

Motor Vehicle Policy

The ARA Electrical Group is committed to the health, safety, and welfare of all workers whilst driving, and using company vehicles. This policy details the company requirements relating to driver safety.

Motor vehicles are provided for the use of workers to enable the successful completion of jobs. Workers are to be responsible in the use and maintenance of company vehicles at all times.

It is company policy that:

- All drivers must hold a current drivers licence; it is the driver's responsibility to maintain the renewal of this licence. Drivers must have a current drivers licence with them at all times and present this on request.
 - Drivers observe all road rules and speed restrictions applicable.
 - Drivers must not use, consume or be under the influence of any drugs or alcohol whilst in control of a company vehicle to which is outside the prescribed legal limits for their class of licence.
 - Drivers must be medically fit to drive company vehicles.
 - Mobile phones and Personal Electronic Devices are not to be used whilst driving company vehicles unless the vehicle is stationary or "hands free" communication is available. This also applies to SMS messages and emails.
 - Drivers who home garage a vehicle on a regular basis are required to wash and clean the exterior and interior weekly.
 - All damage, faults or defects to vehicles must be reported immediately to the Supervisor or Manager who shall initiate the repairs or servicing as soon as possible.
 - Use only the recommended fuel at accredited fuel outlets.
 - Maintain driver, fuel, and mileage control register for each vehicle.
 - Drivers will be held reasonably responsible for insurance premium excess where it is considered that the actions of the driver were negligent and/or irresponsible.
 - Drivers will be responsible for all traffic and parking infringement notices incurred.
 - Drivers are to inspect company vehicles prior to the scheduled services as part of routine preventative maintenance, record and report any anomalies.
 - When driving on customer's/ client's premises, the procedures and rules applicable to that site are to be adhered to.
 - In the event of an accident or damage to a company vehicle, the driver shall immediately contact their manager, and record the necessary particulars of the other party if known.
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- The private use of commercial vehicles is restricted to travel between home and work unless authorised by management.

- Drivers will complete an annual FBT declaration, and log book if required.
- Company vehicles are to be returned to the company offices when drivers are either absent from work, on annual leave, or on sick leave for an extended period unless authorised by Senior Management.



Brett Chambers
Managing Director
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