



VEHICLE POLICY - EMPLOYEE



The assignment and use of a Company Vehicle is a privilege and it is As Clear's Policy to insist that employees operate in a safe and economical manner at all times.

Employees are expected to take all steps necessary in avoiding endangering themselves and others while operating Company owned and sponsored vehicles on Company business.

To ensure this, employees authorised to operate Company owned and sponsored vehicles are expected to:

- Ensure that all occupants, including themselves, wear safety belts when the vehicle is in operation.
- Ensure that the vehicle to which the employee is assigned is kept clean (inside and out) and in a safe driving condition.
- Refrain from using mobile telephones (unless they are equipped with hands-free operations), personal listening devices, and from conducting any other activities which may impede the driver's ability to focus on safely operating the vehicle while it is in motion.
- Ensure that smoking is not undertaken in any company vehicle
- Ensure management is advised of upcoming service requirements at least 1,000 kilometres prior to next service scheduled
- Comply with respective laws governing motor vehicle operations.

Any individual who is in violation with the safety expectations listed above may be subject to potential disciplinary action by the Company up to and including termination.

An employee who, at the Company's request is asked to operate a company vehicle will do so for **Company business only** and employees are required to request authorisation from either Company Director prior to it being used for personal use. No unauthorised persons are to be permitted to operate a Company vehicle.

Doc. Name: POL012-Vehicle Policy - Employee	Status: Current	Version: 02	Issue Date: Feb 2015
Location: :Z/IMS/Policy Docs – POL012 Vehicle Policy - Employee	Page 1 of 2	Authorised by: Lisa Bigham	Review Date: Feb 2017

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AsClear Pty Ltd has the sole discretion in determining who may operate company or company-sponsored vehicles and has the right to review any appropriate documents including driving records, proof of a valid license, automobile insurance information etc. and must be made aware of any driving violations, changes to driver information and driver status immediately.

Acknowledgement Clause

I certify that I have read, understood, and agree to the above provisions.

Employee Name

Witness Name

Employee Signature

Witness Signature

Date

Date

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