



HSE POLICY

HA-HSE-POL-001

COMPANY VEHICLE POLICY

DOCUMENT CONTROL

File Location:	Administration/Document Management/Policies
Revision Date:	03/04/2019
Reviewed By:	Victoria Brown
Authorised By:	Liz Stringer

This document remains the property of Highpoint Industries. Its contents may not be reproduced without written consent. Once printed this is an uncontrolled copy.

Table of Contents

1.	<i>AURTHORISED DRIVERS</i>	3
2.	<i>FUEL</i>	3
3.	<i>EMERGENCY HELP</i>	3
3.1	Vehicle Emergency Kit.....	3
4.	<i>INSURANCE/ACCIDENT</i>	3
5.	<i>PERSONAL USE</i>	4
6.	<i>CONDITIONS</i>	4
7.	<i>FATIGUE AND DRIVING</i>	4
8.	<i>DISTRACTING DEVICES</i>	6
9.	<i>REFERENCES</i>	6
10.	<i>ACKNOWLEDGMENT</i>	6
11.	<i>REVISION HISTORY</i>	9

1. AURTHORISED DRIVERS

Only employees of Highpoint are authorised to operate the vehicle. An emergency situation (ill health or incapacity) may necessitate other licenced drivers to operate the vehicle. This should be reported to the company manager as soon as practicable.

All employees, contractors and subcontractors must have signed a copy of the Company Vehicle Policy and be registered with Highpoint's motor vehicle insurance provider as an additional driver before eligibility will be given to drive a company vehicle.

2. FUEL

Motorcharge is for company use only. The registration number of the vehicle and speedo reading must be given when using a refuel card.

Fuel is at the driver's expense if the vehicle is used for personal use, unless otherwise stated on employee contract.

3. EMERGENCY HELP

Call the office for assistance, or if out of hours make a responsible decision based on the circumstances. The managers are contactable via mobile phone after hours.

3.1 Vehicle Emergency Kit

All company vehicles are required to have a vehicle emergency kit onboard. The contents of the kit shall include:

- First Aid Kit;
- Hi-Vis Vest;
- Torch with operating batteries;
- Safety road triangles.

Contents of the kits should be checked by the driver at regular intervals, e.g. at the time of each scheduled service. Contact the office for content replacement.

4. INSURANCE/ACCIDENT

Highpoint provides comprehensive insurance; however, it is the responsibility of the driver to pay the insurance excess for any damage caused to the company vehicle while in the possession of the employee.

All accidents or incidents, no matter how small, must be reported to the Manager as soon as practicable following the accident or incident.

Never admit liability if you are involved in a traffic accident, as this may void the comprehensive motor vehicle insurance policy.

An accident report form must be filled in on return to the office.

- a) First priority in any accident is attention to injury for yourself and any others involved. Seek medical attention as soon as possible.
- b) Obtain driver and vehicle details of any parties involved in the accident and any witness to the accident.
- c) Report the accident to the police. If minor accident, where no police are in attendance, take all details down and phone police to have accident logged with them.

- d) If the vehicle cannot be driven, call the manager before allowing any removal of the vehicle.

5. PERSONAL USE

Highpoint vehicles are not for personal use. However, if stated on employment contract, you may use the assigned vehicle after hours and weekends within your local home area.

Approval must be obtained if you wish to travel beyond this local area (radius of approximately 50kms from Rockhampton) and you may be charged at a per kilometre rate.

6. CONDITIONS

- a) Highpoint reserves the right, under the Policy to determine which employees are eligible to operate a company vehicle.
- b) You must maintain the company vehicle in good running order by regular servicing at recommended intervals. Tyre pressure, along with water, oil and battery levels must be checked regularly. Approval must be obtained from the manager before any work is performed on your vehicle. These service costs will be covered by Highpoint.
- c) Company vehicles must be washed and cleaned regularly, approximately every two weeks, or sooner if required. This includes the exterior and interior of the vehicle. The driver of the vehicle is to cover any costs associated with cleaning resulting from negligent behaviour.
- d) Vehicles must be parked off the street at night and all doors securely locked for security and insurance purposes.
- e) Only “authorised drivers” are approved to drive company vehicles.
- f) No company vehicle may be used in any form of motor sport, or private or commercial business ventures.
- g) No employee may use a company vehicle whilst under the influence of illegal drugs or alcohol exceeding the legal blood alcohol limit.
- h) All parking fines and traffic violations are the responsibility of the driver of this vehicle.

Note: When the behaviour of an “authorised driver” voids Highpoint’s insurance policy, all costs will be the responsibility of the employee in charge of the vehicle at the time.

- i) All “authorised drivers” are required to inform Highpoint immediately if their licence is suspended or cancelled, and of any infringement notice that attracts a loss of points.
- j) No smoking whatsoever in company vehicles.
- k) Vehicles must be driven in a responsible manner, adhering to traffic rules and being courteous to other drivers.
- l) Displaying P-Plates for novice drivers is mandatory in vehicles operated on all public roads. The dimensions and placement of the P- Plates (where applicable) is to be in accordance with road authority guidelines i.e. The P-Plates must be visible to anyone looking at the front or rear of your vehicle.

7. FATIGUE AND DRIVING

Fatigue is one of the leading factors contributing to road crashes. A driver who has been awake for 17 hours has a driving ability similar to that of a driver with a blood alcohol concentration BAC of 0.05, and after 21 hours, similar to a BAC of 0.15.

Wherever possible, journeys and travel should be planned for daylight hours. Driving at night should be kept to an absolute minimum and should be done only when daylight travel is not

possible. When driving at night is required, regular breaks should be taken and avoidance of driving during the times of 10pm and dawn is advised.

The effects of fatigue on a driver include:

- Impaired performance;
- Loss of attentiveness;
- Slower reaction times;
- Impaired judgement;
- Poorer performance on skilled tasks;
- Increasing probability of falling asleep;
- Subjective feelings of drowsiness or tiredness.

Warning signs of fatigue:

- Wandering in the lane or over lane lines;
- Changes in speed, especially slowing down without reason;
- Poor concentration;
- Boredom;
- Restlessness;
- Yawning and drowsiness;
- Head nodding;
- Microsleeps (brief sleep episodes that can be as brief as a few seconds).

Contributory factors to fatigue:

- Insufficient sleep (number 1 contributor, by far);
- Long periods awake;
- Disruption of the daily cycle of waking and sleeping i.e. driving when you would normally be asleep;
- Sustained mental or physical effort and stress;
- Inadequate rest breaks;
- Environmental stresses e.g. heat, noise, vibration, climate, illumination;
- Illness or pain;
- Lifestyle/eating habits.

Tips for Staying Safe

Do not begin a drive if you are already feeling tired. If you notice signs of fatigue, these strategies may help:

- Ensure you regularly get enough sleep. Most people need 7-9 hours sleep per night and young people require more;
- Get a good night's sleep before travelling;
- Avoid driving at the high-risk times (during normal sleep times);
- Take frequent breaks (a rest break every 2 hours is recommended);
- Consuming a caffeine drink may help;
- Share the driving task with others. Avoid travelling long distances after a full day's work;
- Seek medical advice if you regularly feel sleepy;
- Be aware of the effects of any medications you are taking. See your pharmacist or GP for advice on your current medication schedule if applicable.

8. DISTRACTING DEVICES

All employees while being in control of (driving) a company vehicle to carry out the work of the organisation must:

- Not use a mobile phone (including hands free) or other portable electronic devices e.g. music or portable gaming devices, such as MP3 players and iPods; mobile computers such as iPads, etc;
- Not read or send emails or text messages;
- Not program or adjust a GPS system (whether built into the vehicle or not).

Mobile phones, whether hands free or not, are to be only used by the driver of vehicle whilst the vehicle is stationary and parked in a safe location.

9. REFERENCES

Baird, D. Raising Awareness of Driver Distraction in Western Australia Western Australia: Main Roads, Office of Road Safety.

Brace, C., Young, K., Regan, M. and Hammer, M., 2007. Analysis of the Literature: The use of mobile phones while driving. Melbourne: MonashUniversity Accident Research Centre.

Centre of Accident Research and Road Safety (CARRS-Q), State of the Road: Fatigue Fact Sheet, 2011.

10. ACKNOWLEDGMENT

Failure to perform any of the above conditions will result in disciplinary action being taken, including possible termination of employment.

I have read and agree to comply with the above conditions as at date of signing:

Drivers Name:
Drivers Licence Number:
Signature:
Date:

VEHICLE ACCIDENT & INCIDENT REPORT FORM

This form is to be completed by staff member involved in a motor vehicle accident or incident.

Name of person involved in accident/incident:		
WITNESSES & ADDRESSES:	Name:	
	Address:	
	Name:	
	Address:	
DETAILS OF OTHER PARTY INVOLVED:	Name:	
	Address:	
	Contact No:	
	Licence No:	Expiry date:
	Their insurer:	
	Vehicle rego:	Make:
Registered owner:		
When did the accident occur:		am/pm on / /20
Accident/incident reported to Highpoint Access & Rescue:		am/pm on / /20
To whom reported:		
Did you cease work?	<input type="checkbox"/> YES <input type="checkbox"/> NO	am/pm on / /20
Resumed work:	<input type="checkbox"/> YES <input type="checkbox"/> NO	am/pm on / /20
Nature/extent of personal injury: <i>(See personal injuries details section for more information)</i>		
Exact location of accident/incident:		
What were you doing and how?		
How did the accident/incident happen: <i>(draw diagram if required – motor vehicle incident section)</i>		
Motor Vehicle involved <i>(including Rego No)</i> :		
Accident result in damage to motor vehicle:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Brief Details:
Damage to other parties' vehicle:		
Was the motor vehicle being used for work:	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Trading as:



ABN 91 022 147 723
ACN 103 403 710

11. REVISION HISTORY

Revision Date	Section/Paragraph	Amendment