



VEHICLE POLICY

1. PURPOSE OF THE POLICY

- 1.1 This Policy outlines the conditions and obligations of Gateway Group's ('Gateway Group') employees' use of vehicles provided by Gateway Group.
- 1.2 This Policy, where relevant, operates in conjunction with an employee's contract of employment.

2. COMMENCEMENT OF THE POLICY

- 2.1 This Policy will commence from 1/3/2020. It replaces all other policies of Gateway Group relating to Gateway Group vehicles (whether written or not).

3. SCOPE

- 3.1 This Policy applies to casual, part-time and full-time employees of Gateway Group.
- 3.2 This Policy does not form part of any employee's contract of employment.

4. RESPONSIBILITY FOR EXPENSES

- 4.1 If Gateway Group provides an employee with a motor vehicle, the employee is entitled to use it for work-related purposes. Reasonable personal use is also permissible in accordance with Gateway Group's instructions from time to time, and subject to the restrictions specified in this Policy.
- 4.2 Employees will be provided with a fuel card for exclusive use for the allocated Gateway Group vehicle. If excessive fuel consumption charges appear on the statement for the vehicle, Gateway Group may investigate and the employee may be required to reimburse Gateway Group for part or all of the costs. Employees are required to retain all invoices for fuel used for the vehicle and provide the invoices to Finance Manager on a Fortnightly basis.
- 4.3 Gateway Group will pay all registration, taxes, insurance premiums, running costs, maintenance, and repair expenses associated with the running of the vehicle.

5. OWNERSHIP OF VEHICLE

- 5.1 At all times, the vehicle remains the property of Gateway Group.

6. MAINTAINING Gateway Group'S VEHICLE

- 6.1 An employee who is provided with a vehicle must:
 - (a) take good care of the vehicle;
 - (b) ensure vehicles are used and maintained in accordance with the manufacturer's requirements and specifications. The owner's manual for each vehicle is stored in the vehicle's glove box and drivers are encouraged to familiarise themselves with the features and correct operation of each vehicle by reviewing the contents of these manuals;

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- (c) if required by Gateway Group, ensure that it is properly and responsibly maintained and serviced, particularly in accordance with warranty requirements;
- (d) ensure that the provisions of any insurance policy relating to the vehicle are observed;
- (e) not allow the vehicle to be driven by anyone other than the employee. Written permission must be obtained from Gateway Group for any other person to use the vehicle;
- (f) not fit any accessories to the vehicle without prior written approval from Gateway Group;
- (g) pay all parking and traffic infringement penalties relating to use of the vehicle incurred by the employee and provide timely nominations to the appropriate authority for parking and traffic infringement penalties not incurred by the employee;
- (h) ensure that the vehicle is securely locked when left unattended and that any alarm system fitted to the vehicle is turned on;
- (i) ensure that the vehicle is available for use by other employees when required;
- (j) drive and use the vehicle only for the purpose for which it is intended;
- (k) ensure that the vehicle is properly garaged when not in use;
- (l) when required by law, immediately report any accidents involving the vehicle to the police;
- (m) immediately inform Gateway Group of any faults or damage to the vehicle; and
- (n) keep the vehicle clean and in good order.

7. USE OF VEHICLE WHILE ON LEAVE

7.1 While on authorised leave, the vehicle must not be used by the employee. If directed to do so by Gateway Group, the employee must return the vehicle to Gateway Group's premises prior to the commencement of the leave.

8. SAFETY

8.1 The employee's obligations with respect to safely using Gateway Group's vehicle include:

- (a) obeying all relevant road rules and legislation;
- (b) not driving the vehicle if the employee is taking any medication that may adversely affect the employee's ability to drive or where the employee is intoxicated through alcohol consumption or illegal drug use; and
- (c) ensuring that the first aid kit provided with the vehicle is kept fully stocked and that items in that kit which have a 'used by' date are replaced after that date.

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8.2 If an employee is involved in any accident as a result of medication use, intoxication, unlawful drug taking, negligence or recklessness, the employee will be responsible for paying any excess on the insurance and any other amount not covered by the insurance.

9. LICENCE

9.1 Employees must maintain a current driver’s licence. An employee must notify Gateway Group immediately if their licence is suspended or cancelled. If it is a requirement of an employee’s employment to drive a motor vehicle, the suspension or cancellation of the employee’s licence may cease the employment.

10. RETURN OF VEHICLE

10.1 The employee must return the vehicle when the employment is terminated, or at any other time as Gateway Group may direct.

10.2 Gateway Group considers the provision of a motor vehicle as a significant privilege. Accordingly, Gateway Group reserves the right to withdraw use of the motor vehicle for any employee who is in breach of this Policy. Such breach may also result in other disciplinary action, including, but not limited to, termination of employment.

10.3 Additionally, Gateway Group may inspect the motor vehicle at any time without notice.

11. BREACHES OF THIS POLICY

11.1 A breach of this Policy may lead to disciplinary action including, but not limited to, termination of employment.

Variations

Gateway Group reserves the right to vary, replace or terminate this Policy from time to time.

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