# MOTOR VEHICLE USAGE POLICY

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## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

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# MOTOR VEHICLE USAGE POLICY

Date of issue:

Policy approved by:

Contact person:

## 1 PURPOSE

This policy has been developed to establish guidelines for the use of company owned motor vehicles.

## 2 APPLICATION

**[INSERT COMPANY NAME]** reserves the right to designate particular positions as requiring a motor vehicle to perform the inherent requirements of the role.

The policy is not intended to override the terms of any award, enterprise agreement or contract that applies to an employee.

## 3 POLICY

Where the application is applicable, the vehicle provided will be fully maintained and the following will apply:

* The Employee's employment is conditional upon and subject to:
  + holding and maintaining a current Victorian Driver Licence relevant to a motor vehicle;
  + maintaining a zero blood alcohol level whilst driving the vehicle.
* No person other than the employee is permitted to drive a company motor vehicle, except in emergency situations or as approved in advance in writing by the **[insert relevant title, e.g. General Manager]**.
* Non-staff personnel under 25 years of age will not be approved to drive a company motor vehicle.
* **[INSERT COMPANY NAME]** will pay all maintenance and operating expenses (including oil, repairs, servicing, comprehensive insurance and registration) incurred in respect of the vehicle. The Employee must retain all associated receipts, records and reports obtained in relation to these expenses and must ensure that any faults in the operation of the vehicle are brought to the attention of the **[insert relevant title, e.g. General Manager]**.
* **[INSERT COMPANY NAME]** will also provide the Employee with a fuel card for petrol expenses in respect of business related travel in the vehicle. The Employee must retain receipts and other records of these expenses. For the purposes of this policy “Business Related Travel” means travel undertaken by the Employee to perform the duties of his or her position, but does not include travel between the Employee’s residence and the place of work and travel during the Employee’s personal time including travel after work, on weekends or during any period of leave.
* The Employee is responsible for expenses associated with the renewal of their Driver Licence.
* When using the motor vehicle, the Employee must comply with motor traffic and vehicle laws, the provisions of the **[INSERT COMPANY NAME]** nominated motor vehicle insurance, and any terms of a lease relating to the motor vehicle. The Employee will be solely responsible for any fines or penalties incurred by the Employee as a result of any breaches of motor traffic or motor vehicle laws.
* The vehicle shall remain the property of **[INSERT COMPANY NAME].**
* The value of the motor vehicle may not be converted to salary.
* Smoking is not permitted in the motor vehicle.
* The relevant **[insert relevant title, e.g. General Manager]** may transfer motor vehicles between positions at his or her discretion according to the needs and demands of the business. **[INSERT COMPANY NAME]** may exchange the vehicle type for a different vehicle type at any time
* When not in use by the employee the vehicle may be required, for business related purposes, by other employees and must be made available upon the request of the relevant **[insert relevant title, e.g. General Manager].** Likewise, upon the request of the relevant **[insert relevant title, e.g. General Manager]**, employees on leave may be required to leave the vehicle at the workplace for use by other employees for business related travel.
* Selection of motor vehicle type rests solely with **[INSERT COMPANY NAME]**, and is primarily based on cost and work requirements. Vehicles under consideration will be assessed on all cost elements including capital, lease, operating and turnover requirement.
* The holder of a company owned motor vehicle is required to complete an accurate log book related to all use, clearly indicating destination, kilometres travelled per trip, date of travel, private or work use.
* The **[insert relevant title, e.g. General Manager]** may, at his or her discretion, authorise the employee to use the vehicle for personal purposes such as travel to and from work, use on weekends or holidays. An estimate of the personal use will be made via log book records and a proportional change made to the employee remuneration package **[e.g. if the log book indicates that 25 per cent of the vehicle’s total usage is for private purposes then 25 per cent of the total vehicle cost (inclusive of FBT) will be deducted from the employees remuneration package].**
* The holder of a company owned motor vehicle will be responsible for presenting and maintaining the motor vehicle in a manner that is acceptable to **[INSERT COMPANY NAME]**, and will be subject to inspection from time to time.
* While the motor vehicle is under warranty, it must be serviced at the relevant service centre at the place of purchase of the motor vehicle. The Employee will be provided details of the service centre for this purpose.
* All motor vehicle accidents must be reported to the relevant **[insert relevant title, e.g. General Manager]** as soon as possible after they occur. If involved in an accident, please ensure you comply with the law and exchange details of name, address, registration number etc., or, if necessary, report the matter to the police.
* In addition to complying with motor traffic and vehicle laws, drivers of **[INSERT COMPANY NAME]** company vehicles are to ensure they treat other drivers with respect and courtesy and do not involve themselves in incidents of road rage. All employees must avoid any confrontation as a consequence of actions on the road. Any incidents are to be immediately reported to the **[insert relevant title, e.g. General Manager**] and where possible employees are to note down the other driver’s registration number and the name and phone numbers of any witnesses present.

## 4 POLICY REVIEW

**[INSERT COMPANY NAME]** may make changes to this policy from time to time to improve the effectiveness of its operation.

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

## I acknowledge:

## I have received, read and understood the policy

## I am required to comply with the policy; and

## There may be disciplinary consequences if I fail to comply, up to and including the termination of my employment.

Name: Signature:

Date: