

COMPANY VEHICLE POLICY

POLICY STATEMENT

Biglift Cranes and Heavy Haulage vehicles are provided for company business use only; any persons using company vehicles must have the appropriate and current license for that vehicle. Any person operating a company vehicle must abide by the below

- All accidents must be reported immediately to the manager, you will be required to cooperate with an accident investigation to assist in identifying the probable cause of the accident.
- Persons shall not utilise a company vehicle without the assigned owner's permission. The assigned owner must not grant such permission to persons not employed by Biglift Cranes and Heavy Haulage.
- Persons assigned a company vehicle shall not carry any passengers, including family members in company vehicles without the express permission of the business unit manager. The business unit manager will approve or decline the request on a case by case basis.
- Persons shall not operate a company vehicle whilst under the influence of drugs or alcohol.
- The wearing of seat belts is mandatory in all vehicles.
- The use of mobile phones or other electronic devices that may hinder or distract the driver whilst driving is prohibited unless the vehicle is fitted with a hands free device.
- When operating company vehicles the governing road rules shall apply, persons will be accountable for any fine and or penalty as a result of any traffic infringement.
- The company vehicle policy applies to persons using their own vehicle for company business. Persons using their own vehicle for company business are required to ensure that the vehicle is roadworthy, registered, appropriately insured and adequately maintained.
- Compliance with company site traffic rules is expected including site speed limits and parking restrictions.

Any individual who is found to be in violation of the company vehicle policy may be subjected to disciplinary action consistent with the non-compliance.

AUTHORISED BY

Name: Billie Sharp

Position:

General Manager

Date: 25/10/2018

Signed:

