this policy at all times when operating a company vehicle. You are also responsible for ensuring that any of your passengers also comply with the terms of this policy, as relevant and that only authorised drivers drive company vehicles.

- You must, at all times, ensure you drive in a safe manner.
- You must, at all times while driving company vehicles, observe and obey the relevant road laws in the state or territory in which you are driving. Any breach of road rules may result in disciplinary action.
- You must not drive company vehicles in a manner that subjects the vehicle to any unnecessary or excessive wear and tear.
- You are responsible for conducting regular inspections of the vehicle for any damage and reporting any damage to Management.
- You are responsible for the safety and security of any company vehicle that you use. You must always secure the vehicle and its contents, and turn on any alarm system that is fitted to the vehicle.

Smoking in company vehicles is strictly prohibited.

Driver's Licence

In order to drive a company motor vehicle you must be in possession of a valid driver's licence at all times. You must submit a copy of your current driver's licence and driving record to Management as directed. If you become aware of a medical condition or impairment, or start taking any medications that may affect your ability to drive, you must immediately cease driving and notify Ready Group. If you become aware of any suspension or cancellation of your licence that affects your legal right to drive, you must immediately cease driving and notify Ready Group. If driving a vehicle is an inherent requirement of your role, any loss or suspension of your licence or the inability to drive a vehicle arising from any other reason, may result in the termination of your employment.

Authorised Drivers



Unless otherwise approved, only Ready Group employees who have provided a copy of their current driver's licence and driving record to the company are authorised to drive company motor vehicles.

Fair Use Policy

Company vehicles are provided for business use only. Employees must honour the company rules and limit their private use of vehicles. Private use of company vehicles will only be accepted under the following criteria (NB: all conditions must be met); the employee's private use of such a vehicle is limited to

- travel between home and work (any diversion on the way should add no more than 2 km's to the normal length of that trip)
- travel that is incidental to travel in the course of duties of employment
- non-work related use that is minor, infrequent and irregular (for example, occasional use of the vehicle to remove domestic rubbish). If the vehicle is used for a private trip that trip should not exceed 200 km's and these types of private use trips should not exceed 1000 kms in any FBT year.

Driving under the influence of drugs and/or alcohol

An authorised driver must not use a company motor vehicle while under the influence of drugs or alcohol. This includes any prescription drugs that may impair your ability to drive. Ready Group views any such acts as serious misconduct that will result in disciplinary proceedings and may result in the termination of your employment.

Mobile Phones

You must not use a mobile phone or other hand-held device whilst driving, unless you are using it via an approved hands free device.

Fines, Infringements etc.

Any fines or infringements, including red light, speeding or parking tickets, incurred are the personal responsibility of the driver and will not be paid by Ready Group. This applies regardless of whether the fine or infringement was incurred in the course of your duties or otherwise.

Company Obligation and Rights

Maintenance/Condition of Vehicles



Ready Group will register, insure and service all company motor vehicles. They will be fitted with an e-tag at the expense of Ready Group. You must ensure that company motor vehicles are clean, free of rubbish and personal items at all times, and are safe and in good working order. You are responsible for washing the company motor vehicle, and for ensuring that appropriate levels of oil, water and tyre pressure are maintained. Smoking in company motor vehicles is strictly prohibited. You are required to return any company motor vehicle immediately upon the termination of your employment.

Fuel

You may be supplied with a fuel card that is to be used strictly for business use. You must not use this fuel card for any other purpose, including the purchase of food/drinks or to put fuel in another vehicle. The company views any such acts as serious misconduct that will result in disciplinary proceedings and may result in the termination of your employment. The fuel cell located at the Ready Group yard is strictly for use in company vehicles. Breach of this is considered as serious misconduct that will result in disciplinary proceedings.

Accidents/Damage to Vehicles

Where you are involved in any incident that results in damage to a company motor vehicle, you are required to record details of the incident and obtain insurance details from any party involved in the incident. Where possible, photos of the incident scene should be taken, along with photos of the damage sustained to the company motor vehicle and any other vehicle or property involved in the incident. The incident should be reported to Management immediately. If you, or any other person, sustain an injury in an incident involving a company motor vehicle, this must be reported to Management immediately.

Loss or Theft

In the case of theft of the company motor vehicle, or any of its contents, both the police and Ready Group must be informed immediately. Full details of the contents of the vehicle must also be given at this time. Please note that personal belongings are not covered by the terms of Ready Group's insurance policy and Ready Group bears no responsibility for any loss or damage to personal items maintained in the company motor vehicle. It is your responsibility to always lock Ready Group's motor vehicles and ensure the windows are closed.

Insurance Excess

Ready Group will hold and maintain an insurance policy for all company motor vehicles. In the event you are involved in an incident in a company motor vehicle in the normal course of your duties, Ready Group will generally meet the costs associated with this incident.



Ready Group will not, however, meet these costs where you are driving the vehicle in a manner that is reckless, careless and negligent or in breach of any law. In this event, such costs will be deducted from your pay.

Likewise, where a breach of this policy in any way results in damage to a company motor vehicle, Ready Group will not cover any costs associated with this incident. This includes where a company motor vehicle is driven by a person who is not an authorised driver.

Any such costs will be deducted from your pay. Where you are involved in any incident whilst driving a company motor vehicle for personal purposes, you will be responsible for paying for any damage to the vehicle and any other costs associated with the incident.

These amounts will be deducted from your pay. In the event the damage and/or other costs are covered by Ready Group's insurance policy, Ready Group at its discretion may choose to claim such amounts under its insurance policy. If Ready Group elects to do so, it may choose to deduct from your pay an amount equivalent to the insurance excess, plus any other costs that are not covered by the policy.

Using a private vehicle for company purposes

When using your own vehicle in the performance of your duties, you are responsible for ensuring the vehicle is roadworthy and in a presentable condition.

Fixtures, Fittings and Modification

No fixtures such as aerials, roof racks, towing apparatus or stickers may be attached to the company motor vehicle without prior approval.

Return of Company Car

If you drive a Ready Group car/ute, return of the vehicle is required under the following circumstances:

- When an employee resigns or is terminated from the company.
- When an employee loses their driver's license or is suspended from driving for a set amount of time.
- When an employee takes leave.
- When the vehicle has been involved in an accident that causes the car to be unfit for driving.
- When an employee is injured or deemed unfit to operate a vehicle.
- When an employee refuses to follow the policies or wilfully ignores them.



- When an employee shows negligence over vehicle upkeep and maintenance.

Acknowledgement of Ready Group Motor Vehicle Policy

Employee Name: _____

Signature: _____

Dated: _____

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