

C.E.M. Alliance provides and maintains a vehicle fleet with a range of vehicles appropriate to the needs of the company operations. Such vehicles form the organisations vehicle pool and are available for use by authorised personnel for travel associated with the conduct of C.E.M. Alliance's business activities.

### **Purpose**

The purpose of this policy is to ensure that all C.E.M. Alliance employees/contractors understand their responsibilities when operating company motor vehicles.

- Drivers of company vehicles must be authorised to do so and must hold a current driver's license.
- Drivers are fully responsible for the vehicle while it is in their charge.
- Traffic regulations and bylaws must be observed at all times.
- All traffic and parking violations are the responsibility of the authorised driver of the vehicle.
- Vehicles must be driven at safe speeds according to the road conditions and within speed limits at all times.
- Every courtesy must be shown to other road users and pedestrians.
- The no smoking policy extends to motor vehicles.
- Company vehicles are serviced at the manufacturer's recommended intervals and maintained in a roadworthy condition. However, drivers are required to check for obvious defects and report these immediately.
- Drivers are required to regularly check petrol, tyre pressure and windscreen washer supply.
- Unattended vehicles must be securely locked.

### **Scope**

The policy applies to all divisions and authorities within C.E.M. Alliance. It applies to all ongoing/term/casual/temporary/seconded employees and private contractors/consultants of C.E.M. Alliance.

### **Approved Drivers**

The driver of a C.E.M. Alliance vehicle must be an employee/contractor of C.E.M. Alliance and the employee/contractor must be fully licensed to drive the classification of the vehicle. People who are not employees/contractors or employees/contractors who are unlicensed or who have a learner's licence are not permitted to drive C.E.M. Alliance vehicles.

A photocopy of each driver's current licence is to be provided. This will be kept as a record in the employee's/contractor's file. Employees/contractors are to notify C.E.M. Alliance management immediately of any change to the status or validity of the licence.

If a driver is unfit to drive because of ill health, suspensions or cancellation of licence, the driver must advise C.E.M. Alliance management. C.E.M. Alliance reserves the right to dismiss an employee/contractor who loses his or her driver's licence if the job requires the use of a vehicle and if no other arrangements are available.

### Care of a C.E.M. Alliance Vehicle

The driver of each vehicle is responsible for the basic maintenance of that vehicle. Basic maintenance should include, as a minimum, monitoring and replenishing vital fluids and lubricants:

- Fuel;
- Engine Oil;
- Coolant;
- Washer Fluids;
- Tyre pressure should also be monitored.

The driver is expected to keep the inside and outside of the vehicle clean and presentable at all times. Stock in vehicles should be kept in good condition and in a tidy order. No alterations, additions or modifications are to be made to vehicles without approval.

It is the driver's responsibility to bring to C.E.M. Alliance's immediate attention any fault that could render the vehicle unsafe or un-roadworthy. Vehicles must not be driven when unsafe, un-roadworthy or in a condition that is likely to cause damage to the vehicle. C.E.M. Alliance management will notify when a service is due and this will be arranged ASAP.

### Fuel Charge Cards

Fuel Charge cards are to be used for the purchase of fuel and oil etc. No miscellaneous purchases are permitted on these cards.

### Mobile Phones

It is a traffic offence to initiate or receive calls without the use of approved Mobile Phone Cradles while driving. Drivers must comply with this law at all times.

### Odometer Readings

In order to keep accurate records of our motor vehicle fleet it is important that all drivers provide up to date mileage information as requested at the end of each week.

### Inspections

Drivers are responsible for the condition and safe operation of their assigned vehicles. C.E.M. Alliance requires drivers to check their vehicles for possible defects and report them according to policy.

The employee/contractor responsible for the vehicle will inspect the vehicle weekly using CEM-HSE-FRM-007 Light Vehicle Inspection Report supplied with the vehicle and forward the report to the Division or Site Supervisor. More frequent inspections and reports may be required based on heavy use.

### Traffic Offences and Accidents

Any traffic violation or offence of any sort committed by an employee/contractor will remain the sole responsibility of that employee/contractor. C.E.M. Alliance will not be liable for any fines or penalties as a result of vehicle use by its employees/contractors at any time. The driver of any vehicle who has knowledge of a formal notice of an offence must notify C.E.M. Alliance immediately.

The employee/contractor responsible for any vehicle that is involved or suspected of being involved in any accident is to report the accident to C.E.M. Alliance management in writing as soon as possible. Note: Where the employee/contractor is negligent, the employee/contractor will be responsible for payment of the insurance premium, which may necessitate the deduction of monies from wages.

### Alcohol, Drugs and the Like

An C.E.M. Alliance vehicle must not be used by any driver who is affected by drugs, prescribed or social, or alcohol. No employee/contractor can drive a C.E.M. Alliance vehicle with a blood alcohol level above the legal limit (insurance becomes void) or be under the influence of medication and/or social drugs which may impair performance.

No support will be provided for any employee who suffers any consequences as a result of being in control of a C.E.M. Alliance vehicle whilst under the influence of alcohol or drugs. An employee/contractor, who is found to be affected by alcohol or drugs, will pay for any damage to the C.E.M. Alliance vehicle, other vehicles, people or property as a result of an accident where that employee/contractor is the driver of a C.E.M. Alliance vehicle.

An employee who is found to have driven under the influence of drugs or alcohol may be dismissed.

### No Smoking

Smoking is not permitted in any vehicle owned or operated by C.E.M. Alliance.

### Breach

Any employee/contractor who does not abide by this policy will receive a written warning on the first occasion or may be dismissed. Immediate dismissal could result if an employee/contractor is found to be in control of an C.E.M. Alliance vehicle whilst under the influence of alcohol or drugs. Dismissal could also result if an employee/contractor steals from C.E.M. Alliance or by using the fuel purchase card (if applicable) for private purchases.

If an employee/contractor causes damage to a vehicle through his or her own negligence, then that employee/contractor may be required to pay for the repair of the damage. Failure to comply with the above policies may result in the removal of vehicle usage or disciplinary action including termination of employment in serious circumstances.

If you breach the law, you may also be held personally liable.

### Legislation

- [Western Australia Road Traffic Code 2000](#)

### Related Policies

- CEM- QAL-POL-006 Drug and Alcohol Policy Statement
- CEM-QAL-POL-007 Fitness for Work Policy Statement

### Other Related Documents

- CEM-HR-FRM-009 Approved Driver Application
- CEM-HSE-FRM-007 Light Vehicle Inspection



**GREG STEELE**  
Managing Director

06/04/21  
**DATE**