

## MOTOR VEHICLE POLICY – CUSTODIANS

### 1. PURPOSE OF THE POLICY

- 1.1 This Policy outlines the conditions and obligations of Dark Knight Engineering Group's ('DKE Group') employees' use of vehicles provided by DKE Group.
- 1.2 This Policy, where relevant, operates in conjunction with an employee's contract of employment.

### 2. COMMENCEMENT OF THE POLICY

- 2.1 This Policy will commence from 16/01/2023. It replaces all other policies of DKE Group relating to DKE Group vehicles (whether written or not).

### 3. SCOPE

- 3.1 This Policy applies to casual, part-time, and full-time employees of DKE Group.
- 3.2 This Policy does not form part of any employee's contract of employment.

### 4. ISSUE OF DKE Group COMPANY VEHICLES

- 4.1 The type of vehicle issued to the employee will be at the discretion of DKE Group. The vehicle will be suited to the employee's role in the company.
- 4.2 Upon issue of a company vehicle, DKE Group will obtain, from the employee, a copy of their driving licence and a copy will be taken for retention in the employee's personnel file. All information will be held and maintained in confidence.
- 4.3 DKE Group reserves the right to track their assets by way of a GPS tracking device. Any and or all vehicles may be fitted at any time with such a device.
- 4.4 The company reserves the right to complete driver licence demerit point checks on an on-going basis, this always compulsory and will only be facilitated the senior management delegate. A DKE Driver Licence Consent form will also need to be completed.
- 4.5 The company reserves the right to withdraw use of a company vehicle if the employee has more than two speeding fines or other traffic offences in any one calendar year, this includes "at fault accidents".

### 5. RESPONSIBILITY FOR EXPENSES

- 5.1 If DKE Group provides an employee with a motor vehicle, the employee is entitled to use it for work-related purposes. Reasonable personal use is also permissible in accordance with DKE Group's instructions from time to time, and subject to the restrictions specified in this Policy.
- 5.2 Employees will be provided with an E-Tag and fuel card for exclusive use for the allocated DKE Group vehicle. The E-Tag and fuel card must stay with the vehicle at all times. If employees are required to swap vehicles with other employees, the E-Tag and fuel card is only to be used by the employee and for the vehicle to which it relates. If excessive fuel consumption charges appear on the statement for the vehicle, DKE Group may investigate and the employee may be required to reimburse DKE Group for part or all of the costs.

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

## **6. OWNERSHIP OF VEHICLE**

6.1 At all times, the vehicle remains the property of DKE Group.

## **7. MAINTAINING DKE Group's VEHICLE**

7.1 An employee who is provided with a vehicle must:

- (a) take good care of the vehicle;
- (b) utilise only Ethanol 94 (E10) or Unleaded Petrol 91 to fuel the vehicle. Those who use premium fuel where it is not within reasonable explanation will be charged a personal cost of the difference per litre to that of unleaded petrol.
- (c) 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;
- (d) if required by DKE Group, ensure that it is properly and responsibly maintained and serviced, particularly in accordance with warranty requirements;
- (e) check the vehicle for water, oil and tyre tread and report any concerns to your Manager immediately;
- (f) ensure that the provisions of any insurance policy relating to the vehicle are observed;
- (g) not fit any accessories to the vehicle without prior written approval from DKE Group;
- (h) pay all parking and traffic infringement penalties relating to use of the vehicle incurred by the employee and provide timely nominations to the appropriate authority for parking and traffic infringement penalties not incurred by the employee;
- (i) ensure that the vehicle is securely locked when left unattended and that any alarm system fitted to the vehicle is turned on;
- (j) ensure that the vehicle is available for use by other employees when required;
- (k) drive and use the vehicle only for the purpose for which it is intended;
- (l) ensure that the vehicle is safely stowed when not in use;
- (m) when required by law, immediately report any accidents involving the vehicle to the police;
- (n) immediately inform DKE Group of any faults or damage to the vehicle; and
- (o) keep the vehicle clean and in good order.
- (p) Employees issued with a company motor vehicle are required to complete the Company Motor Vehicle Monthly Checklist once per month – this completed

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checklist will need to be submitted with your timesheets on the last Monday of every month, (note there are two versions, one for Mechanical and one for Electrical).

- (q) Quarterly Vehicle Audit inspections need to be arranged and can be completed by anyone in the management team only; these are mandatory with no option for decline.

## **8. USE OF VEHICLE WHILE ON LEAVE**

- 8.1 While on authorised leave, the vehicle must not be used by the employee, unless the employee has been granted permission by the Managing Director. If directed to do so by DKE Group, the employee must return the vehicle to DKE Group's premises prior to the commencement of the leave.

## **9. SAFETY**

- 9.1 The employee's obligations with respect to safely using DKE Group's vehicle include:
  - (a) obeying all relevant road rules and legislation;
  - (b) not driving the vehicle if the employee is taking any medication that may adversely affect the employee's ability to drive or where the employee is intoxicated through alcohol consumption or illegal drug use; and
  - (c) ensuring that the first aid kit + fire extinguisher provided with the vehicle is kept fully stocked and that items in that kit which have a 'used by' date is replaced after that date.
- 9.2 If an employee is involved in any accident as a result of medication use, intoxication, unlawful drug taking, negligence or recklessness, the employee will be responsible for paying any excess on the insurance and any other amount not covered by the insurance.
- 9.3 In the event of an accident involving the vehicle (or serious vehicle hazard/fault), employees are required to notify their Manager as soon as possible. The employee is responsible for obtaining any particulars of any persons involved in the incident as well as the names and addresses of any witnesses.
- 9.4 A 'Dark Knight Engineering Vehicle Incident Report form must be completed and returned to your Manager within 48 hours of the date of incident. An appointment will then be scheduled with the company WH&S Officer for further investigation and review.

## **10. RESTRICTIONS**

- 10.1 Employees must not drive the company vehicle when under the influence of drugs or alcohol above the legal limits. Any employee found to be driving a company vehicle whilst affected by drugs or alcohol above the legal limits will have the use of the vehicle withdrawn immediately. Other disciplinary action may also apply at the discretion of the Manager.
- 10.2 It is strictly prohibited for any company vehicle to be driven in a manner, or conduct towards other road users, that reflects poorly on the public image of Dark Knight Engineering or contravenes relevant traffic regulations.

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## **11. LICENCE**

- 11.1 Employees must maintain a current driver's licence. An employee must notify their Manager and the WH&S Officer immediately if their licence is suspended or cancelled. If it is a requirement of an employee's employment to drive a motor vehicle, the suspension or cancellation of the employee's licence may cease the employment.
- 11.2 Any employee driving on an international licence will be required to gain a full Australian driving licence within six months of commencing work for the company as a condition of vehicle use.

## **12. RETURN OF VEHICLE**

- 12.1 The employee must return the vehicle when the employment is terminated, or at any other time as DKE Group may direct. DKE Group may seek to return a company vehicle in the following circumstances:
- Termination of employment
  - Parental leave
  - Long term ill health
  - Any medical condition or treatment which prohibits driving
  - Extended leave provided by the permission of the company
  - Violation of the company vehicle conditions of use
  - Careless driving
  - Excessive number of accidents
  - Disqualifying conviction
- 12.2 DKE Group may at any time, with the approval of the Managing Director, withdraw the use of the company vehicle from any employee whereby the job duties of the employee change to the extent that the vehicle is no longer required to fulfil the employee's employment requirements. The Company reserves the right to make this withdrawal in conjunction with the timeline change to the job duties of the employee, or effective immediately in required circumstances.
- 12.3 DKE Group considers the provision of a motor vehicle as a significant privilege. Accordingly, DKE Group reserves the right to withdraw use of the motor vehicle for any employee who is in breach of this Policy. Such breach may also result in other disciplinary action, including, but not limited to, termination of employment.
- 12.4 Additionally, DKE Group may inspect the motor vehicle at any time without notice.
- 12.5 DKE Group reserves the right to withdraw use of a company vehicle if the employee has more than two speeding fines or other traffic offences in any one calendar year. This includes "at fault accidents".
- ## **13. BREACHES OF THIS POLICY**
- 13.1 A breach of this Policy may lead to disciplinary action including, but not limited to, termination of employment.

## Variations

DKE Group reserves the right to vary, replace or terminate this Policy from time to time.

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## ACCEPTANCE

*I have read and understood the Motor Vehicle Policy; I accepts the obligations and responsibility it places on me and agree to be bound by its terms as a condition of employment.*

**Print name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_