Add Company Logo

**Vehicle Policy**

Supported through the SafetyCheck Application

**Aim of this Policy**

To reduce at-fault crashes, injuries, breakdowns, and associated costs while promoting safe and responsible vehicle use.

**Objectives**

[Insert Company Name] is committed to:

* Ensuring that workers who drive for work demonstrate safe, responsible, and efficient driving practices at all times.
* Maintaining all company vehicles in a safe, clean, and roadworthy condition to protect drivers, passengers, and other road users.
* Reducing the environmental impact of company vehicle use.
* Applying this policy to both company vehicles and personal vehicles used for work purposes.

As part of this commitment, workers are required to **complete** [monthly] **vehicle inspections** using the **SafetyCheck App**, and report any issues or incidents immediately through the app or to their manager.

**1. Conduct Expectations**

The following actions will be treated as serious breaches of conduct when using a company vehicle:

* Driving under the influence of alcohol or drugs.
* Driving while disqualified or without the correct licence.
* Reckless or dangerous driving resulting in injury, death, or property damage.
* Failing to stop after a crash.
* Accumulating demerit points leading to licence suspension.
* Any other action that results in a licence suspension, disqualification, or legal penalties.

**2. Responsibilities of Workers**

All workers who drive a company vehicle or their own vehicle for work-related duties must:

* Hold a valid and current driver’s licence for the class of vehicle they are operating and carry it at all times.
* Notify their manager immediately if their licence is suspended, cancelled, or becomes restricted.
* Take full responsibility for their driving conduct while performing work duties.
* Complete vehicle inspections using the SafetyCheck App.
* Comply with all road laws, speed limits, and drive to the conditions.
* Anticipate hazards and apply defensive driving practices.
* Never drive under the influence of alcohol, drugs, or medication that impairs judgment.
* Minimise distractions by setting mirrors, stereos, and devices before driving.
* Avoid mobile phone use while driving unless using approved hands-free equipment.
* Report all **incidents, near-hits, or damage** immediately through the **SafetyCheck Incident Report** and directly to management.
* Notify management of any traffic infringements related to work vehicle use.

**3. Using a Personal Vehicle for Work**

Workers using their personal vehicle for work-related duties must:

* Obtain prior approval from management.
* Ensure the vehicle is legally registered, warranted, and insured for work use. Proof of documentation may be requested.
* Avoid carrying unsafe loads or exceeding seatbelt capacity.
* Avoid using the vehicle in conditions for which it was not designed or suited.

**4. What to Do in a Crash (Company Vehicle)**

If involved in a crash while driving a company vehicle, the driver must:

1. Stop immediately, ensure personal safety, and avoid obstructing traffic.
2. Check for injuries. Call emergency services if required and provide assistance where it is safe to do so.
3. Collect the following details:
	* Other vehicle(s): make, model, registration
	* Other driver(s): name, address, contact
	* Any witnesses: contact information
	* Insurance details of other parties
4. Provide your name, address, and company details to other parties involved.
5. If the other vehicle is unattended, leave your contact details in a secure and visible location.
6. Report the incident to police if:
	* There are any injuries
	* There is disagreement about fault
	* Damage is estimated over $2,500
	* Property (not a vehicle) has been damaged

All incidents must be reported to [Insert Company Name] and recorded using the **SafetyCheck App’s Incident Report** function.

**5. Policy Review**

This policy will be reviewed **12 months after implementation** and annually thereafter to ensure it remains effective and aligned with organisational needs and legal requirements.

**Company Details**

Company Name: [Insert Company/Trading Name]

Officers/Directors: [Insert Name(s)]

Date: [Insert Date]

Signed: [Signature(s)]

Next Review Date: [Insert Date]