



MCS Civil (NSW) Pty Ltd



Murphy Contracting Services

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# IMS02.17 Vehicle Policy

## 1. Introduction

MCS Civil provides and maintains a vehicle fleet appropriate to the needs of the company operations. A “company vehicle” is any vehicle MCS Civil assigns to employees.

## 2. Objective

Company Vehicles are provided for staff who provide the requirements for the need of a vehicle to carry out their day to day tasks effectively and efficiently.

## 3. Commitment

MCS Civil will provide company vehicles suitable for the needs of the business. These vehicles will be maintained and serviced to the manufacturers recommendations to ensure the reliability and safety of the vehicles. Each vehicle will be equipped with additional safety and communications as required.

## 4. Company Vehicle

### 4.1. Conditions of Use

- 4.1.1. This policy applies to all employees who use a company vehicle and applies during and outside of working hours.
- 4.1.2. Employees are only allowed to drive a company car if they have a current full driver’s license without restrictions.
- 4.1.3. Employees must have a clean driving record. This means the employee has not been held at fault for a car accident or arrested on charges of violating vehicle and traffic laws.
- 4.1.4. Any demerit points on a driver’s license must be notified via email to the HR department. MCS Civil can assign and revoke access to company vehicles at its discretion.



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- 4.1.5. Fines employees receive while driving the company vehicle are their own responsibility including. This includes Speeding, Parking and other Infringement fines.
  - 4.1.6. Cost of repairs caused by willful damage will be charged to the employee responsible.
  - 4.1.7. Cost of making bail for employees who are arrested while driving company cars will be at their own expense.
  - 4.1.8. To be eligible to drive a company vehicle, employees must agree to the rules outlined in this policy.

## 4.2. Rules.

- 4.2.1. Do not drive while intoxicated, fatigued, or on medication that affects your driving ability.
- 4.2.2. All Traffic Regulations and bylaws must always be observed.
- 4.2.3. Monitor Tyre pressure, and all fluid levels, keep inside and outside of vehicle clean.
- 4.2.4. Report any damage or problems in your assigned vehicle immediately to MCS Plant manager.
- 4.2.5. Report changes to your driver privileges, such as driver's license suspension, immediately.
- 4.2.6. Bring vehicle to scheduled maintenance appointments.
- 4.2.7. No unauthorised use of fuel card or E-toll tag for non-business use.
- 4.2.8. No use of mobile phones/text while driving MCS vehicles.
- 4.2.9. Do not allow unauthorised drivers to use a company vehicle unless required by in emergency.
- 4.2.10. Maintain the vehicle in a clean and serviceable condition.
- 4.2.11. Do not alter or interfere with the vehicle tracker.

## 4.3. In Case of Accidents.

- 4.3.1. Carry out the immediate steps to ensure your own safety and those of your passengers and others involved.
- 4.3.2. Contact the MCS Civil HR department immediately. They will contact the insurance provider.
- 4.3.3. Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required.
- 4.3.4. Do not guarantee payment or accept responsibility without company authorization or investigation.
- 4.3.5. Fill in the Accident/Incident report on your Assignar App.



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## 4.4. Noncompliance to the above conditions and rules

- 4.4.1. **Employees who violate company vehicle rules are subject to disciplinary actions.**
- 4.4.2. **These may include verbal and written warnings, suspension of vehicle privileges, termination of employment and/or legal action.**

Authorised Signature

A handwritten signature in black ink, appearing to read 'Roy Hendy', written in a cursive style.

Roy Hendy  
06/01/2021



## 5. References

Document Title	Standard/Section No.
Work Health & Safety Act 2015	

## 6. Responsibility/Monitoring

Sections 1&2	Managing Director
Section 2&3	Senior Management
Section 4	All Staff

## 7. Documentation Required

- IMS17 Legal & Other Regulatory.
- FRM-xxx Employee Company Vehicle Agreement.
- FRM-017 Accident/Incident Report.
- FRM-110 Accident/Incident Investigation Report.

## 8. Document Control

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