



## STATEWIDE GROUP TRAINING (SA) INC

### MOTOR VEHICLE POLICY

#### **PURPOSE:**

Motor Vehicles may be provided by Statewide Group Training (SA) Inc (SGT) for use by its employees in accordance with the requirements of the business and, where applicable, the terms and conditions of their employment contract.

#### **SCOPE:**

This policy applies to:

- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub contractors.

#### **POLICY:**

Where a motor vehicle is provided to an employee due to the requirements of the position that they hold, this is known as 'Tool of Trade' vehicle. Motor vehicles provided to employees as part of their total remuneration package are known as 'Package' vehicles. An employee who has a specific vehicle allocated to them shall be known as the 'Designated Key Holder'.

SGT will pay all taxes, insurance premiums, running costs, and maintenance and repair expenses associated with the running of motor vehicles provided pursuant to this Motor Vehicles Policy.

SGT Management will, at all times, determine the type, make and model of all motor vehicles supplied for the use of employees, who they shall be allocated to and when they will be rotated and/or replaced.

Purchase or Lease of the vehicle will be subject to the following;

- Dependent upon fluctuations in the motor vehicle market, vehicle cost and trade valuations, SGT will either purchase or lease vehicles.
- Vehicles are to be purchased or leased as cost effectively as possible
- Tenders to be submitted from three motor vehicle dealers for each vehicle changeover.
- Decision to purchase or lease any vehicle is to be agreed upon by the Management Group.
- The Finance Manager or delegate is responsible to prepare, distribute and collate tender documents.
- The Finance Manager is responsible to get approval to purchase from the Management Group, formalise the leasing/purchase documentation and arrange payment for the purchased vehicle.

This Motor Vehicles Policy does not cover the allocation and use of load shifting equipment, such as forklift trucks.

#### ***Pool Vehicles***

SGT has a pool vehicle(s) available for employees to use when on official business. The pool vehicle will be required to be booked in advance with the assigned responsible officer and recorded in the appropriate manner.

Pool vehicles must only be driven by an authorised employee and are not available for private use by employees, unless by specific authorisation by the CEO or a Manager.



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Pool vehicles are to be secured on the premises when not in use and are not to be garaged at an employee's home overnight, as this affects the FBT treatment of these vehicles. The only exception to this will be if the pool vehicle can be secured on the employee's premises with the prior authorisation of the CEO or a Manager.

#### ***Tool of Trade Vehicles***

Where an employee is required to use a motor vehicle on a regular and frequent basis, in order to fulfil the requirements of their position, SGT will allocate an appropriate vehicle for that position and the employee will become the designated key holder for that vehicle.

Tool of Trade vehicles will be appropriate for the tasks and functions that are required for the position and may be of a certain make, type, colour or style. Signage and/or decals may be affixed to the vehicle, as required by SGT from time to time.

Regular rotation of Tool of Trade vehicles amongst eligible employees may occur so that FBT and residual values can be managed effectively. Limited personal use is allowed for employees who are the Designated Key Holders of Tool of Trade vehicles, subject to the general requirements listed below.

Employees are not to allow the motor vehicle to be driven by anyone other than an authorised employee or their spouse/partner/family member, who must be at least twenty-five (25) years of age, on completion of the required forms, and will be filed on the employee's personnel file. The only exception to employees driving Tool of Trade vehicles under the age of twenty-five (25) years of age will be at the discretion of the CEO.

#### ***Packaged Vehicles***

SGT may provide certain employees with a motor vehicle for both business and personal use, as part of the benefits included in their total remuneration package.

Employees are not to allow the motor vehicle to be driven by anyone other than an authorised employee or their spouse/partner/family member, who must be at least twenty-five (25) year of age.

#### **General Conditions for Vehicle Use**

The obligations of employees with respect to the use of all types of vehicles supplied by SGT are:

- Not to drive the motor vehicle unless they hold an appropriate current and valid driver's licence;
- Where they are the Designated Key Holder, to take good care of the motor vehicle and ensure that it is properly and responsibly maintained and serviced in accordance with fleet car arrangements and/or company direction;
- To only purchase fuel and oil for the vehicle using appropriate fleet/fuel card allocated to the vehicle;
- To ensure that the motor vehicle is kept in a clean and satisfactory condition both inside and out;
- To ensure that the provisions of any insurance policy relating to the motor vehicle are observed;
- To ensure that the motor vehicle is not driven by anyone else other than the Designated Key Holder, authorised employee and/or other authorised driver;



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- To make the vehicle allocated to them available for other employees to use on authorised business, where it is convenient to do so;
- To pay all parking and traffic infringement penalties relating to the use of the motor vehicle;
- To ensure that the motor vehicle is securely locked when left unattended and that any alarm system fitted to the motor vehicle is turned on;
- Not to fit any accessories to the motor vehicle without prior written approval from SGT;
- No to smoke, or allow any other person to smoke, in the motor vehicle;
- Not to drive the motor vehicle or allow others to drive the motor vehicle if drugs or alcohol have been consumed;
- Not to allow the vehicle to be used for instructing a learner driver; and
- To observe all road and traffic laws accordingly.

SGT will be entitled to inspect the motor vehicle at any time without notice in order to ensure compliance with these requirements.

A breach of any of these requirements may result in SGT withdrawing the employee's use of the motor vehicle and the employee may be subject to disciplinary action depending on the nature and circumstances of the breach.

#### ***Personal Vehicles***

If a pool vehicle is not available, then employees may be required to use their own motor vehicle or alternative means of transport, following approval by their manager/supervisor, and are to be reimbursed in accordance with the relevant industrial instrument (such as award or agreement) or the Australian Taxation Office Motor Vehicle Reimbursement Schedule.

Employees that are required to use their own motor vehicle must have a comprehensive vehicle insurance policy that incorporates the utilisation of the motor vehicle on SGT business.

#### ***Accidents and Incidents***

Employees should report any collision damage, theft or other incident to SGT at the earliest opportunity by completing the Accident/Incident Report form, to assist in determining liability and to enable insurance matter to be finalised.

If the accident/incident involved a personal injury, employees must ensure that a workplace injury is reported to their manager/supervisor.

Where possible, employees are to note the other driver's details, including name, address, contact numbers and vehicle details, together with the names and details of any witnesses.

If any employee is involved in a motor vehicle accident or incident as a result of alcohol consumption, unlawful drug taking, negligence and/or recklessness, the employee will be responsible for paying any excess on the motor vehicle insurance policy and any other amount not covered by the insurance policy as a result of their actions.



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Depending on the nature and severity of the incident, the employee may also be subject to disciplinary action and possible termination of employment.

Designated staff members are issued and entrusted with individual motor vehicles under the following conditions;

- For the purpose of conducting company business
- For the express use of the staff member to whom the vehicle is issued
- The vehicle is not to be driven at any time or under any circumstances, by a third party unless that party has been nominated on the Driver Declaration Form and lodged with the Finance Manager or delegate, or, permission in writing has been given by the Chief Executive Officer for a third party to drive the vehicle.
- In the case of an emergency, where an unauthorised person is allowed to drive the company vehicle, the action is to be supported by a duly signed Statutory Declaration, or written approval sought from the Chief Executive Officer.
- If a non-approved and unauthorised driver is involved in an accident, or the vehicle is damaged in any way, then the full amount of any repairs and additional costs will be fully recoverable for the designated staff member to whom the vehicle was issued and who knowingly or tacitly permitted the car to be used.
- In the event of an accident and if it is the fault of either the designated driver, spouse or partner the following will apply;-
  - First Accident  
Statewide Group Training will cover the cost
  - Second or more Accidents  
Staff member will be liable for the excess, and may also be required to contribute to the cost of the repairs.
- Accidents are required by law to be reported to the nearest Police Station with twenty four hours.
- Accidents or damage to the vehicle must be reported to the Chief Executive Officer or delegate by the next working day.
- All necessary paperwork and information regarding accidents must be provided to the Finance Manager or delegate as soon as possible.
- The Finance Manager or delegate have exclusive authority to approve who will carry out repairs, claims against insurers and payment for repairs.
- Under no circumstances is the driver to have consumed any alcohol nor is to be consumed in company vehicles by any passenger at any time.
- The designated driver is to arrange routine servicing, maintenance and repairs when required. Approval from the Finance Manager or delegate must be obtained prior to the work being carried out.
- No additions or accessories can be added to any vehicle unless authorised by the Finance Manager or delegate.
- Vehicles may be rotated from time to time when required
- Fuel cards are only to be used with vehicles to which they were issued
- Lost or stolen fuel cards must be reported immediately to the Finance Manager
- It is the obligation of the designated driver to ensure the vehicle is maintained in a clean condition at their own cost.
- Pool cars are to be left in a clean and tidy condition with a full fuel tank after use by staff members and are to be maintained in a clean condition by a designated staff member.
- In the case of a breakdown Roadside Service by the RAA or other provider is at the cost of the designated driver if the vehicle warranty has expired and there is no other dealer service arrangement in place.
- Vehicles must be safely parked, garaged or secured at all times



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- Speeding, road rule infringement and parking fines are to be paid by the designated driver
- Reasonable private use is allowed while on annual leave and at other times by agreement
- Permission must sought form the Chief Executive Officer for any interstate travel
- Driver's Declaration Forms must be completed by spouse or partners
- Limited use is permitted by spouse or partners

Should any staff member issued with a company vehicle be absent from the workplace for leave periods exceeding twenty working days, or any other absence in excess of two working days, then the staff member must contact their supervisor to determine whether their vehicle may be required at work to facilitate the ongoing duties relevant to their position.

Pool motor vehicles are not to be used by staff for private use unless authorised by the Chief Executive Officer.

At the time of trading or sale of company vehicles the delegated driver will be responsible for the following;

A common sense approach should be applied in the lead up to a vehicle being sold

- e.g. do not purchase a new tyre,  
use the spare tyre or contact the Finance Manager or delegate who will co-ordinate other avenues where a tyre may be obtained.

The Finance Manager or delegate will maintain a schedule for the vehicles to be traded in and will;

- Source the best trade-in prices
- Recommend purchase details to the Chief Executive Officer
- Recommend whether a vehicle replacement is required or not
- Calculate and recommend to the Chief Executive Officer the number of vehicles to be replaced annually
- Monitor the cost of the change over for each new vehicle

Upon application staff may purchase any changeover vehicles at the current market value, subject to arrangement with the Chief Executive Officer or delegate.

***Other relevant SGT policies:***

Employees, and in particular Managers, are encouraged to read this policy in conjunction with other relevant SGT policies including (but not limited to):

Efficiency and Discipline Policy  
Travel Policy.

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APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL  
SIGNATURE:

DATE: 8<sup>TH</sup> MAY 2024