



## Private Vehicle Policy

This Private Vehicle Policy applies to all employees of the business.

The objective of the policy is to ensure all employees are aware of their obligations when using their private vehicle for work related tasks.

The requirement is for all employees to comply with this Private Vehicle Policy.

Procedures (not required)

## Purpose

The purpose of this policy is to establish guidelines and expectations for employees using the own private vehicle for work purposes at Neon Group.

## Objective

The objectives of this policy are to:

- Ensure the health and safety of our employees, as reasonably practicable.

## Policy Requirements

The standard required from all staff is to adhere to the following:

- **Approval:**
  - a) Employees who use their private vehicle for work purposes must have prior written approval from CEO.
- **Driver's License and Vehicle Registration:**
  - a) The driver of the vehicle must have a current Australian Driver's License of the correct class for the vehicle being driven.
  - b) Private vehicles used by employees for work purposes must be fully registered and comprehensively insured at the time of use. The onus is on the employee to ensure all registration and insurance is up to date.
  - c) Private vehicles that are used for work purposes must be maintained in a roadworthy condition.
  - d) Private motorcycles or similar type vehicles are not permitted to be used for work purposes.
- **Costs Associated with Travel:**
  - a) Neon Group will reimburse for kilometres travelled, at a rate determined by the Australian Taxation Office or Award applicable for the employee.
  - b) Neon Group will cover associated travel costs including tolls.
  - c) If covered, you must keep all receipts and provide them to CEO for approval and reimbursement.
  - d) It is the employee's responsibility to get to and from the NEON office at their own costs and transportation. Parking is not provided for and is at the cost of the employee if they choose to drive and park near the NEON office.
  - e) If staff are required to get to and from the airport this is at the employee's cost, parking will not be paid for by NEON or mileage for attending the airport. Once you get to your location costs for travel will be reimbursed i.e. Uber or Taxis.

- **Plans for Travel**
  - a) All plans of travel must be presented in a 'route plan' prior to commencing work trip so the company approve route plan with dates/timings/addresses/reasoning.
  - b) Staff should ensure that the most cost-effective trip is taken. If there is a reason for changing the travel route during the trip i.e. because of traffic or an accident this should be communicated to the CEO on arrival at location.
- **Code of Conduct:**
  - a) Drivers must be conscious of road safety and always demonstrate safe driving.
  - b) You must always comply with traffic legislation.
  - c) You must drive within the legal speed limits, including driving for the conditions.
  - d) You and all passengers must always wear a seatbelt.
  - e) You must not drive if you are taking any medication that may adversely affect your ability to drive.
  - f) Under no circumstances are employees permitted to drive under the influence of alcohol or drugs.
  - g) The following actions while driving a private vehicle for work purposes, will be viewed as a serious breach of conduct and may result in disciplinary action, up to and including termination of employment:
    - i. Drinking alcohol or under the influence of alcohol and/or drugs while driving.
    - ii. Driving while disqualified or not correctly licensed.
    - iii. Reckless or dangerous driving causing death or injury.
    - iv. Failing to stop after a crash/accident.
    - v. Any actions which warrant suspension of a license.
- **Compliance:**
  - a) Any accidents in a private vehicle being used for work purposes must be reported to CEO as soon as practicable after the accident. Neon Group is not liable for any accident damage, mechanical breakdown costs, traffic fines (including speeding fines), penalties, loss of points, liability costs or traffic infringement costs that are incurred while the employee is using their private vehicle for work purposes.
  - b) If you lose points from your license for speeding or breaking road rules, this is the employee responsibility and NEON will not be liable for any infringements or fines.

All employees are expected to comply with this policy. Any breaches of this policy may lead to disciplinary action including but not limited to termination of employment.

CEO is responsible for communicating this policy to all persons working for or on behalf of the organisation and making it available to interested parties.



## Procedures (if required)