



TEG COMPANY VEHICLE USAGE POLICY

Current as of February 2024

Purpose

- The purpose of this policy is to provide guidance about the use and maintenance of TEG Company Vehicles or occasional private vehicle use.

Scope

- All employees and contractors.

Policy Statement

TEG provides and maintains a fleet of company vehicles to be used by qualified and approved TEG employees for business related activities. A Company Vehicle is classified as any vehicle owned by TEG (the "Company") used for business related activities and sometimes known as a "Tool of Trade" vehicle. Company vehicles may also include these that have been hired by the Company for business related activities.

Policy Owner and Effective Date

Chief Financial Officer
Effective Date: 1 November 2023
Review Date: 1 February 2025



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Responsibilities

Drivers Must

- Hold a full and valid driver's license. Employees with a provisional or learner license are unable to drive a company vehicle.
- Not smoking in company vehicles.
- Be aware of and obey current road rules applicable within the country, state or territory they are driving within.
- Behave in a safe and courteous way to all other road users whilst driving or travelling as a passenger in a company vehicle.
- Adopt a defensive driving method whilst in company vehicles.
- Take accountability for all traffic or parking infringements incurred whilst driving company vehicles.
- Never drive under the influence of alcohol or any prohibited substance. Employees are reminded that such behaviour is inconsistent with the Company's Drug & Alcohol Policy and Health & Safety Policy and may lead to discipline or summary dismissal.
- Complete their work in a competent manner when using any company vehicle.
- Not allow the company vehicle to be used by anyone who is not a TEG employee or pre-approved driver. Drivers will be held responsible for any behaviour displayed by passengers.
- Not fit any accessories to the company vehicle without prior written approval from the company.
- Apply themselves with due diligence in relation to the property or output produced if involved in the production of the company's goods and services.
- Return the company vehicle to the designated parking station/building and park in a designated space.
- Record the odometer reading prior to entering and exiting the company vehicle on the logbook.
- Ensure that the vehicle is left in a clean and tidy condition and is free from personal items, papers, rubbish or other debris. Smoking, eating, and drinking are not permitted in any company vehicle.
- Inspect the vehicle for any damage before and after use of the Company Vehicle, record any findings in the logbook and notify the relevant Fleet Manager of issues or concerns.
- Check that the washer bottles are topped up whenever refueling.
- Submit all fuel receipts to the nominated contact in charge of signing out the company vehicle.
- Ensure that company vehicles are returned with no less than a quarter of a tank of fuel.
- Obtain permission for use of company vehicle for non-work-related activities. Permission will only be granted in exceptional circumstances.

Managers Must

- Ensure employees adhere to the Company Vehicle Usage Policy.
- Ensure that all company vehicles are maintained to a road worthy standard.
- Ensure all employee's using a company vehicle hold a full and valid driver's license.
- Oversee the management of the Company Vehicle fleet and Company Vehicle logbooks.
- Ensure cleanliness of vehicles is maintained.
- Ensure all company vehicles are stocked with a suitable first aid kit.

Company Must

- Ensure that company vehicles are properly maintained.
- Ensure that all company vehicles are insured.
- Ensure that safe practices are implemented to reduce or eliminate the likelihood of injury to staff members, customers, or the public.



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Logbook and Sign-Out Procedure

All use of company vehicles must be logged in the logbook found in the glove box of each vehicle. The designated driver is responsible for updating the logbook.

Driver rules

- Company vehicles and keys **MUST** be signed out prior to use by the designated driver of the vehicle
- All travel is to be recorded in the logbook based on start and end destination – e.g., Office to Home, Home to Entertainment Centre, Entertainment Centre to Home are all separate trips and are to be recorded individually
- Where there will be more than one driver on any given trip, an additional entry should be entered in the logbook
- When the Company Vehicle is taken home for on call purposes, but no callouts are made, the entry should read “On call – no calls”
- Where personal use occurs in the vehicle, e.g., a trip to the local shops, record in the logbook as “Personal use” with an explanation

Damage to Vehicle

The following steps should be undertaken to ensure the vehicle is maintained to a high standard and any damages are rectified swiftly.

- Upon receipt of vehicle (after signing out and before driving away), the driver must inspect the vehicle interior and exterior to ensure that the car is safe to drive.
- Upon parking the vehicle and before returning the keys, the driver must perform another inspection of the vehicle interior and exterior.
- If any damage is noticed during either check, it is to be marked on the appropriate column on the sign out sheet upon return of the vehicle.
- Any accidents are to be reported immediately to the Fleet Manager and to relevant authorities as per standard road rules.
- A written report must be presented to the Fleet Manager within 24 hours to identify the exact damage to the vehicle. If there are damages to the vehicle, you may be instructed to complete an insurance claim form

Any damage caused by drivers whilst under the influence of drugs or alcohol or whilst driving without a current driver's license or which result in criminal charges are the sole responsibility of the driver. TEG will not be held accountable for any damage caused under these circumstances. Further disciplinary action will also be taken

Any employee involved in an accident because of alcohol consumption or unlawful drug taking, negligence, or recklessness will be required to pay any excess on the insurance associated with the Company Vehicle and/or any other amount, which is not covered, by insurance.

Theft of Company Property

Any employee of TEG who engages in the theft of company property or equipment will be subject to disciplinary action, including dismissal. Additionally, in serious cases, prosecution may occur.



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Use of Personal Vehicle for Business

On occasion you may be required to use your personal vehicle for TEG business activities. If you use your personal vehicle for TEG business activities, you must ensure you have comprehensive vehicle and third-party insurance. TEG does not carry insurance for personally owned and operated vehicles. TEG will not pay for excess or premiums on an employee's insurance or third-party policies

Any employee involved in an accident or whose personal vehicle is damaged or stolen whilst on Ticketek business is responsible for all associated costs (other than those covered by workers compensation)

Manager approval must be sought prior to using your own vehicle. Upon approval you may claim 63 cents per kilometre travelled for business related purposes regardless of engine size. To claim this allowance, please follow the TEG Expenses Policy.

Steps to Follow in the Unfortunate Event of a Vehicle Accident

In the unfortunate event of a vehicle accident, the following steps are required:

Stop and determine whether anyone is injured, assist any injured person and, where required, seek help from emergency services or bystanders.

- If a person is injured, report the accident to the Police as soon as you can but not later than 24 hours after the accident.
- If there is damage to another vehicle or property either notify the owner of the vehicle or property or report the accident to the Police within 24 hours after the accident.

You are also required to follow the procedures below:

- Do not admit liability for an accident, this will be determined by the insurer.
- Record the name, address and phone numbers of any other driver or witness, the registration number of any other vehicle and insurance details (if applicable).
- Record the driver's license details of any other driver present
- Provide your name, the name and address of the company, the registration number and insurance company details.
- Company Insurance information is available from your finance representative.
- Take extensive details of the accident and location – street names and suburb, documenting the exact events that led up to the accident.
- Take photos to record the damage to vehicle/s.
- Draw a sketch or plan of the accident to record what occurred.
- Report any accident or incident to your Supervisor /Manager within 24 hours of the accident.

You may be held responsible for the insurance excess (or total cost if any claim is invalid as a direct result of your actions) for the costs of repairs to the vehicle and for any claim by a third party arising out of any accident if you are found to be at fault and not adhering to the conditions set out in this policy.

Related documents, forms, and tools

[TEG Expenses Policy](#)

[Mileage Reimbursement Form](#)