

Motor Vehicle Policy

Document No. U PO 005



1. Policy purpose

The purpose of this policy is to set out the guidelines regarding the selection, allocation, use and disposal of operational, senior executive, tool of trade and pool vehicles. It will also guide compliance with the Heavy Vehicle Law Application Act 2013 & Australian Design Rule (ADR), which specifies laws and regulations in relation to fleet of 4.5 tons or more.

2. Policy scope and application

This Policy applies to all employees of United Energy Pty Ltd (**Company**)”.

3. Key contact

Position: Fleet & Inventory Officer. Name: Mathew Knight. Ph: 8846 9502

4. Policy statements

4.1 RESPONSIBILITIES / STAKEHOLDERS

Leadership Team	<ul style="list-style-type: none">• Approving the provision and type of Company vehicle an employee is granted. This authority may be delegated to a Manager reporting directly to the relevant Executive Leadership Team (ELT) member.• Forecasting Company vehicle requirements for non-network capital purposes.
Managers	<ul style="list-style-type: none">• Monitoring the effective use of Company vehicles during business hours.• Authorizing claims for expenditure related to the use of Company vehicles.• In this context a Manager is the employee’s relevant Manager.
UE Fleet Officer	<ul style="list-style-type: none">• Maintain policies relating to the procurement, replacement, standardisation and retirement of motor vehicles (where applicable, in conjunction with the Service provider thru the Network Service Agreement NSA).• Maintain the relation with NLC (fleet card provider).• Manage fleet related invoicing (maintenance, fuel, tires etc.).• Purchase any replacement vehicles.• Dispose of any retired vehicle.• Maintain a database of all vehicles.• Prepare an annual fleet capital budget.
Employees	<ul style="list-style-type: none">• Adhering to the requirements described in this policy.• Reporting any Company vehicle deficiencies or damage to vehicles to the appropriate person.

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| | <ul style="list-style-type: none">• Completing any required documentation. |
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4.2 AUTHORISED / ELIGIBLE USER

An authorized user for a Senior Executive, Tool of Trade or Pool Vehicle provided under this policy is an employee or immediate family member of that employee, who holds a current full driver's licence without any restrictions. The employee is responsible for ensuring adherence to this policy. The provision of a Company vehicle must be authorized by the relevant ELT member.

4.3 COMPANY VEHICLES

In the event that an employee requires a vehicle for work related purposes the following applies:

- a) Tool of Trade vehicles will be provided where there is an operational need for such a vehicle as defined in section "ordering new or replacement vehicles". These vehicles will be provided at no cost to the employee. Where there is a business requirement for the employee to have commuter use of a Company vehicle (e.g. to respond to call-outs or emergencies) limited private use may be allowed with Manager Approval.
- b) When a Company vehicle is not available, a Manager may authorize the use of a rental car or taxi if appropriate.
- c) Alternatively, when a Company vehicle is not available for use, a Manager may authorize an employee to use his or her own vehicle and claim the reimbursement of costs based on the current ATO rates.
- d) Pool vehicles are available to Company employees for a temporary basis at no cost to the employee, in lieu of an employee utilizing their own personal vehicle while performing Company business. The *4.6 Pool Vehicles* section of this Policy sets out the conditions of use.

4.4 TOOL OF TRADE VEHICLES

Tool of Trade vehicles are allocated for specific positions in the organization where a vehicle is an integral and essential part of performing the employee's normal duties. Some examples of this could include situations where:

- The vehicle would travel at least 10,000km on business per year (verified annually by log book);
- Employees are regularly engaged in work out of their office for a substantial portion of their functional role.
- Employees are expected to provide emergency response outside the normal work location

4.5 CONDITIONS OF USE RELATED TO TOOL OF TRADE VEHICLES

- The Company will choose the type, make, model and color of the vehicle to suit business needs.
- The vehicle will be fully maintained by the Company nominated provider at the Company's cost.
- The vehicle must not be modified in any way.
- The vehicle must bear the company logo in the Company-approved dimensions and positioning on the vehicle.
- Smoking is prohibited in the vehicle at all times.
- The driver complies with all road safety laws and regulations.
- The employee shall complete a log book entry on every occasion that a vehicle is used.

- The vehicle will be withdrawn if the employee's position no longer justifies the allocation of a Tool of Trade vehicle.
- Tool of Trade vehicles do not form part of an employee's transferable employment conditions i.e. they are role-specific.
- It is the usual driver's responsibility to ensure that the vehicle is regularly serviced in accordance with the manufacturers recommendation, kept in good condition and maintained in accordance with the manufacturer's specifications
- The usual driver may be required to make the vehicle available to other staff for business purposes when it is not being utilized as determined by the Manager. For example where the usual driver has taken annual or long service leave greater than 2 weeks. Another example would be during business hours, where another team member may wish to travel and a pool vehicle is not available.
- The usual driver is required to keep the vehicle in a clean and tidy condition.
- The usual driver shall ensure that all loose items are carried in the boot of sedans, behind cargo barriers or firmly secured.
- At all times, the driver must minimize the likelihood of theft or damage. Where possible, the driver must ensure that the vehicle is securely locked and parked in a driveway or garage overnight, on weekends and while on leave.
- Valuables must be either removed from the vehicle (if possible) or kept out of sight whilst the vehicle is unattended.
- Fuel Cards – the driver shall:
 - use the fuel card(s) provided only for the vehicle it has been issued to
 - always provide an accurate odometer reading to the attendant at the time of purchasing fuel
 - Use cash and/or credit cards for the purchase of fuel in emergency situations and produce receipts to the Company on request.
- The employee must ensure that fluid levels and tire pressures are maintained at the recommended levels contained within the vehicle's operating manual.
- At no time is the vehicle to be driven by a person under the influence of drugs or alcohol in contravention of any relevant State or Federal Laws
- In accordance with the Company's Occupational Health and Safety policy, all Company vehicles must remain smoke-free.
- The vehicle may be used for limited private use. Limited private use means that the driver may drive the vehicle under normal arrangements within Victoria, unless approved by the relevant ELT member. Costs related to ELT approved private use outside of the state of Victoria shall be met by the regular driver.
- The vehicle may be extended for private use to the driver's immediate family members who hold a current driver's license without relevant restrictions.
- Tool of trade vehicles may be taken on annual or long-service leave when there is no Company requirement for the vehicle during that time and with the approval of a member of the ELT, up to a maximum duration of 2 weeks for any one instance of taking such leave. Any proposed use beyond this 2 week period must be approved in advance by a member of the ELT.
- Where the employee ceases employment with the Company, vehicles must be handed back at the date of cessation of employment in a clean, serviceable condition, suitable for disposal or use by the Company.
- All Authorized Users involved in an accident or incident involving injury to a person and / or damage to a motor vehicle or property, must comply with all legal and insurance

requirements. This includes, if applicable, assisting injured persons, notifying police, exchanging particulars with the other party and so on.

- All drivers must hold a current and relevant drivers licence.
- All drivers must be fit to drive a Company vehicle.

4.6 POOL VEHICLES

- Pool vehicles are available to all UE employees for short term business usage in lieu of the employee utilizing their own vehicle for work purposes subject to approval by the ELT.
- The Company may establish an appropriate number of pool vehicles for work related travel by employees.
- Pool vehicles will only be taken home overnight when an employee is required to travel for work purposes to another location prior to going to their normal place of work. An online or other booking system will be maintained to facilitate access to pool vehicles.
- Any damage or maintenance requirements must be reported to the appropriate person (Fleet Officer) immediately.
- If a pool vehicle is an exempt vehicle there is no FBT payable, however where a pool Vehicle is taken home overnight this will result in FBT payable for each night the vehicle is taken home. FBT payable on pool vehicle is not reportable on the employee's payment summary.

4.7 CONDITIONS OF USE RELATED TO POOL VEHICLES

- It is the employee's responsibility to ensure that Company vehicles are maintained in a clean, roadworthy and serviceable condition. Any unserviceable, damaged, or unsafe vehicles must be reported to the Fleet Officer immediately.
- The employee must ensure that fluid levels and tire pressures are maintained at the correct levels.
- The employee shall complete a log book entry on every occasion that a pool vehicle is used.
- Company vehicles must be securely locked at all times when not being driven unless site safety rules deem otherwise.
- At all times, the driver must minimize the likelihood of theft or damage. The driver must ensure that the vehicle is securely locked and parked in a driveway or garage overnight, on weekends and while on leave.
- Valuables must be either removed from the vehicle (if possible) or kept out of sight whilst the vehicle is unattended.
- The driver must comply with all road safety laws and regulations.
- All drivers must hold a current and relevant drivers licence.
- All drivers must be fit to drive a Company vehicle.
- The Fleet Officer will forward any fines or infringements to the logged driver. Also see "fines and traffic infringements" section.

4.8 USE OF PRIVATE VEHICLE FOR OFFICAL COMPANY DUTIES

An employee may use their own private vehicle to undertake official duties ONLY if the following vehicles are not available or suitable for use.

- Executive Vehicle;
- Pool Vehicle;

- Tool of Trade/Pool Vehicle ;
- Hire Vehicle.

Should the employee use their private vehicle, authorisation will only be granted by the Line Manager if the employee can demonstrate that the vehicle is covered by full comprehensive Motor Vehicle insurance. Extended Third Party Motor Vehicle insurance is not acceptable.

4.8.1 REIMBURSEMENT (Kilometres used by private vehicles)

Distance rates paid to employees include an element for private insurance, depreciation and fair wear and tear (including fuel used) on their private vehicle. It is recommended that employees who anticipate using their vehicles in the course of official duties write to their insurer seeking approval for the vehicle to be used by the insured person to transport himself in his/her employment with the company and for which he/she received a kilometre allowance.

It should also be remembered that, whatever arrangements are made for insurance cover, they can be invalidated by a breach of contract by the insured, for example, when the vehicle is driven while in a defective condition, or when the driver is intoxicated, or under the influence of drugs or when it may be used for purposes other than those specified in the original proposal for the insurance of the motor vehicle.

Payments for travel expenses paid as a kilometre rate for the use of a private motor vehicle should be claimed by the employee via the Expenses Claim Form (Kilometre reimbursement form).

<https://unitedenergy.sharepoint.com/team/Business-Services/Documents/Forms/Forms.aspx>

The rates to be used when claiming reimbursement can be obtained from Payroll in Human Resources.

4.8.2 REIMBURSEMENT (Cost resulting from motor vehicle collision)

In the event of an employee being involved in a not-at-fault motor vehicle collision, the Company will reimburse the employee the policy excess amount or the cost of the repairs to the motor vehicle – whichever is lower.

4.9 RECORD KEEPING AND FRINGE BENEFITS TAX (FBT)

- The vehicle may be subject to Fringe Benefits Tax which will be borne by the Company. To mitigate the fringe benefits tax exposure to the Company, employees must maintain a log book for a continuous 12 week period to ascertain business use of the vehicle.
- The Log Book must contain the following information and must be completed once every 5 years:
 - the dates on which the journey began and ended
 - the odometer readings at the start and end of each journey
 - the kilometres travelled
 - the purpose of the journey
 - travel to and from the employee residence will in most circumstances constitute private use.
- Log books must be completed once every 5 years unless there is a change in significant use of the vehicle.
- Failure to maintain a logbook will result in the vehicle being subject to the statutory method where by the FBT is determined by establishing the kilometres travelled during the FBT year.

- A vehicle may be exempt from FBT where a vehicle is a utility or other commercial vehicle (that is, one not designed principally to carry passengers) is exempt if the employee's private use of such a vehicle is limited to:
 - travel between home and work
 - travel that is incidental to travel in the course of duties of employment
 - non-work related use that is minor, infrequent and irregular (for example, occasional use of the vehicle to remove domestic rubbish).
 - for dual cabs / utes that are designed to carry a load of one ton or more, or more than eight passengers or having a load capacity of less than one ton, they are not designed for the principal purpose of carrying passengers.
- If a vehicle meets the above FBT exemption, a log book is not required
- FBT is required to be reported on the employee's payment summary where the taxable value of the benefit is more than \$2,000

4.10 BUDGETING

The Fleet capital replacement budget for United Energy vehicles is drafted by the Fleet Officer for review and approval each calendar year.

4.11 ORDERING NEW OR REPLACEMENT VEHICLES

The type of vehicle that may be purchased and used as an Executive Vehicle is limited as follows:

Employee Group	Vehicle Type	Example
Executive Management Team (G.M.)	<ul style="list-style-type: none"> • Any vehicle suitable for role, as approved by CEO • Purchase price less than \$125,000 	<ul style="list-style-type: none"> • Toyota Land Cruiser • BMW X5 • Land rover Discovery
Senior Management Group (Head of Dept)	<ul style="list-style-type: none"> • Any vehicle suitable for role and appropriate as company provided vehicle, as approved by EMT member and GM PC&L • Purchase price less than \$75,000 	<ul style="list-style-type: none"> • Toyota Kluger • Audi A3 • Holden Calais
Other	<ul style="list-style-type: none"> • Any vehicle suitable for role and appropriate as company provided vehicle, as approved by EMT member and GM PC&L • Purchase price less than \$40,000 	<ul style="list-style-type: none"> • Toyota Camry • Holden Equinox

Amounts current as at 30 April 2019.

An Executive Management Team or Senior Management Group member on the scheme can select any type of vehicle from their entitled group as advised by Manager HR.

Price of vehicle must not exceed the above group limit (above), which is based on the vehicle purchase price, accessories and stamp duty, but excludes GST, registration and TAC.

4.12 CALCULATION OF SALARY DEDUCTION AMOUNT

Eligible employees may elect to use an Executive Vehicle on a salary sacrifice basis. The salary deduction is made from gross salary with FBT included in the calculation of the deductible amount, as shown by the example in Table 1. The Company will provide a business subsidy of 30% of the estimated cost.

Table 1 – Example Calculation

Component	Calculation	Comments
Vehicle cost	\$60,000	Includes stamp duty, excludes GST, registration and any luxury vehicle tax
Interest rate	4.5%	Interest rate determined by the average of seven companies that offer vehicle financing
Residual value	40%	le: employee to find depreciation of 60% of vehicle
Replacement years	4	
Annual kms	15,000 kms	Cost assumption based on 15,000 kms per annum
Costs		
Finance charge	\$10,636	Subject to change if finance rates change
Registration	\$850	In line with Victoria prices
Insurance	\$500	Average assumption of novated leasing companies
Fuel & maintenance	\$2,450	
Fringe Benefits Tax (FBT)	\$11,732	As per statutory requirements. FBT rate: 47%; Statutory rate: 2.0802
Total annual cost	\$26,168	
Business subsidy (30%)	(\$7,850)	
Cost to (gross) Annual Salary Package	\$18,318	

4.12.1 PURCHASE OF EXECUTIVE VEHICLE

An employee is eligible to purchase their allocated Executive Vehicle in the following circumstances:

- Redundancy,
- At replacement (100,000km or 4 years, as per replacement schedule).

The purchase price of the vehicle is to be paid as a net amount (not pre-tax). The purchase price will be the lower of:

- Estimated net auction proceeds (where sold “as is”), as per auction house estimate (to be obtained by Fleet department) to include GST; and
- Depreciated value (40% of Acquisition Value*, or lower on pro rata depreciation basis for km post 100km) plus GST.

If option b) is the lower amount, the Company will cover any FBT payable on difference to market value.

The employee will be responsible for stamp duty payable on the transfer.

*Acquisition Value = Purchase price (excludes stamp duty, GST and luxury vehicle tax).

- The ordering of new and/or replacement vehicles shall be made using the Business case and scope of work, which shall be signed by the UE Fleet Officer and a member of the ELT. A SAP Purchase Order № shall be created prior to the vehicle being ordered.

4.12.2 REPLACEMENT SCHEDULE

Description	Asset Life (Years)	or (Km)
Executive Vehicles	4	100,000
Sedans, Station Wagons, SUV	4	150,000
Utes, Vans < 4.5T	6	180,000
G-Wagon and Sprinters > 4.5T	8	200,000
EWP 12m*	10	300,000
LCT, MCT, Tray Patrol Trk	10	200,000
Misc Tools & Equipment	10	1,000,000
EWP 14m - 24m*	15	300,000
Forklifts and Specialized Equipment***	10	1,000,000
Task Truck*	15	300,000
Trailers**	15	1,000,000
Cable Recover. Tensioner	20	1,000,000
Crane Borers*	20	300,000

* 10 years of operation to evaluate the option of whether they should be replaced, re-built or run on. All these specialty vehicles are subject to individual inspection review after Ten years.

** All these trailers are subject to individual inspection review after Ten years.

*** All these specialty plant are subject to individual inspection review after Twenty years.

- Refer to Citipower/Powercor Transport Policy (JEQA4UJ443MT-157-28).
- Where able to do so, vehicle purchases may be grouped, in order to achieve best price.

When a vehicle is to be purchased, the following considerations should be given to the type of vehicle:

- **Large SUV:** Users require transport in off road situations on a regular or semi-regular basis, or have an ergonomic need. In the case of ergonomic need, a 2WD may be purchased instead of a 4WD, in order to save on purchase & running costs.
- **Medium SUV:** Users require transport on suburban roads with an occasional requirement for light off road capability, or have an ergonomic need. In the case of ergonomic need, a 2WD maybe purchase instead of a 4WD, in order to save on purchase & running costs.
- **Small SUV or Light Car:** Users require basic transport on suburban roads. A smaller SUV maybe provided where an ergonomic need is identified.

Make & Model: With the market constantly having new models coming on sale & changing prices, UE & MG should not lock into a particular brand or model. Rather, our purchases should be based on what provides the best value at the time of purchase. Fixed price servicing & fuel economy will also be examined to provide a total cost of ownership figure.

Safety: Currently, only passenger vehicles with a Five (5) star ANCAP safety rating are considered for purchase by UE. This is in line with the safety first policy. In addition to this, vehicles purchased should also be fitted with the following safety features:

- Front, side & curtain airbags: Airbags significantly reduce the impact to the steering wheel & dash board, as well as cushion the impact & reduce seatbelt loading. They reduce fatalities for belted drivers by 9%.
- Adjustable Headrests: Headrests reduce whiplash in the event of a collision.
- DRLs (daytime running lights): DRLs have been found to increase driver's peripheral perceptions of vehicles. Research indicates almost half of all daytime accidents involve a driver not seeing another vehicle.

- Reverse camera and/or sensors: The devices assist the driver in identifying any object at the rear of the vehicle.
- Seat belt warning devices: Seat belts are proven to reduce injury in a collision. Research shows seatbelts reduce fatalities by 50%.
- ABS (Anti-lock braking system): ABS is an automobile safety system that allows the wheels on a motor vehicle to maintain tractive contact with the road surface according to driver inputs while braking, preventing the wheels from locking up (ceasing rotation) and avoiding uncontrolled skidding.
- TC (traction control): TC helps limit *tire* slip in acceleration on slippery surfaces, helping the driver maintain control.
- ABA (active brake assist): forward sensors alert the driver of a potential collision and braking is initiated if the driver does not react.
- Blind spot assist: alerts drivers to other vehicles in the blind spot beside the vehicle.

New technologies introduced into the market will be regularly reviewed to identify vehicle features to be incorporated within newly purchased vehicles.

Additional Factors:

Environment: UE Environmental Policy (U-PL-003 Version 1.0) requires the business to reduce impacts on the environment. Vehicle fuel economy is to be taken into consideration when purchasing a vehicle. Reference will be given to the greenvehicleguide.gov.au webpage to examine the environmental impact each vehicle will have.

Vehicle Color: Standard vehicle color is to be white. Lighter colors are more visible which reduces the frequency & severity of accidents.

Off road usage: Preference is for diesel powered vehicles and appropriate clearance from the exhaust to vegetation. Vehicle clearance must be checked before going off-road so that grass and other combustible material will not come into prolonged contact with the vehicle exhaust system. Four-wheel drive vehicles are preferred for off-road use with a minimum Manufactures specified ground clearance of 200 mm.

Fire extinguishers: Each tool of trade and pool vehicle will have a fire extinguisher (1kg) fitted.

First aid kits: Each tool of trade and pool vehicle will have a first aid kit on board.

4.13 PROCUREMENT

All vehicles are procured by the purchasing module (purchase requisition / purchase order) in SAP.

4.14 RECEIPT OF NEW ITEM / VEHICLE

A new unit is accepted into SAP Equipment register by creating a new record that generates an asset number.

The key data is:

- Registration number
- Asset number
- Engine Number (if applicable)
- VIN
- Date in Service
- Start Odometer (if applicable)

The remaining commercial and technical information relating to the new vehicle is completed on receipt of the supplier's tax invoice.

4.15 MAINTENANCE AND RUNNING COSTS

- The fleet cost management function has been outsourced to NLC. This includes but is not limited to the vetting of all maintenance works and associated costs pertaining to the fleet utilized by UE employees. The outsourcing of the fleet management function ensures that all fleet related running costs are captured and vetted through one central point and distributed back to the business on a monthly basis via an array of reports.

4.16 TOLL ROADS

- Tool of trade and pool vehicles shall be fitted with toll road recording devices paid for by the Company. The driver is to submit an Employee Expense claims form to their Manager if the driver uses their own e-tag within a Company vehicle during business hours. For further information the Employee must refer to the Employee Expenses Policy [EMP-005-POL].

4.17 ROADSIDE ASSIST

All vehicles are covered for roadside assistance either by the Manufactures or by the Authorised Fleet Management Company (NLC – call 1800 66 66 44).

4.18 DISPOSAL OF VEHICLES

- Once an item of fleet has been replaced, the UE Fleet Officer will arrange for the disposal of the retired unit. This will typically be by auction (currently Manheim or Pickles) in coordination with the service provider. The auctioneers will normally provide UE with an evaluation.
- *Process steps:*
 - *Vehicle removed from fleet and replaced with new vehicle*
 - *Vehicle collected by auction house*
 - *Vehicle placed into status PENDING in SAP*
 - *Auction conducted / vehicle sold*
 - *EFT payment to UE account*
 - *Vehicle placed into status SOLD in SAP*

4.19 INSURANCE

It is a legal requirement that all registered vehicles be insured for third party claims by the Transport Accident Commission (TAC). TAC insurance is arranged with the Registration and Regulation Bureau of Vic Roads at the time of first registration and at each subsequent renewal.

The Fleet Officer is responsible for the payment of the compulsory Third Party Insurance (TAC) premium which is paid in conjunction with the annual registration fees.

4.19.1 INSURANCE COVER

The Company has a self-insurance scheme (currently Zurich) to cover accident damage caused to and by its vehicles and plant. This insurance arrangement is reviewed annually by the Manager Corporate Risk & Insurance.

4.20 ACCIDENTS

- In the unfortunate event of an accident, employees should call an ambulance if any person is injured.

- **Dial 000 or if using a mobile phone dial 112.**
- The police should also be notified immediately:
 1. in the event of injury or fatality
 2. if all drivers do not provide personal details
 3. if any of the motor vehicles need to be towed from the scene of the accident
 4. if damage to vehicle or property is estimated to be over (\$3,000).
- If the police are unable to attend at the scene, the employee should report to the nearest Police Station and make a written statement.
- Record the full names, addresses, workplace details, telephone numbers, insurance and registration of all drivers, passengers, witnesses and the other vehicles involved in the accident. No discussion should be entered into whatsoever as to the negligence of either party. Where the vehicle is to be towed, ensure that the tow truck operator supplies you with documentation confirming the tow and the details of where the vehicle will be taken.
- Accidents must be reported immediately or as soon as practicable however within 24 hours to the Fleet Officer who will liaise with the Insurer. A Motor Vehicle Insurance Claim form (refer to Appendix 1) must be submitted to the Fleet Officer. In the unfortunate event of personal injury, UE HSE team must be notified within 24 hours on (hse@ue.com.au) and an UE incident report must be completed (Appendix 2). This notification must be made irrespective of which party was at fault.

4.21 DAMAGE, REPAIRS AND INSURANCE CLAIMS PROCEDURE

- Any damage caused to Company vehicles must be immediately reported to the employee's Manager. Similarly, any repairs that are carried out on the vehicle to rectify such damage must also be reported. In both situations, the communication must be made in writing by completing an Motor vehicle Claim Insurance form and UE incident report (please see Appendix 1 and 2)
- Immediately following an incident the UE Fleet Officer is to obtain a quotation for the repair work to be carried out on the vehicle, and liaise with the employees Manager about whether a claim should be made through the Company Insurer and/or the UE Fleet Officer. The UE Fleet Officer may use repairer/s of their choice, provided the repairer's quote is not in excess of that of the nominated repairer of the insurer.

4.22 SAFE DRIVING

- The Company promotes a culture of safety, with the guiding principles for driving, being:
 - Do not drive when you know you are too tired
 - Take a 15-minute break after each two hours of driving
 - Minimize driving at night and at dusk and dawn because of the risk of colliding with kangaroos etc.
 - Minimize the use of mobile phones - only using hands free option when driving
- Any employee who drives a Tool of Trade (or Pool) vehicle should be aware that the following circumstances are strictly prohibited. Further, authorization to use such vehicles may be withdrawn by the Company if the driver is convicted or found guilty or infringes the following laws, regulations or conditions:
 - refusing a drug or alcohol test
 - driving under the influence of alcohol or drugs
 - driving while disqualified
 - driving while their licence is suspended
 - driving while unlicensed

- Contravening a traffic regulation;
- Picking up hitch-hikers;
- Knowingly driving an un-roadworthy vehicle
- Overloading the vehicle;
- Allowing unauthorized individuals to drive the vehicle without the prior written consent except where personal safety considerations take priority. That is, if sharing the driving on a long trip is a sensible safety measure.
- Using a vehicle for the conveyance of passengers for fare, hire or reward.
- Long-term neglect of maintenance & cleaning
- Repeated poor driving record resulting in a number of accidents and/or fines

4.23 FINES AND TRAFFIC INFRINGEMENTS

- Parking and other traffic fines associated with the use of Company vehicles are the responsibility of the employee using the vehicle at the time the infringement occurs. However, in the event that the fine is imposed due to the un-roadworthy condition of the vehicle and the employee could not reasonably be aware of the vehicle's condition, the employee will not be held liable.
- The person that is driving the vehicle is to admit to any infringement and be responsible for the payment of the fine. Fines unallocated to a specific driver are charged to United Energy Distribution Pty Ltd.
- Any outstanding fines that are paid by the company will be deducted from the employee's pay.

4.24 DRIVING OFFENCES

- The driver is liable for full payment of damages caused to the vehicle and third party property in connection to the offence, where they are found guilty, convicted or infringe, amongst other offences:
 - refusing a drug or alcohol test
 - driving under the influence of alcohol or drugs
 - having an alcohol level in excess of the legal limit
 - driving while disqualified
 - driving while their licence is suspended
 - driving while unlicensed
- If the regular driver's licence has been disqualified, they must advise their Manager immediately

4.24.1 Excessive traffic infringements / accidents

Any driver that has been involved in any of the following traffic accidents or infringements as detailed below;

- Two "at fault" accidents; or
- Three speeding fines (each less than 15 kph over the speed limit); or
- One speeding fine exceeding the speed limit by 20 kph or more; or
- Any other serious traffic offence.

within any continuous six month period, will result in an investigation by driver's Line Manager/Supervisor and where appropriate, other stakeholders e.g. Fleet Officer or Human

Resources Representative. The investigation will determine the appropriate course of action.

4.24.2 Compliance with Company policies and procedures

Any employee who drives a Tool of Trade or Pool vehicle must understand that they remain bound and must abide by the Company's policies, copies of which can be found on the Company's intranet.

Appendix 1 - Motor vehicle Claim Insurance form

Request latest Zurich claim form from Fleet Officer or obtain online:

<https://www.zurich.com.au/content/dam/au-documents/claims/motor/motor-claim-form.pdf>.

Appendix 2 - UE and MG incident report



UE FM 030 Incident
Report Form.pdf

Definitions

Where necessary, list the key terms relevant to the Group Policy together with a definition of each term.

Review of this policy

This policy should be reviewed every two (2) years.

This is as there maybe changes to legislation effecting Motor Vehicles and changes to the provision and maintenance of Tool of trade and Pool Cars. Changes could also take place concerning the Executive Group cost limit (maximum amount a vehicle may cost).

Updates may also be required as safety technologies evolve and enter the market place, offering improved safety for users.