

## VEHICLE SAFETY POLICY – GENERAL

### 1. PURPOSE

- 1.1 Dark Knight Engineering Group ('DKE Group') promotes a safe workplace. This Policy ensures measures are taken for employees using company vehicles.

### 2. COMMENCEMENT OF THE POLICY

- 2.1 This Policy will commence from 16/01/2023. It replaces all other vehicle safety policies (whether written or not).

### 3. APPLICATION OF POLICY

- 3.1 This Policy applies to employees, agents, contractors (including temporary contractors) and 'workers' as otherwise defined under relevant OHS/WHs legislation of DKE Group, collectively referred to in this Policy as 'workplace participants'.
- 3.2 This Policy does not form part of a workplace participant's contract of employment. Nor does it form any part of any other workplace participant's contract for service.

### 4. CODE OF CONDUCT

- 4.1 Whilst driving company vehicles, workplace participants must hold a current driver's licence, comply with the road traffic legislation, be conscious of road safety and demonstrate safe driving. The following actions occurring in company vehicles will be viewed as serious breaches of conduct:

- drinking or under the influence of alcohol or drugs while driving;
- driving while disqualified, or not correctly licensed;
- reckless or dangerous driving causing death or injury;
- failing to stop after a crash;
- demerit points suspension; or
- any actions which warrant suspension of a licence.

- 4.2 Such conduct may result in disciplinary action, up to and including termination of your employment or contract for services.

### 5. RESPONSIBILITIES AS A WORKPLACE PARTICIPANT

- 5.1 Responsibilities as a workplace participant include:
- Conducting a vehicle pre-start check – this should be completed before driving the vehicle if using as a once off, or completed weekly for those who drive as part of their job role (e.g., delivery/truck drivers)
  - Holding a current driver's licence for the class of vehicle they are driving;

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- Immediately notifying your Supervisor or Manager if your driver's licence has been suspended, cancelled or has had limitations placed upon it;
- Being responsible and accountable for your actions when operating company vehicles;
- Displaying the highest level of professional conduct when driving vehicles;
- Assessing hazards while driving and anticipate 'what if' scenarios;
- Driving within the legal speed limits, including driving to the conditions;
- Wearing a seat belt at all times;
- Reporting vehicle defects to a Supervisor or Manager before the next vehicle use;
- Complying with traffic legislation when driving a company vehicle;
- Paying all parking and traffic infringements and penalties relating to the use of the vehicle;
- Reporting all driving and traffic offences (including accidents) to DKE Group;
- Regularly checking the oil, radiator and battery levels, and tyre pressure of company vehicles they regularly use and complete the 'vehicle pre-start checklist' and
- Reporting any damages from hits, crashes, or scrapes to your Manager, including those which do not result in injury.

5.2 In addition, it is required that all drivers:

- Take regular and adequate rest breaks;
- Take breaks every two hours and stop when tired;
- Plan the journey, taking into consideration pre-journey work duties, the length of the trip and post-journey commitments;
- Stay overnight if driving time and non-driving duties exceed 11 hours in one day unless driving duties can be shared; and
- Use daytime running lights on the open road (where fitted).

## 6. RESPONSIBILITIES AS A PCBU

- 6.1 DKE Group will not require workplace participants to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc (refer to the Fatigue Management Procedure).
- 6.2 It is DKE Group Policy that no person with a restricted licence is permitted to drive company vehicles or any vehicle while on company business.

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## 7. NON-COMPLIANCE

- 7.1 If a workplace participant fails to comply with the requirements set out in this Policy, it will be regarded as a serious breach of conduct and may result in the termination of employment/services/contract. When a breach occurs, an investigation will be conducted to determine the appropriate action to be taken.

### Variations

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



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## VEHICLE PRE-START CHECKLIST

Employees driving a Company Motor Vehicle are required to complete a PRE-START CHECKLIST.

The completed checklist will need to be submitted when you return the keys or at the beginning of the week with your timesheet.

Checklist:		Date:	Initial:
Engine oil and coolant levels – sufficient			
Windshield and mirrors - clean with no cracks			
Doors and windows - clean with no cracks			
Parking brake - correctly applies			
Tires - wear and pressure (including - Spare tyre - wear and pressure sufficient)			
Wheel nuts tight - 20% check			
Licence plates - complete and clean			
Check for cleanliness and damages (interior and exterior)			
Fuel level, gauges, and dash warning lights - all working			
Windshield wipers - present and working			
Horn - working			
Head lights, taillights, turn signals, hazards - working, no cracks			
Condition of seat belts - sufficient			
Emergency equipment:	First aid kit complete		
	Fire extinguisher - tagged and full		
	Jack, wrench and spare tire - present		
	Warning triangle - present		
<b>NOTES:</b>          			
Name:	Registration:	KMS:	Signed: Date: