

## Motor Vehicle Policy

JBM Power is committed to the health, safety, and welfare of all workers whilst driving, and using company vehicles. This policy details the company requirements relating to driver safety.

Motor vehicles are provided for the use of workers to enable the successful completion of jobs. Workers are to be responsible in the safe use and maintenance of company vehicles at all times.

It is company policy that:

- The driver of a company vehicle must be an employee of JBM and the employee must hold a minimum P2 licence to drive the vehicle. People who are not employees or employees who are unlicensed or who have a learner's licence are not permitted to drive company vehicles.
- All drivers must hold a current driver's licence; it is the driver's responsibility to maintain the renewal of this licence. Drivers must have a current driver's licence with them at all times and present this on request.
- A copy of employee's driver's license and any renewals is to be provided to Accounting Manager.
- Drivers must observe all road rules and speed restrictions both on roadways and customer sites.
- Drivers must not use, consume or be under the influence of any drugs or alcohol whilst in control of a company vehicle to which is outside the prescribed legal limits for their class of licence.
- Drivers will be responsible for all traffic and parking infringement notices incurred.
- Drivers must be medically fit to drive company vehicles.
- Mobile phones and Personal Electronic Devices are not to be used whilst driving company vehicles, unless the vehicle is stationary or "hands free" communications are fitted and or enabled in the vehicle.  
SMS messages and or emails must not be read or sent during the operations of a vehicle unless that vehicle has the technology for Text to Voice.
- Drivers who home garage a vehicle on a regular basis are required to wash and clean the exterior and interior weekly.
- Drivers are to inspect company vehicles prior to the scheduled services as part of routine preventative maintenance, record and report any anomalies.
- All damage, faults or defects to vehicles must be reported immediately to the Supervisor or Manager who shall initiate the repairs or servicing as soon as possible.
- In the event of an accident or damage to a company vehicle, the driver shall immediately contact their manager, and record the necessary particulars of the other party if known.
- For incidents that result in damage to the Company motor vehicle and the Driver is at fault, the employee will be responsible for payment of the insurance premium/excess and any costs not covered by Insurance, including damages to load carried at the time, as if they had been operating their own vehicle.

- JBM may seek to recover the full amount of the motor vehicle insurance excess being \$10,000 for damages to the vehicle where it is considered that the actions of that driver were extremely negligent, unlawful and/or irresponsible.
- Fuel Charge cards are to be used for the purchase of fuel and oil etc. No additional purchases are permitted on these cards. Receipts of all purchase made via the fuel charge cards must be presented to Accounts as they occur or at a period agreed upon with Accounts.
- When driving on customer's/ client's premises, the procedures and rules applicable to that site are to be adhered to.

#### Compliance with FBT

- All vehicle users / driver must maintain for each vehicle an accurate assessment of the kilometres travelled for FBT and completing fuel purchasing. When allowing the vehicle to be used by others, the assigned person for that vehicle must have the other driver complete a logbook to record the person's Name, Licence No, Date and Time that the vehicle had been used.
- The private use of commercial vehicles is restricted to; travel between home and work; travel incidental to in the course of performing employment-related duties; and non-work-related use authorised by Senior Management.
- Drivers will complete an annual FBT declaration, and logbook if required.
- Company vehicles are to be returned to the company offices when drivers are either absent from work, on annual leave, or on sick leave for an extended period unless authorised by Senior Management.



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