

Note: Delete this page and following page (total 2 pages) once you complete tailoring the template for your own business

General Information

The Policy also sets out the obligations an employee has to maintain the vehicle. These obligations include:

- ensuring the vehicle is available for use by other employees;
- taking appropriate care of the vehicle, including not taking the car 'off-road';
- observing provisions of the insurance policy relating to the car;
- taking responsibility for or parking and traffic infringements;
- ensuring that the vehicle is properly garaged at night; and
- not to drive the vehicle if intoxicated.

The policy informs employees that a breach of the policy could lead to disciplinary action and possibly termination. The disciplinary response should be proportionate to the breach. A minor breach would not normally lead to a dismissal. A serious breach, such as driving whilst intoxicated, could potentially justify a dismissal.

This policy is designed only to cover situations where the employer pays for all running and maintenance costs of the vehicle. Financial arrangements such as salary sacrifice and novated leases are not covered by this policy.

Interaction with contract of employment

This policy cannot override the terms and conditions of an employee's contract of employment. If the employee's contract of employment is inconsistent with this policy, we recommend you obtain legal advice, as it may be necessary to alter the policy or seek to renegotiate the terms of the contract with the employee.

Workplace surveillance

Legislation in a number of states and territories regulates the tracking surveillance of employees. In order to conduct tracking surveillance, the employer must comply with that legislation.

Tracking surveillance generally refers to the monitoring of an employee's location or movements using Global Positioning Systems.

If you wish to conduct surveillance, we recommend you implement an Internet, Email and Computer Use Policy.

How to complete this template

Designed to be customised

It is completely customisable based on your specific requirements.

Include what you must and can comply with

This document should be used in conjunction with your contract of employment, and any specific company procedures and processes. Only include the commitments you are confident you can comply with, make sure you update and review the document regularly.

Important: You may have legal obligations to your employees under an employment or industrial agreement such as an award, workplace agreement or employment contract. Make absolutely certain what's written in this document is consistent with these. If you're unsure what covers your employees, ACFA Members can contact ACFA's workplace advice team on 1300 342 248 or on 02 4340 2000 for further advice/assistance.

To complete the template:

1. Using Word's Replace function, search for (INSERT COMPANY NAME) and replace with your company name.
2. Replace (items in brackets) with your own wording.
3. Once you have finished work on the template, delete the first TWO pages of the document.

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Vehicle Safety Policy

1. Purpose

- 1.1 (Insert company name) promotes a safe workplace. This policy ensures measures are taken for employees using company vehicles.

2. Commencement of the Policy

- 2.1 This Policy will commence from XX/XX/XXXX. It replaces all other vehicle safety policies (whether written or not).

3. Application of Policy

- 3.1 This policy applies to employees, agents, contractors (including temporary contractors) and 'workers' as otherwise defined under relevant OHS/WHS legislation of (insert company name), collectively referred to in this Policy as 'workplace participants'.
- 3.2 This policy does not form part of any employee's contract of employment. Nor does it form any part of any other workplace participant's contract for service.

4. Code of conduct

- 4.1 Whilst driving company vehicles, workplace participants must hold a current driver's licence, comply with the road traffic legislation, be conscious of road safety and demonstrate safe driving. The following actions in company vehicles will be viewed as serious breaches of conduct:
- a) drinking or under the influence of alcohol or drugs while driving;
 - b) driving while disqualified, or not correctly licensed;
 - c) reckless or dangerous driving causing death or injury;
 - d) failing to stop after a crash;
 - e) demerit points suspension;
 - f) any actions which warrant suspension of a licence.
- 4.2 Such conduct may result in disciplinary action, up to and including termination of your employment or contract for services.

5. Responsibilities as a workplace participant

*** THIS IS ONLY A PREVIEW OF THE DOCUMENT, YOU WILL NEED TO PURCHASE THE DOCUMENT TO SEE ALL THE CONTENT.**

***Please Note:** As a Business Plus or Premium ACFA Member you can download all the policies on our website for free or have them customised specifically for your business at no additional charge. ACFA Members can also request policies and resources which are not on our website through our HR Department. This is just one of the many services that are included with our annual membership subscription.