

Motor Vehicle Policy

1 Introduction

- 1.1 The ACOR Group of Companies (“ACOR”) is committed to safe, professional, and lawful use of motor vehicles in the workplace.
- 1.2 This policy applies to employees or representatives of ACOR when using an ACOR owned vehicle, a rental car, or a personal vehicle during performance of work for ACOR and should be read in conjunction with the following specific policies (as well as any procedures or guidelines published by ACOR from time to time):
 - *Travel Policy (BSS-POL-NAT-HR015)*
 - *Reimbursement and Expenses Policy (BSS-POL-NAT-HR014)*

2 Responsibility

- 2.1 ACOR requires all employees, as well as independent contractors and labour hire contractors engaged by ACOR (“contractors”) who operate a motor vehicle during the course of their engagement with ACOR to:
 - a) hold a current driver’s license in the appropriate class (which must be confirmed to their manager);
 - a) advise their manager if their driver’s license has been suspended, revoked or has had conditions imposed;
 - b) drive in accordance with and obey all road rules;
 - c) act in a responsible manner, which does not endanger other persons or risk damage to the motor vehicle itself;
 - d) refrain from using a mobile phone while driving, even in hands free or speaker mode. If the employee considers that it is safe and lawful to operate the mobile phone while driving (having regard to the traffic conditions at the time, and the employee’s own risk assessment), the employee may use Bluetooth/hands free mode with the phone secured in an appropriately mounted cradle for the purposes of making or receiving phone calls, navigation or playing music or other entertainment;
 - e) not consume hot beverages while driving;
 - f) not be under the influence of alcohol, prescription or non-prescription drugs or any other substance that might hinder or impair the employee’s ability to operate the vehicle safely in accordance with this Policy;
 - g) use an up-to-date or real-time electronic navigational device before commencing the journey;
 - h) exercise proper fatigue management in accordance with ACOR’s *Safe Driving App*, which includes:
 - (i) for long trips, taking breaks every two hours;
 - (ii) taking an alternative means of travel including taxi or ride share service if fatigued;
 - (iii) seeking approval for overnight accommodation where driving to a destination and returning in the same day would create the risk of excessive fatigue.
- 2.2 Employees are personally responsible for all traffic, speed and/or parking infringements incurred while operating a motor vehicle.
- 2.3 Employees must consider alternative transport options available. Employees should speak with their Manager to discuss and arrange alternative transport options prior to using their own motor vehicle, particularly when distances to be travelled exceed 200 km.

- 2.4 Should an employee use their own vehicle for work purposes (irrespective of whether they will make a claim for reimbursement for travel) the employee must ensure they have appropriate insurances (including CTP and Comprehensive insurance) and confirm that cover for use of the personal vehicle for work purposes is not excluded by their insurance policy.

3 ACOR Owned Vehicles

- 3.1 The use of ACOR owned vehicles by employees is at the discretion of ACOR. ACOR owned vehicles are to be made available during business hours to staff that require a vehicle for business purposes.

- 3.2 Before embarking on a journey in an ACOR owned vehicle, the employee must notify the applicable Office Manager of:

- a) the departure time and date;
- b) name of driver and any passengers;
- c) proposed destination;
- d) proposed return time and date;
- e) purpose of journey, and

take an odometer reading at commencement and conclusion of the journey and record in the supplied logbook or send details to the Office Manager.

- 3.3 ACOR owned vehicles are not available for private use, nor are they available for overnight use. ACOR recognises that it may be convenient for an employee to drive the vehicle to their home at the end of the day after business use or prior to an early commitment the next day. The employee must ensure the vehicle is locked and stored in a garage or other safe location while at the employee's home.
- 3.4 ACOR is responsible for registration, insurance and maintenance of the ACOR owned vehicles in accordance with the manufacturer's specifications so that the vehicles are in a road worthy condition. Employees must notify the Office Manager of any matter which may affect the ACOR owned vehicle's condition, insurance or maintenance.
- 3.5 Only employees or persons approved by the employee's manager are allowed as passengers in ACOR owned vehicles
- 3.6 Employees and their passengers are not to smoke in ACOR owned vehicles. Only ACOR employees are permitted to drive ACOR owned vehicles.
- 3.7 ACOR owned vehicles must be parked in a safe and secure place and be locked at all times when not in use.
- 3.8 ACOR owned vehicles are to be returned to ACOR's premises in a clean and tidy condition, having regard to normal usage in accordance with this Policy. All rubbish must be removed and if heavily soiled, notify ACOR that cleaning is required.
- 3.9 Employees must not install any equipment or fixtures to a ACOR owned vehicle (other than a proprietary hands-free mobile phone cradle or other device that uses the vehicles 12v power source provided that device does not compromise the safe and lawful operation of the motor vehicle or this Policy).
- 3.10 ACOR is responsible for the following payments in respect of ACOR owned vehicles:
- Lease payments;
 - Registration;
 - Tolls;
 - Comprehensive insurance;
 - Repairs and maintenance;

- Fuel; and
- Fringe benefits tax (where applicable).

3.11 ACOR will pay for the cost of any repairs and, if required, the insurance excess arising out of any accident or damage to the ACOR owned vehicle, unless the loss or damage is a result of a breach of this Policy by the employee. The employee will be liable to reimburse ACOR for the cost of repairs or the insurance excess.

3.12 ACOR owned vehicles are to be parked at ACOR's premises overnight, unless in use for business purposes or in accordance with 3.2.

ACOR may scrutinise records associated with the use of the ACOR owned vehicle (including tolls incurred, full consumed and expenses claimed) to determine if use of the ACOR owned vehicle complies with this Policy.

4 Motor Vehicle Accident

4.1 In the case of an incident, the employee must:

- a) if necessary, call emergency services, render any required first aid (if the employee is capable of doing so) and seek immediate medical assistance;
- b) follow all legal requirements including notifying police, if required; and
- c) not admit fault or accept liability or responsibility for the incident;
- d) exchange licence and registration details with the driver of any other motor vehicle involved in the incident (including the full name and license details of the other driver);
- e) take clear photos of the incident (including other vehicles involved, and the surrounding road and conditions); and
- f) notify ACOR as soon as possible of the incident.

5 Breach of Policy

5.1 Compliance with this Policy is necessary for the safe and lawful operation of motor vehicles used by ACOR in conducting its business. Breaches of this policy by an employee may cause personal injury or significant loss or damage.

5.2 Any breach of this Policy may result in disciplinary action, which may include termination, or employee may not be permitted to use a ACOR owned vehicle or hire a rental car in the future.

5.3 Where ACOR has incurred costs due to an employee's breach of this policy, ACOR may seek to recover the costs from the employee.