

## Company Vehicle - Personal Use Policy

**Version #1:** - Original

**Date First Written:** January 2011

**Version #4:** - Current

**Last Date Modified:** November 2021

### Applicable Department

- Leasing / Property Management
- Accounts & Administration
- Sales / Project Marketing

### Objective / Aim

- The Company provides vehicles for use by all Staff Members, for any tasks that are directly related to the business
- The vehicles are here for all Staff to use, however should a Staff Member choose to use their own vehicle, then they do so at their own cost, unless otherwise discussed with Management
- The vehicles will be insured at all times. The Company will attempt to maintain the vehicles in accordance with the service schedule. The Company will pay for fuel and E-tags that are related to Company trips / use

### **Terms of Reference**

	<b>Employee Initials</b>	<b>Manager Initials</b>
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- |  |       |       |
|--|-------|-------|
| <input type="checkbox"/> I acknowledge that the Company requires me to hold a Current Victorian Driver's License at all times whilst in control of the Company vehicle   | _____ | _____ |
| <input type="checkbox"/> Should I lose my license at any point, I am aware that I must inform a Director and cease to use the Company car immediately  | _____ | _____ |
| <input type="checkbox"/> I must inform my Employer of any impending loss of license through the accumulation of demerit points   | _____ | _____ |
| <input type="checkbox"/> I fully acknowledge that the loss of my license, for whatever period, may have an impact on my ability to perform my duties as noted in the Position Description, and therefore may impact on my Employment with the Company      | _____ | _____ |
| <input type="checkbox"/> I must inform my Employer immediately of any restrictions that have been imposed on me / my license that may impact my ability to drive the Company vehicle; including but not limited to the inability to drive a manual vehicle | _____ | _____ |
| <input type="checkbox"/> If at any time, I am on a restricted license, or P-Plate, that I will display the P-Plate at all times whilst driving the Company vehicle   | _____ | _____ |
| <input type="checkbox"/> I will at all times do my best to not damage the car either mechanically or the body of the car   | _____ | _____ |
| <input type="checkbox"/> I will report any mechanical issue / safety issue that raises a concern with me, immediately to my Employer prior to allowing the vehicle to be used by any other Staff Member  | _____ | _____ |
| <input type="checkbox"/> I agree to leave the vehicle in a clean condition after my use, and also ensure that the vehicle has enough fuel for the next person  | _____ | _____ |
| <input type="checkbox"/> Whilst driving the Company vehicle, I must act within the laws controlling Victorian Motor Vehicle Drivers at all times   | _____ | _____ |
| <input type="checkbox"/> Whilst driving the Company vehicle, I must show courtesy toward all other road users and drive in such a manner as to not bring the Company into disrepute and damage the reputation of the Company through my actions            | _____ | _____ |
| <input type="checkbox"/> I must immediately inform my Employer should I be involved in an accident regardless of whether or not it is my fault   | _____ | _____ |
| <input type="checkbox"/> In the event that I am involved in an accident irrespective of fault, that I will be liable for the excess as stipulated by the Company insuring the car at the time  | _____ | _____ |

### Terms of Reference (Cont.)

Employee Initials	Manager Initials
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|--|-------|-------|
| <input type="checkbox"/> In the event that I am involved in an accident, I will provide my personal information to the other driver and or the Police if requested. This includes presenting my Driver's License, providing my home address, phone number, and noting that the vehicle is owned and registered to <b>Best Practice Real Estate</b>   | _____ | _____ |
| <input type="checkbox"/> In the event that I am involved in an accident, I will gather personal information from the other driver, including their registration details, Insurance Company details, Driver's License details, personal address, phone number and any other information relating to the accident that may be relevant, including photographs & video if appropriate, especially noting the weather or road conditions at the time of the accident. I understand and acknowledge that I will be required to offer this information to the Insurance Company as part of the claim application | _____ | _____ |
| <input type="checkbox"/> Should I drive the car in such a way as to involve <b>Best Practice Real Estate</b> in any legal action, then I acknowledge that <b>Best Practice Real Estate</b> will have legal recourse to recover from me any costs / damages it may incur, as a result of my driving, be it negligent or otherwise   | _____ | _____ |
| <input type="checkbox"/> I will be liable for any parking fines, speeding fines or any other traffic infringement incurred whilst driving the Company vehicle - and agree to inform my Employer on the same day, that I receive such penalties or notices  | _____ | _____ |
| <input type="checkbox"/> I will be liable for any costs associated with the replacement of any item related to the car that is damaged or lost whilst the vehicle is under my control, including keys, remotes, GPS or E-tag   | _____ | _____ |
| <input type="checkbox"/> I will, every time I use the car, note the Odometer reading at the beginning of my trip and at the end of my trip and complete these details together with the purpose and destination of my trip in the "Vehicle Log" provided by <b>Best Practice Real Estate</b>   | _____ | _____ |
| <input type="checkbox"/> <b>Best Practice Real Estate</b> provides its Employees a non-smoking environment. This extends to the Company vehicles, therefore under no circumstances will I, or any passengers smoke in the vehicle whilst the vehicle is under my control   | _____ | _____ |
| <input type="checkbox"/> I acknowledge that the vehicles require Unleaded Fuel Only, and I will not ever use any other type of fuel in the vehicle. I also acknowledge that I will repay the Company any costs associated with the repair of the vehicle for me putting an inappropriate fuel into the vehicle   | _____ | _____ |
| <input type="checkbox"/> I will not make any modifications to the vehicle either inside the vehicle or outside, including but not limited to placing any stickers on the vehicle   | _____ | _____ |
| <input type="checkbox"/> I will not drive the vehicle outside the State of Victoria, without the prior consent of the Company  | _____ | _____ |
| <input type="checkbox"/> The vehicle is covered by a "24-hour Roadside Assist Service". Should the vehicle breakdown at any time, I acknowledge that I will only contact the approved Roadside Assist Company noted in the Owner's Manual, and that should I elect to use another Company then I will be liable for any expenses incurred  | _____ | _____ |
| <input type="checkbox"/> <b>Best Practice Real Estate</b> reserves the right at any time to take away my right to use the vehicles, should I be found to have breached any of the above  | _____ | _____ |

I .....  
of .....  
hold the position within the Company of .....  
hold a current Driver's License Number ..... expiration of .....  
noted restrictions on my license are: .....

### Vehicle Details

Vehicle Make:		Vehicle Model:	
Vehicle Registration:		Vehicle Type:	
Transmission:		Vehicle Colour:	
Insured By:		Insurance Current To:	

### Employee Acknowledgement

Employee Initials  
Manager Initials

I acknowledge that in order to be able to use a Company vehicle provided by **Best Practice Real Estate**. I must have read and agreed to each of the points noted (by placing your initials in each box, alongside the Managers / Directors Initials to confirm that each point has been discussed, and agreed to) within this Vehicle Policy;

Signature: _____	Signature: _____
Print name: _____ (Employee)	Print name: _____ (Manager / Director)
Dated: _____	Dated: _____

### Copy of the Driver's License here:

\*\*\* Please photocopy the Driver's License (back and front) if needed, before completing the original form

### Personal Use Guidelines Acknowledgement

Employee Initials	Manager Initials
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In addition to the above terms of use, I acknowledge that I am able to use **(Insert Vehicle Details Here)**, for personal use, to take to and from work and to use out of hours on the following conditions:

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|--|-------|-------|
| <input type="checkbox"/> The use of the Company vehicle forms part of my Employment / Salary Package, and that the use of the vehicle is linked to my Employment. The vehicle <b>MUST</b> be returned should my Employment with the Company cease  | _____ | _____ |
| <input type="checkbox"/> The vehicle is a Company vehicle, purchased for the sole reason of providing transport for all Staff to use for work related tasks throughout business hours  | _____ | _____ |
| <input type="checkbox"/> I am permitted to use the vehicle out of hours and on weekends on an unlimited kilometre basis  | _____ | _____ |
| <input type="checkbox"/> There is an amount of \$7,500 which forms part of my salary, which is not paid, and is taken "in-kind", by me being able to use the vehicle out of hours, for 48 weeks of the calendar year   | _____ | _____ |
| <input type="checkbox"/> I acknowledge that when I am on personal leave, that I am required to return the vehicle to the office so that other Staff may use the vehicle. The Company is not required to provide me a vehicle for personal leave times  | _____ | _____ |
| <input type="checkbox"/> It will be my responsibility to ensure that the car is kept clean and tidy inside and out   | _____ | _____ |
| <input type="checkbox"/> When at home, the car is parked in such a manner as to ensure that is as safe from potential damage as is possible  | _____ | _____ |
| <input type="checkbox"/> It will be my responsibility to ensure that car has fuel at all times   | _____ | _____ |
| <input type="checkbox"/> The Company E-tag is provided in the vehicle for Company related trips. Should I wish to use a toll way for personal reasons or to and from work, which are not Company related reasons, then I will reimburse the Company for the E-tag cost for the specific trip | _____ | _____ |
| <input type="checkbox"/> The car is fuelled with Standard Unleaded Petrol and that effort is made to ensure that fuel is purchased at a reasonable price relevant to the current market  | _____ | _____ |
| <input type="checkbox"/> The cost of the fuel purchased will be refunded to me in full at the earliest opportunity upon me giving the Bookkeeper a proper receipt for fuel purchased   | _____ | _____ |

### Employee Acknowledgement

Employee Initials	Manager Initials
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|--|-------|-------|
| <input type="checkbox"/> I acknowledge that in order to be able to use a Company vehicle provided by <b>Best Practice Real Estate</b> . I must have read and agreed to each of the points noted (by placing your initials in each box, alongside the Managers / Directors Initials to confirm that each point has been discussed, and agreed to) within this Vehicle Policy; | _____ | _____ |
|--|-------|-------|

<b>Signature:</b> _____	<b>Signature:</b> _____
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<b>Print name:</b> (Employee) _____	<b>Print name:</b> (Manager / Director) _____
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<b>Dated:</b> _____	<b>Dated:</b> _____
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