



# COMPANY SERVICE VEHICLE POLICY

## **Policy overview.**

The Profluid Pty Ltd company service vehicle policy gives employees guidelines for obtaining, qualifying for, and using a company service vehicle. A "company service vehicle" is any vehicle Profluid Pty Ltd authorize the use of by employees.

This policy applies to all employees who use a company service vehicle and applies during working hours.

## **Qualifying for the use of a company service vehicle.**

Employees may qualify to use a company service vehicle if they need a company vehicle for their daily work.

Employees are only allowed to drive a company service vehicle car if they have an Australian valid driver's license (registered in Profluid system) and a clean driving record.

A clean driving record means the employee has not been held at fault for a car accident or arrested on charges of violating vehicle and traffic laws. Profluid Pty Ltd can assign and revoke access to company service vehicles at its discretion.

## **Company service vehicles for the use by employees with disabilities.**

Profluid Pty Ltd will make reasonable accommodations to facilitate company vehicle use for eligible employees with disabilities.

## **Company service vehicle rules.**

- All employees who hold an Australian valid driver's license and a clean driving record are authorized to use the company service vehicles unless otherwise specified.
- Obey traffic laws in your jurisdiction and be courteous towards other drivers.
- Report any damage or problems to your assigned vehicle immediately.
- Report changes to your driver privileges, such as driver's license suspension, immediately.
- Do not drive while intoxicated, fatigued, or on medication that affects your driving ability.
- Do not smoke in any company vehicle.
- Do not lease, sell, or lend a company vehicle.
- Do not use a phone or text while driving.
- Do not allow unauthorized drivers to use a company vehicle unless required by an emergency.
- Always lock company cars.
- Company service vehicles are for professional use only. All journeys must be documented through the vehicle logbook.
- Document driving expenses.

Employees who violate company vehicle rules are subject to disciplinary actions which may include verbal and written warnings, suspension of vehicle privileges, termination, and legal action.

Any cost to clean the vehicle due to mis-use or lack of care, remove smoking odor, stains, or to repair damages will be charged to the user of the vehicle in charge at the time of issue and when notified to Profluid's management.

## Accidents.

- Contact the Director immediately. They will contact the insurance provider.
- Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required.
- Do not guarantee payment or accept responsibility without company authorization.

## Profluid Pty Ltd responsibilities.

- Ensuring vehicles are safe before assigning them.
- Scheduling regular maintenance.
- Providing car insurance.
- Retiring and replacing cars as needed.
- Nominating a vehicle supervisor.

## Vehicle supervisor responsibilities.

- Monitor gas, tyres pressure, and all fluid levels.
- Bring vehicles to scheduled maintenance appointments.
- Make sure there is no damage to the vehicle each time is used/check vehicle status in and out.
- Make sure the logbook is always up to date.

## What Profluid Pty Ltd is not responsible for.

- Paying fines employees receive while driving company vehicles they are responsible for.
- Paying for specialized cleaning and damages due to lack of care by users
- Making bail for employees who are arrested while driving company cars.

Our Policy will be made available to any interested party via our website at: <https://profluid.com.au/>

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