



1. OVERVIEW

It is a policy of MEGT to provide a fully maintained motor vehicle, including comprehensive insurance, fuel, maintenance, 24/7 roadside assistance and accident management to certain full time managers and other staff members as part of their remuneration package and to enable them to meet their job responsibilities.

2. SCOPE

This policy applies to Managers and staff members who are allocated an MEGT motor vehicle or are required to drive an MEGT vehicle as part of their duties.

In some cases, part-time employees may qualify for a vehicle. Where this applies, salary sacrifice will occur so the vehicle can be used for fulltime personal use.

3. POLICY

- 3.1 Certain positions within MEGT attract a fully maintained company vehicle. The CEO will make the final decision on what positions attract a vehicle.
- 3.2 MEGT has agreed that the standard colour for the fleet will be white.
- 3.3 All vehicles supplied will have an automatic transmission.
- 3.4 Modifications to vehicles are prohibited unless approval has been granted in writing by the National Fleet Coordinator.
- 3.5 It is expected that drivers of company vehicles display the highest level of professional conduct when driving an MEGT vehicle. Drivers of company vehicles must comply with traffic legislation and be conscious of road safety by demonstrating sensible road safety habits.

3.6 Fleet Provider

ORIX Australia Corporation Limited has been appointed by MEGT to manage the MEGT fleet with the assistance of the National Fleet Coordinator – People & Safety. ORIX provides the following services:

- a. Fuel Card ordering
- b. E Tag ordering
- c. Repairs and maintenance authorisation and invoice checking
- d. Vehicle Servicing reminder service
- e. Vehicle re-registration
- f. Monthly reporting
- g. FBT reporting
- h. Breakdown assistance
- i. Accident management

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Approved: David Windridge
Position: Chief Executive Officer
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j. Tolls & Infringement Management

Should you require any assistance from **ORIX**, you can call any time of the day or night (**24-hour service**) on **1300 652 886**.

For assistance during working hours from the **National Fleet Coordinator / People & Safety** contact: -
03 9871 6141 (Ext 2141), 0404 824 633 or email car_fleet@megt.com.au.

3.7 Provision of a Company Vehicle

- 3.7.1 MEGT owns the vehicles in its fleet and will provide a vehicle for an employee, where one is required to carry out their required role, this vehicle is not to be used for any commercial or work purposes other than MEGT duties. This vehicle is provided for full private use outside of working hours and is to be used as primary transportation by the vehicle custodian during working hours. The vehicle is also to be made available for use as a pool vehicle during work hours.
- 3.7.2 In order to take delivery of a vehicle, custodians are required to complete a “Change of Driver Form” & “Vehicle Condition Report” to be signed and completed in full. This form must be forwarded to car_fleet@megt.com.au prior to, or on the day the car is handed over.
- 3.7.3 Additionally, proof of a current and valid driver’s licence must be provided by each vehicle custodian and submitted to the MEGT National Fleet Coordinator (People & Safety) for their records. This must be submitted each time there is a change of status (for example change of address or drivers licence renewal) immediately. In the event that the driver is disqualified from driving, they must advise their Manager & the National Fleet Coordinator immediately.
- 3.7.4 Where an employee is unable to attend work or is on leave without pay, Maternity Leave or Workers Compensation for a period of longer than seven calendar days, (one week), company vehicle provisions may be withdrawn for the leave period. The General Manager People & Safety will determine the entitlement to the usage of a company vehicle in this instance. Vehicle custodians may be requested by the General Manager People & Safety to arrange to have the vehicle delivered to the site office. The spare car may be allocated to another employee for the duration of the absence. The original vehicle custodian will be allocated the vehicle on their return.
- 3.7.5 Where an employee is on Long Service Leave for a period of longer than 13 weeks vehicle provisions may be withdrawn (for the additional leave period). Fuel costs & E-Tag fees will be charged back to the driver for this period if used on the company account. The General Manager People & Safety will determine the entitlement to the usage of a company vehicle in this instance. Vehicle custodians may be requested by the General Manager People & Safety to arrange to have the vehicle delivered to the site office. The spare car may be allocated to another employee for the duration of the absence. The original vehicle custodian will be allocated the vehicle on their return.
- 3.7.6 Each time a company vehicle changes hands, a “Change of Driver Form” and “Vehicle Condition Report” must be completed by both the original vehicle custodian and the vehicle custodian receiving the vehicle. This form affects many factors including infringement allocation and Fringe Benefits Tax (FBT), and is to be sent to the National Fleet Coordinator in People & Safety within 24 hours of the vehicle changing



hands. By signing this form the staff member receiving the vehicle is also agreeing to the Motor Vehicle Policy.

3.8 Acquisition/Allocation of Company Vehicles

- 3.8.1 MEGT Management will determine the standard of company supplied vehicles. The designated company vehicle will be subject to change at short notice and will be selected since cost, environmental considerations, safety and staff views. Management may use discretion in determining the size of the vehicle dependent upon variables such as local car parking, operational needs and Health, Safety and Environmental requirements.
- 3.8.2 The National Fleet Coordinator may allocate a used vehicle to a new staff member or existing staff member at the changeover time.
- 3.8.3 Should a “Branded” vehicle become available through a staff vacancy the incoming successful applicant will be required to take the “Branded” vehicle.
- 3.8.4 When working part time an amount will be sacrificed so that full personal use of the vehicle is maintained. As a guide when working a four day week a fifth of the car value will be sacrificed, i.e. $\$16,750/5 = \$3,350$. This amount is reduced from the cash salary in addition to the reduced hours occurs on a weekly basis. This sacrifice amount will remain in place even if the staff member is required to work additional hours from time to time.
- 3.8.5 Where approval has been granted by the CEO for Leave Without Pay in excess of seven calendar days MEGT may request that the vehicle be returned or consider payment for use of the vehicle during any period exceeding five working days.

3.9 Current standard company supplied vehicles

Listing is available on the [Car Fleet](#) site on the intranet

- 3.9.1 Staff who are in a position that is deemed to require an MEGT motor vehicle are eligible for any of the vehicles in Categories 1-4. If selecting a new vehicle they will be able to select from this list of vehicles. If there is a spare existing vehicle they may have to take that vehicle. Every attempt will be made to assist the staff member to obtain the vehicle they wish to drive.
- 3.9.2 The amount attributed to an employee’s remuneration package will be based on the cost of the vehicle in the Vehicle List. Their salary will be higher or lower depending on whether they are allocated a vehicle with a lower or higher cost.
- 3.9.3 MEGT may install GPS/Navigation equipment to assist staff to find their destination, record the travel of MEGT vehicles for FBT purposes and improve business efficiency.
- 3.9.4 MEGT seeks to minimise its carbon footprint and impact on the environment. Accordingly staff are encouraged to consider the impact on the environment when selecting cars.
- 3.9.5 **MEGT Standard Vehicle Inclusions:**
All MEGT vehicles come complete with air conditioning, Bluetooth/technology pack, carpet floor mats, cruise control, front & rear mudflaps, reverse parking sensors and window tint.



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3.9.6 Additional Vehicle Options:

If the Driver wishes to have any other options added to the car it can be done with the National Fleet Coordinators approval but it will be at their own cost, costs for these options can be ordered at time of purchase and will be deducted from the drivers' salary.

3.9.7 First Aid Kits are available on request

3.10 Insurance and Registration

3.10.1 MEGT will arrange and pay for the comprehensive insurance on all MEGT vehicles and ORIX are responsible for the registration fees of all MEGT company vehicles.

3.10.2 MEGT will be responsible for the excess applying to the comprehensive insurance policy where the MEGT employee is a licensed driver and has complied with all insurance company requirements to maintain valid insurance cover.

3.10.3 A company vehicle is not covered by the company's vehicle insurance policy if the vehicle is driven by a person who is:

- a. Unlicensed to drive a vehicle
- b. Under the influence of drugs and / or in excess of the legal blood alcohol limit

3.10.4 Personal belongings carried in company vehicles are **not** insured by the company. It is the vehicle custodians responsibility to take out Personal Insurance should they wish to cover any personal items in their vehicles. It is also recommended that personal belongings are not left unattended in the vehicle at anytime.

3.10.5 Where a vehicle custodian has accident/s where the driver is deemed 'At Fault' by the insurer, the employee may be asked to contribute some or all of the insurance excess costs. Refer to 3.25.

3.10.6 Requests for payment will be at the General Manager People & Safety and CEO's discretion, after consideration of the circumstances leading to the insurance claim, including the culpability of both the vehicle custodian and the actual driver of the vehicle (if different).

3.11 MEGT Insurance details

MEGT is Self-Insured for damage up to \$5,000. The maximum Excess fee payable per incident for MEGT staff is \$5,000 for claims that exceed that cost. There is an additional \$750 Excess chargeable for Non-MEGT drivers under the age of 25 years for claims under the Excess amount.

Insurance Policy: Zurich - Policy Number is 33 2216068 VFT - for claims over \$5,000

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3.12 Vehicle Signage

3.12.1 Only MEGT specific advertising sticker and/or the decals of the company's nominated Fleet Manager are permitted to be attached or added to the vehicle. MEGT decals are to be displayed at all times on all company vehicles at a level deemed appropriate by the CEO and administered by the Marketing Department. Sporting Club support stickers and / or decals are not permitted to be attached or added to the vehicle; this includes any non MEGT sticker and /or decal.

3.12.2 Staff who commenced employment with MEGT prior to 1st October, 2017 are entitled to the following:

Vehicle custodians that choose to have **Full Branding** on their vehicles are entitled to an annual Branding allowance of \$1,000, which will be paid as a weekly payment. Where the allowance is paid, MEGT will supply and request the application of specified company stickers or decals. The staff member must successfully complete their probation period prior to being eligible to receive the branding allowance.

Please note: The allowance is taxable by the Australian Taxation Office at the employee's weekly taxable rate.

3.12.3 Staff who commence employment with MEGT on or after 1st October, 2017, and are in a position which requires a "Tool of Trade" vehicle, are required to have a fully branded vehicle. No branding allowance is applicable.

3.13 Spare Cars

3.13.1 As a matter of policy, if there is a spare car available due to an employee leaving the company, MEGT will seek to either reallocate or dispose of the car if it is unlikely that the position will be filled.

3.13.2 However, there will be some instances where spare cars will become available for varying periods of time. In these circumstances, it is up to the discretion of the National Fleet Coordinator to allocate the car.

3.13.3 The following are some factors that will be taken into consideration by the National Fleet Coordinator when deciding which staff member will be allocated the spare car;

- a. Employee is entitled to a car but the car is currently in for repair/service.
- b. Management advice as to who should be allocated the car
- c. Length of employment
- d. Prior history of usage of spare cars. (If the privilege is abused the employee will not be considered for allocation, e.g. car not returned in a clean state, excessive personal use of the car.

3.13.4 Staff members that have been allocated spare vehicles should also be aware of the following;

- a. A copy of their current driver's licence and signed and completed "Motor Vehicle Declaration and Change of Driver Form" & "Vehicle Condition Report" needs to be forwarded to car_fleet@megt.com.au on handover of the vehicle.

- b. Recipients of MEGT vehicles must be aware that FBT implications exist. The Reportable Fringe Benefits amount is not included in an employee's assessable income and is not subject to income tax. However, the amount is used to determine entitlements to a number of benefits including, Superannuation Co-contributions, entitlements to tax offsets and certain income-tested government benefits.
- c. Furthermore, Reportable Fringe Benefits may impact your liability for Medicare Levy Surcharge, child support obligations and HELP or Financial Supplement repayments. It is suggested that employees contact the applicable government agency (e.g. Centrelink, ATO) for details on how FBT may affect their individual situation.

3.14 Pool Cars

- 3.14.1 Pool cars may only be used by employees for particular work-related tasks. If no pool cars are available, the employee may, with their Manager's approval, use their own car.
- 3.14.2 It is expected that every effort will have been made to use a pool car prior to the use of an employee's own private vehicle.
- 3.14.3 If an employee has no alternative but to use their own vehicle, they can refer to MEGT's "Travel Policy- HR 016) for full details and rate of reimbursement (Currently at \$0.78 cents per km).
- 3.14.4 In the event that you need to use your own car please complete the "Approval of Personal Motor Vehicle Use for Business purposes" form and forward to Staff Payroll for reimbursement.
- 3.14.5 Divisional Managers are accountable to ensure that all users of pool or shared vehicles complete a log book. Log books can be obtained from Corporate Express via stationery order.

3.15 Vehicle Replacement

- 3.15.1 National Fleet Coordinator People & Safety will confirm an employee's eligibility to receive a new replacement vehicle or be allocated a spare car from the existing fleet.
- 3.15.2 MEGT's National Fleet Coordinator will arrange delivery of a new vehicle and contact the employee to inform them of the delivery date, or the National Fleet Coordinator/appropriate Manager will provide details of the allocated spare car.
- 3.15.3 MEGT owned vehicles are replaced at a time and usage level which is most cost effective to MEGT. Replacement of a vehicle is at the discretion of the National Fleet Coordinator and Finance Division.
- 3.15.4 The E-Tag from the old vehicle is to be returned to the National Fleet Coordinator for refund, if the E-Tag is not returned the driver will be charged a non- return fee as charged by the E-Tag Operator. The 1st Aid kit is to be removed and placed in the glovebox of the replacement vehicle prior to the old vehicle being collected for sale.

3.16 Driver Responsibilities

- 3.16.1 It is expected that drivers of company vehicles display the highest level of professional conduct when driving an MEGT vehicle. Drivers of company vehicles must comply with traffic legislation and be conscious of road safety by demonstrating sensible road safety habits.
- 3.16.2 Any complaints received either internally or externally about driver behaviour will be handled by the National Fleet Coordinator. These will be taken seriously and a suitable investigation completed. The vehicle custodian's manager will be notified of the details and will be expected to take appropriate action including where appropriate disciplinary action.
- 3.16.3 The following actions (but not limited to) in company vehicles will be viewed as serious breaches of conduct and disciplinary action and reimbursement of costs may be a consequence:
- a. Driving with a blood alcohol content above the legal limit or while under the influence of drugs
 - 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

3.17 Driver Safety

- 3.17.1 Drivers of company vehicles will:
- a. Ensure they hold a current drivers licence
 - b. Immediately notify their manager if their drivers licence has been suspended or cancelled, or has had limitation placed upon it. (see 3.31 Loss of Licence for further details)
 - c. Be responsible and accountable for their actions when operating company vehicles
 - d. Not consume alcohol inside a company vehicle
 - e. Assess hazards while driving and anticipate "what if" scenarios
 - f. Drive within the legal speed limits including driving for the conditions
 - g. Comply with traffic legislation when driving a company vehicle
 - h. Take regular and adequate rest breaks at least every two hours

- i. Stop when tired
 - j. Plan the journey, taking into consideration pre-journey work duties, the length of the trip and post-journey commitments
 - k. If using GPS/Navigation units, ensure that they are set prior to commencement of journey.
 - l. Turn off mobile phones or divert to voicemail when driving (and check messages when it is safe to do so)
 - m. Where available use blue tooth phone kits in a responsible manner.
 - n. Where a Blue tooth phone kit is not available, do not use a mobile telephone unless the vehicle is stationary and not in traffic
 - o. Do not make mobile phone calls, pick up voicemail, emails or text messages while driving
 - p. Stop immediately if involved in a crash and help any injured people. Call ORIX for assistance.
 - q. Report vehicle defects to ORIX immediately
 - r. Conduct monthly checks of oil and coolant levels, radiator, battery levels, tyre pressure and exterior condition of each tyre and check windscreen washer fluid levels
 - s. Not litter the roads (e.g. throw cans or cigarette butts, etc from car windows)
- 3.17.2 The towing of any trailer, caravan, boat etc., must not exceed the manufacturer's recommended towing capacity.

3.18 First Aid Kits for Company Vehicles

It is MEGT's policy to ensure that first aid facilities are available to all employees as required under relevant HSE legislation.

- 3.18.1 A portable first aid kit will be made available to any MEGT employee who has a company supplied vehicle.
- 3.18.2 Employees with company supplied portable first aid kits will be responsible for the maintenance and restocking of the kit.
- 3.18.3 Items required for restocking should be ordered through the employee's branch office.
- 3.18.4 Items from the company supplied first aid kit should not be used at home or for purposes other than the intended workplace application.
- 3.18.5 If an employee with a first aid kit leaves the company, they will be responsible for returning the fully maintained kit to MEGT when their company vehicle is returned.
- 3.18.6 Any lost or misplaced kits will be replaced at the employee's expense.

3.19 Vehicle Cleanliness

- 3.19.1 The vehicle custodian is responsible for the cleanliness of their designated company vehicle and must ensure the vehicle is kept in a clean and presentable condition at all times.
- 3.19.2 Smoking is **not permitted** in a company vehicle and vehicle custodians will be liable for any restoration costs incurred as a result of smoke damage to an MEGT vehicle. This includes cleaning the seats and air-conditioning system to attempt to remove any unpleasant odours from the vehicle.
- 3.19.3 The vehicle custodian will be liable for any restoration costs incurred as a result of **Pet damage to an MEGT vehicle. This includes cleaning the seats and repairs to the interior in an attempt to remove any unpleasant odours from the vehicle.**
- 3.19.4 Cleaning of the interior and exterior of company vehicles is compulsory upon change over and/or hand back of a company supplied vehicle. If cleaning has not been satisfactorily completed, then the vehicle will be cleaned by MEGT and the costs will be charged back to the employee and/or their respective department.
- 3.19.5 At the time of separation of employment, if the vehicle being returned is not clean externally and internally, then the vehicle will be cleaned by MEGT and the costs will be claimed from the employee to which the vehicle was allocated.
- 3.19.6 Automatic car washes should never be used, as they can cause significant damage to the vehicle duco. Vehicle custodians will be liable for payment of restoration costs to the vehicle should any such damage occur. Brushless car washes are acceptable. The damage from the use of automatic car washes is not deemed “normal wear and tear”.
- Please Note:** MEGT will not accept charges for washing, polishing and/or cleaning of vehicles.

3.20 Vehicle Maintenance

- 3.20.1 Vehicle custodians will be held liable for any vehicle expenses deemed to be beyond normal “wear and tear” or classed as vehicle abuse. The determination of charges will be at the CEO’s discretion. Please refer to the AFLA Fair Wear & Tear Guide in the MEGT intranet site for further clarification of Fair Wear & Tear.
- 3.20.2 Company vehicle custodians are urged to attend to repairs immediately. **Any damage to a company vehicle must be reported to the National Fleet Coordinator immediately, no matter how minor the damage is.** If the vehicle is assessed as un-roadworthy, the vehicle custodian will be held liable by MEGT for payment of any infringements and/or fines incurred as a result of untreated repairs.
- 3.20.3 ORIX authorises all MEGT vehicle servicing, repairs, tyres, windscreens and replacement batteries. Authorisation will not be unreasonably denied and vehicle safety concerns will always be promptly attended to.
- 3.20.4 Should tyre and or battery replacement be required, only “like” replacements will be authorised.

3.21 Vehicle Servicing

3.21.1 All company vehicles are to be taken to an authorised dealership of the vehicle custodian's choice relevant to the make of their vehicle for all vehicle servicing. **No other service centres should be used.** The process is as follows;

- a. Vehicles are to be serviced as per the manufacturers specified requirements within 1,000kms as per the list below
 - Ford - every 15,000 klms or 12 mths
 - Holden, Hyundai & Kia - every 15,000 klms or 12 mths
 - Toyota Corolla & Kluger - every 10,000 or 6 mths
- b. Contact the service department directly to book the vehicle in for servicing
- c. Request courtesy bus or replacement car if required (loan vehicles are usually supplied on a first come first serve basis, so early booking is important), MEGT do not pay for Hire/Loan cars without prior authorisation by the National Fleet Coordinator.
- d. Advise that the vehicle is managed by ORIX and are to be contacted prior to servicing
- e. Identify any issues that may be occurring with the vehicle

3.21.2 MEGT will send a reminder email when your vehicle is due for servicing and ORIX will prompt vehicle custodians by SMS and/or email when their vehicle is "overdue" for a service.

3.22 Accidents, Breakdowns & Vehicle Damage

3.22.1 If you are involved in a vehicle accident, and/or your vehicle or a third-party vehicle suffers damage you must immediately contact ORIX on **1300 652 886**.

If anyone is injured, notify the Police, Ambulance and phone your direct Manager or the National Fleet Coordinator immediately.

Contact ORIX who will undertake the following where required;

- a. Manage the accident scene
- b. Contact the emergency services
- c. Call for a tow truck
- d. Advise MEGT of the accident
- e. Assist with the completion of the accident claim form
- f. Arrange for repairs of the vehicle
- g. Drivers are responsible for finding their way to their next destination; MEGT will cover reasonable travel costs where unavoidable.

PLEASE NOTE: UNDER NO CIRCUMSTANCES ARE YOU TO ADMIT LIABILITY OR GET INTO A CONFRONTATION WITH THE OTHER DRIVER/S.

3.22.2 Follow the MEGT incident reporting process to report the incident and complete the incident report form.

Obtain the following information at the scene to assist with the incident reporting process:

- a. Registration numbers of other vehicles involved
- b. Names and Licence numbers of others involved (where possible)
- c. Action taken by ORIX (e.g. emergency services contacted, tow trucks, etc)
- d. Sketch a diagram of the scene (or take a photo); include intersection names, weather conditions, traffic conditions and any other information that will assist to describe the incident in the MEGT incident report and the Insurance Claim form.

3.23 Minor Repairs

Where a minor repair is required, and it is not practical to arrange for roadside assistance or a repairer visit, the vehicle custodian may affect repairs and seek re-imburement via Aurion reimbursement process. An example is the purchase and fitting of a light globe. (*Refer Expense Reimbursement Policy (FN1020) in the Company Policy Manual*).

3.24 Replacement Vehicle during Repair Period

Provision of a replacement vehicle is not covered in the current insurance policy. MEGT is under no obligation to supply an employee with a replacement vehicle during repairs. Wherever practicable, the National Fleet Coordinator will provide a currently unassigned vehicle as a replacement during the repair period.

Where a fleet vehicle is not available, arrangements should be made with your Manager to borrow an MEGT pool vehicle during work hours. A hire vehicle may be authorised and arranged by the National Fleet Coordinator at their discretion.

3.25 Accident Charges – Multiple at Fault Accidents

MEGT reserves the right to recoup an excess fee from Staff who incur 2 or more “at fault” accidents within a 12-month period, up to the full \$5000 insurance excess payable, as per the following scale:

- a. 2 accidents = Cost of repairs or \$250.00 (plus \$750.00 for “L” & “P” Plate drivers) whichever is the lesser
- b. 3 accidents = Cost of repairs or \$500.00 (plus \$750.00 for “L” & “P” Plate drivers) whichever is the lesser
- c. or more accidents = Cost of repairs or \$5,000 (Full excess cost to MEGT) whichever is the lesser

If the MEGT employee to whom the vehicle is allocated lends the vehicle to a Non MEGT driver the MEGT employee will be responsible for any accidents that may occur in terms of the application of this clause.

3.26 Tyre and Windscreen Repairs or Replacement

Where a Tyre or windscreen needs repair or replacement and roadside assistance is not required, ORIX’s search engine can be used to locate an ORIX approved repairer at



<http://www.orix.com.au/driver-support/> or alternatively call ORIX on 1300 652 886 for assistance.

The process is as follows;

- a. Identify your preferred authorised repairer by either ORIX’s search engine or calling ORIX on **1300 652 886**
- b. Contact the repairer directly to book the car in for repair
- c. Advise the repairer that ORIX manage the vehicle and that they are required to contact ORIX on **1300 652 886** to obtain a job number **prior** to undertaking any work
- d. Advise the repairer that ORIX are to be invoiced directly for payment

3.27 Non-Custodian Drivers

3.27.1 Fully Licensed Drivers

3.27.1.1 The vehicle custodian may make the vehicle available for private use (non-commercial/business use only) to persons who are members of their immediate family or household. It is the responsibility of the vehicle custodian to ensure that such persons are holders of a current drivers licence. If the vehicle custodian lends, makes available, or otherwise assigns his/her company vehicle to any other person, the vehicle custodian will be held liable for any costs associated with this use (e.g. damage to the vehicle, infringements, tolls etc.)

3.27.1.2 In relation to “at fault” accidents, the vehicle custodian will be liable for costs in the same manner as if they were driving the vehicle when the accident occurred. (Refer to 3.25)

3.27.2 Learners and “P” Plate Drivers

3.27.2.1 Only the vehicle custodian is allowed to use an MEGT company vehicle to instruct a “Learner” driver. The “Learner” driver must be a member of the vehicle custodian’s immediate family or household. (e.g. a spouse or partner, son/s or daughter/s (including step sons or step daughters) or any person/s that is permanently living at the same residence as part of the vehicle custodian’s family.

3.27.2.2 It is acceptable for MEGT vehicle custodians to authorise an eligible “P” plate driver to use their allocated MEGT company car. The driver must receive authorisation from the vehicle custodian prior to driving the car and must display the appropriate “P” plates on the vehicle at all times while driving.

3.27.3 Insurance Excess Liability

- 3.27.3.1 MEGT reserves the right to claim an excess fee from staff who have two or more “at fault” accidents in a twelve month period. In limited circumstance, the full \$5000 may be charged. (Refer 3.25)
- 3.27.3.2 Staff who have two or more “at fault” accidents in a twelve month period may be required to attend driver training. This training will be paid for by MEGT but will be undertaken in the staff members own name.

3.27.3.3 Advise National Fleet Coordinator

Vehicle custodians must advise the National Fleet Coordinator if non custodian drivers have any restriction or hardship as appointed by law (e.g. not allowed to use a vehicle outside of work hours) prior to use of the vehicle.

3.28 Vehicle Security

It is the responsibility of each driver to ensure the security of their designated company vehicle.

- a. Vehicle must be locked when not in use.
- b. Valuables and company documents must not be left in sight when your vehicle is parked.
- c. Fuel cards are not to be stored inside company cars at **any** time.
- d. When not in use outside of working hours, company supplied vehicles must be parked within the boundary of your personal premises (preferably in a garage or carport)

3.29 Stolen Vehicle

3.29.1 In the event your vehicle is stolen you must:

- a. Report the theft to the nearest police station in person.
- b. Advise your National Fleet Coordinator immediately.
- c. Advise ORIX and they will forward you an insurance claim form to complete.

3.29.2 Where possible, arrangements will be made by the National Fleet Coordinator to supply an alternative vehicle. If the vehicle is not recovered and the insurance claim is settled, a replacement vehicle, either existing in the fleet, or a new vehicle will be issued.

3.30 Safe Driving

Regardless of the circumstances, vehicle custodians are responsible for the safety of their passengers and themselves when driving their company vehicle.

- a. Seat belts are to be worn by occupants at all times
- b. Children must be properly restrained at all times
- c. Under no circumstances should a vehicle be driven in an unsafe condition

3.31 Infringements

- 3.31.1 Drivers are expected to obey all traffic regulations.
- 3.31.2 The vehicle custodian will be responsible for any traffic infringement notices or parking infringement notices issued for their vehicle.
- 3.31.3 Where excessive fines (as determined by the General Manager People & Safety) are lodged against a vehicle custodian, the vehicle custodian's manager will be notified of details and will be expected to take appropriate action including where appropriate disciplinary action.
- 3.31.4 If the vehicle custodian has occasion to lend his/her vehicle to a work colleague or immediate family/member of their household, the date and time that the vehicle was loaned should be recorded by the vehicle custodian. It is the vehicle custodian's responsibility to nominate the appropriate driver should an infringement notice occur while the vehicle custodian is not driving the vehicle. If this procedure is not followed, the vehicle custodian will be held liable for any infringement notices incurred.

Please Note: MEGT will not accept responsibility for any penalties incurred by vehicle custodians.

3.32 Loss of Licence

- 3.32.1 All vehicle custodians will be aware of, and adhere to, legislation prohibiting driving whilst affected by drugs or being above the legal blood alcohol limit.
- 3.32.2 Any employee convicted of drink driving and excessive traffic infringements that leads to a loss of drivers licence, must notify their immediate Manager and the National Fleet Coordinator immediately, at which point all vehicle privileges will be removed from the driver and disciplinary action may be a consequence.
- 3.32.3 Any changes to the vehicle custodian's license situation must be communicated immediately to their immediate Manager and the National Fleet Coordinator.

3.33 Carriage of Passengers / Materials

- 3.33.1 No constraints are placed on the carrying of passengers; however MEGT employees are not permitted to accept compensation for carrying passengers or materials.
- 3.33.2 Materials such as BBQ gas bottles and other goods that may be perceived as "Dangerous Goods" are to be carried in a safe manner and HSE principles must be applied in all cases where goods are carried in an MEGT company vehicle.
- 3.33.3 Any private modifications to a company vehicle made for the vehicle custodian require prior written approval by the National Fleet Coordinator and will be done at the expense of the vehicle custodian.
- 3.33.4 When towing with an MEGT vehicle it is important to remember that tow bars and couplings must not obscure the towing vehicle's numberplate when the trailer is connected. You must ensure the towing vehicle has sufficient capacity to tow the trailer when it is fully loaded, and all loads are securely tied down.

3.34 Fuel Purchasing

- 3.34.1 Vehicle custodians will, whenever and wherever practical, use Company supplied fuel cards for the purchases of petrol and oil. All fuel purchased (including while on annual leave within your relevant State of residence) will be at MEGT's expense.
- 3.34.2 Should the vehicle be used for private travel interstate, for example an interstate holiday, the purchase of fuel can be made with your company supplied fuel card. The vehicle custodian is liable for the cost of the fuel which will be reimbursed to MEGT via a payroll deduction. This will be waived for authorised business purposes.
- 3.34.3 If you have purchased fuel out of your state for business purposes, reimbursement can be made via the Expense Reimbursement Process and will be reimbursed via payroll. Clearly indicate the car registration number, branch, division and your name either on the receipt or a separate letter or email and send to your Manager for approval.
- 3.34.4 Should a vehicle custodian be required to purchase fuel for business purposes from their own money, they must seek reimbursement via the Expense Reimbursement Process and this will be reimbursed via payroll. A tax invoice detailing the fuel transaction must accompany the reimbursement claim.
- 3.34.5 An accurate odometer reading must be supplied each time fuel is purchased. If an inaccurate odometer reading was supplied, please notify the National Fleet Coordinator immediately via email to car_fleet@megt.com.au, indicating the following:
- a. Car registration number
 - b. Driver name
 - c. Division and branch
 - d. Date of transaction
 - e. Correct odometer reading
- 3.34.6 All drivers who are allocated an MEGT vehicle are provided with a fuel card from Caltex and BP. The type of fuel card provided to vehicle custodians may change at the discretion of the National Fleet Coordinator at any time.
- 3.34.7 MEGT fuel cards are programmed for the fuel type of the vehicle to which they belong and top up oils only. Fuel cards are only to be used for the car which it is assigned to, unless prior written approval is provided by the National Fleet Coordinator.

3.35 Stolen or Lost Fuel Cards

To arrange replacement of a lost, damaged or stolen fuel card, the vehicle custodian must immediately notify the National Fleet Coordinator via email, car_fleet@megt.com.au, during work hours or if out of hours notify ORIX by calling **1300 652 886**.



3.36 Road Tolls

- 3.36.1 MEGT will issue a Citylink E-Tag to vehicle custodians to cover the cost of all business related road tolls where deemed appropriate.
- 3.36.2 Toll expenses charged to MEGT vehicles for trips outside of normal business hours or for non work days such as public holidays, Annual Leave, Personal Leave, weekends etc, will be regarded as private and MEGT will seek reimbursement via a salary deduction.
- 3.36.3 Private use is allowed for up to \$40.00 per month and up to this level no deduction for out of hours use will be made.
- 3.36.4 Unless otherwise authorised, all E-Tag expenses for staff members that are allocated to a spare car who normally are not entitled to a company car will be regarded as private use and MEGT will seek reimbursement via payroll deduction.
- 3.36.5 All toll expenses for out of hours use and for non work days in excess of \$40.00 per month, will be automatically deducted from the staff members pay on a monthly basis. If the toll use was work related then the staff member will be able to claim the deduction back subject to their manager's approval.
- 3.36.6 Vehicle Custodians are responsible for the following:
 - a. Ensuring that your E-tag is in your vehicle and correctly fitted at all times
 - b. Ensuring that the E-tag is fully operational and makes a single beep each time you go through a tollway
 - c. Ensuring the E-tag is returned to the National Fleet Coordinator once the vehicle is disposed of/traded in. Where this does not occur the vehicle custodian will be responsible for any charges for non-return issued by the Toll operator (approximately \$55.00)
 - d. Where an E-tag is not assigned to a vehicle, the vehicle custodian is responsible for obtaining a relevant pass from the Toll operator to cover the travel period, which can be reimbursed through petty cash

3.37 Vehicle Return to MEGT

If a vehicle custodian leaves MEGT or their vehicle is being replaced, the returning vehicle must be cleaned (interior and exterior) prior to its return to MEGT. In addition vehicle custodians will be responsible for ensuring:

- a. The original and spare keys are returned with the vehicle
- b. The service book, spare wheel and jack/tool are in the vehicle boot
- c. Any accident damage has been reported to ORIX and an accident form completed.
- d. Vehicle servicing and repairs are up to date
- e. If street directories were provided they must be returned
- f. All fuel cards are returned to their Manager or the National Fleet Coordinator

- g. A “Change of Driver form” and “Vehicle Condition Report” is completed and forwarded to car_fleet@megt.com.au.

3.38 Staff Purchasing of MEGT Company Vehicles

It is a policy of MEGT to offer current employees of MEGT the option of purchasing company vehicles once they are due for changeover.

- a. The sale of motor vehicles needs to be facilitated by a licenced motor car trader where possible (LMCT).
- b. The employee/purchaser is responsible for obtaining a Certificate of Roadworthy, including all rectification costs and all vehicle transfer costs.
- c. On request by an employee, the National Fleet Coordinator can provide details of any vehicles that may be coming up for disposal.
- d. If the employee is genuinely interested in purchasing a vehicle, a valuation will be undertaken of the vehicle. The employee may need to assist the valuer where required with access to the vehicle and/or photos where requested.
- e. The National Fleet Coordinator will seek approval from the CEO for a recommended sale price which will then be presented to the employee for consideration.
- f. If the employee wishes to proceed with the purchase they will need to advise the National Fleet Coordinator in a timely manner who will then request an invoice be raised via the Finance department for the sale of the vehicle.
- g. Once approved by the employee and MEGT, the employee will need to have a Roadworthy Certificate completed and provide a copy to the National Fleet Coordinator, undertake a Registration plate change where required and pay for the vehicle with either a bank cheque or an EFT transfer with receipts presented for the total vehicle purchase price.
- h. Once the vehicle sale proceeds are transferred by the LMCT to MEGT the vehicle will be released to the employee.
- i. If the employee decides not to proceed with the sale the vehicle will go through the standard MEGT disposal process.

4. RESPONSIBILITIES

4.1 General Manager People & Safety

General Manager People & Safety or a People & Safety team member designated by the General Manager People & Safety is to develop, review, communicate, issue and monitor the effectiveness of this policy and to seek opportunities for improvement and amend as necessary.

4.2 Managers

All Managers are to implement and ensure employees and contractors working under their control understand and comply with the policy.

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Position: General Manager People & Safety
Version: 007

Approved: David Windridge
Position: Chief Executive Officer
Date: 9 October 2017



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5. BREACH OF POLICY

A breach of any MEGT's policy may have unintended and harmful consequences. Appropriate disciplinary action will be taken against anyone found to be intentionally breaching any People & Safety policy.

6. COMMUNICATION

This policy is available on the MEGT Intranet site.

7. REVIEW

This policy will be reviewed every two years or sooner if requested by management.

END OF DOCUMENT

Author: Russell Jones
Position: General Manager People & Safety
Version: 007

Approved: David Windridge
Position: Chief Executive Officer
Date: 9 October 2017

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