

## Employee car policy – **SAMPLE**

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<b>Policy</b>	XYZ Electrical employees who require a car to undertake their work duties will be provided with a 'fit for purpose' vehicle for their day-to-day usage. All employees supplied with a company vehicle must hold a current driver's licence valid in Victoria.
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<b>Driver behaviour</b>	XYZ Electrical expects employees driving a company-badged vehicle to drive safely and responsibly, in a manner that reflects well on the company and takes due care of the vehicle.
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<b>Costs of the vehicle</b>	<p>XYZ Electrical will:</p> <ul style="list-style-type: none"> <li>• pay for fuel, regular servicing and maintenance (mechanical, tyres, etc.)</li> <li>• pay for third-party insurance cover with an excess of \$500-\$700</li> <li>• supply an e-tag for use on tollways</li> <li>• pay or reimburse parking costs (meters, commercial parking – please get receipts if possible)</li> <li>• pay parking fines if incurred on the job when no other legal parking options were available. However, <b>do not park</b> in 'no standing' zones, as the company will not pay for towing charges or vehicle recovery costs. These will be the responsibility of the employee.</li> </ul>
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<b>Traffic tickets and non-work parking tickets</b>	<p>The employee will be responsible for paying speeding and other traffic infringement tickets incurred while using the company vehicle.</p> <p>Parking tickets incurred outside the employee's hours of work will be the responsibility of the employee to pay.</p>
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<b>Employee responsibilities</b>	<p>Employees are required to:</p> <ul style="list-style-type: none"> <li>• keep the car clean, inside and outside</li> <li>• keep the car safely after hours, preferably in a garage, behind gates, or in a driveway, rather than in the street</li> <li>• notify the office manager when the car is due for service</li> <li>• notify the office manager if repairs outside the regular service are needed</li> <li>• report any damage to the vehicle to the office manager</li> <li>• obtain their own insurance for personal tools they transport in the vehicle.</li> </ul>

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