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| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **COMPANY VEHICLES** | Doc: SH-008 |
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**tn01334_****Vehicle Usage**

Authorised staff only are permitted to drive company vehicles.

Management MUST be notified of any changes to the status of an employee’s driver’s licence.

Drivers must complete the [*Employee Licenses Declaration* form](file:///I:\Master%20Forms\Human%20Resources\Employee%20Licenses%20Declaration.doc)*.*

Under no circumstances is any company vehicle to be operated illegally. (i.e. no speeding, no D.U.I, no dangerous driving or driving in any other manner which breaches the Traffic Act.) Failure to comply may lead to instant dismissal.

**Vehicle Maintenance**

Vehicle maintenance will be carried out only by the vehicle dealer or by an authorised service repairer. Management must be notified prior to works. Receipts for any purchase must be returned to management at the end of each month. General cleaning of a company vehicle is the responsibility of the last employee to use it.

**bd07192_Fuelling**

*There is a company account for the purchase of fuel.*

*Account Cards are issued to authorised staff.*

Current at time of printing – do not use for training or editing without checking currency. Access current document from Sitemap.

**Receipts**

Receipts for vehicle expenses are to be sent to the Administration Office.

Receipts must show the GST component.

**Accidents / Damage**

Accidents and damage to vehicles must be reported to management immediately.

Management will complete all necessary reports and claims.