

## Motor Vehicle Policy

### Purpose of the Policy

This Policy outlines the conditions and obligations of Skillset Limited's ('Skillset') Worker's use of vehicles provided by Skillset.

This Policy, where relevant, operates in conjunction with a Worker's contract of employment.

### Commencement of the Policy

This Policy will commence from 01/05/2017. It replaces all other policies of Skillset relating to Skillset vehicles (whether written or not).

### Application of Policy

This Policy applies to workers (employees, agents, contractors (including temporary contractors as otherwise defined under WHS legislation) of Skillset, collectively referred to in this policy as workers.

This Policy is not limited to the workplace or work hours. This Policy extends to all functions and places that are work related. For example, work lunches, conferences, Christmas parties and client functions.

### Scope

This Policy applies to casual, part-time and full-time Workers of Skillset and anyone who has access to Skillset vehicles or uses vehicles as part of their position.

### Responsibility for expenses

If Skillset provides a Worker with a motor vehicle, the Worker is entitled to use it for work-related purposes. Reasonable personal use is also permissible in accordance with Skillset's instructions from time to time, and subject to the restrictions specified in this Policy.

Workers will be provided with a fuel card for exclusive use for the allocated Skillset vehicle. If excessive fuel consumption charges appear on the statement for the vehicle, Skillset may investigate and the Worker may be required to reimburse Skillset for part or all of the costs. Workers are required to retain all invoices for fuel used for the vehicle and provide the invoices to the Finance team. This only applies when the fuel card cannot be used.

Skillset will pay all registration, taxes, insurance premiums, running costs, maintenance, and repair expenses associated with the running of the vehicle.

### Ownership of vehicle

At all times, the vehicle remains the property of Skillset.

### Maintaining Skillset's vehicle

An Worker 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;
- (c) if required by Skillset, 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;

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- (e) not allow the vehicle to be driven by anyone other than the Worker. Written permission must be obtained from Skillset for any other person to use the vehicle;
- (f) not fit any accessories to the vehicle without prior written approval from Skillset;
- (g) pay all parking and traffic infringement penalties relating to use of the vehicle incurred by the Worker and provide timely nominations to the appropriate authority for parking and traffic infringement penalties not incurred by the Worker;
- (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 Workers 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) maintain a logbook as provided by Skillset for all use relating to the vehicle;
- (n) immediately inform Skillset of any faults or damage to the vehicle; and
- (o) keep the vehicle clean and in good order.

**Use of vehicle while on leave**

While the Worker provided with the vehicle is on authorised leave, Skillset may, at its absolute discretion, allow the Worker to use the vehicle subject to any conditions it may impose from time to time. For example, Skillset may require the Worker to refuel the vehicle at the Worker’s own expense whilst on authorised leave. The Worker will be asked to return the car while on leave unless grant permission prior to leave to use car during leave period.

**Safety**

The Worker’s obligations with respect to safely using Skillset’s vehicle include:

- (p) obeying all relevant road rules and legislation;
- (q) not driving the vehicle if the Worker is taking any medication that may adversely affect the Worker’s ability to drive or where the Worker is intoxicated through alcohol consumption or illegal drug use; and
- (r) 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.
- (s) complete the Vehicle Safety Inspection Checklist every 6 months, however, if a vehicle is used more frequently, this should be conducted bi-monthly;
- (t) report tyre wear or defects ASAP.

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

**Licence**

Workers must maintain a current driver’s licence. A Worker must notify Skillset immediately if their licence is suspended or cancelled. If it is a requirement of a Worker’s employment to drive a motor vehicle, the suspension or cancellation of the Worker’s licence will end the employment. Worker is also responsible for providing a copy of their current licences to their Manager.

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**Return of vehicle**

The Worker must return the vehicle when the employment is terminated, or at any other time as Skillset may direct.

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

Additionally, Skillset may inspect the motor vehicle at any time without notice.

**Breaches of this Policy**

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

**Variations**

*Skillset reserves the right to vary, replace or terminate this Policy from time to time.*

**Associated documents**

The following documents are associated with the Vehicle Policy:

- Vehicle Safety Inspection Checklist
- Vehicle Allocation Form

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