

Company Vehicle Use Policy

SAMPLE

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Purpose and Scope

This Company Vehicle Use Policy sets out the work health and safety (WHS) requirements, expectations and procedures for the safe use of company vehicles operated by [Company Name]. It is designed to prevent vehicle-related incidents, injuries and illnesses, and to ensure compliance with relevant WHS legislation, road rules and industry standards.

This policy applies to:

- All workers, including employees, contractors, labour hire workers, apprentices, trainees and volunteers who drive or travel in company vehicles.
- All company-owned, leased, hired or otherwise provided vehicles, including:
 - Cars and SUVs used by sales, office and corporate staff.
 - Light commercial vehicles, vans and utilities used in transport and logistics operations.
 - Trucks and heavy vehicles used for freight, construction and deliveries.
 - Site vehicles such as sites and service vehicles used on building and construction sites.
- Any private vehicle used for work purposes, to the extent reasonably practicable when the vehicle is being used under the direction of [Company Name].

This policy must be read in conjunction with [Company Name]'s WHS Policy, Fatigue Management Policy, Drug and Alcohol Policy, and any Safe Work Method Statements (SWMS) or procedures relating to driving, loading/unloading and site access.

WHS Legislative Framework

[Company Name] is committed to meeting its primary duty of care under relevant WHS Acts and Regulations in Australia, including (as applicable in each jurisdiction):

- Work Health and Safety Act and Regulations (Commonwealth and participating states/territories).
- Occupational Health and Safety legislation in non-harmonised jurisdictions.
- Heavy Vehicle National Law (HVNL) and Chain of Responsibility (CoR) obligations for transport and logistics operations.
- Road traffic and road safety legislation, including speed, fatigue, mobile phone and seatbelt laws.

Under WHS legislation, [Company Name] must, so far as is reasonably practicable:

- Provide and maintain safe systems of work for driving and vehicle use.
- Ensure the safe use, handling and maintenance of plant, including vehicles.
- Provide information, training, instruction and supervision to protect workers from risks arising from vehicle use.

- Consult with workers on WHS matters, including vehicle safety and route planning.

Workers have a duty to:

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of others, including other road users and pedestrians.
- Comply with any reasonable instruction, policy or procedure relating to WHS, including this Company Vehicle Use Policy.

Officers (such as directors and senior managers) must exercise due diligence to ensure [Company Name] complies with its WHS duties, including ensuring that appropriate resources, systems and monitoring are in place for vehicle safety.

Definitions

For the purpose of this policy:

- **Company vehicle** – any motor vehicle owned, leased, hired or otherwise provided by [Company Name] for work purposes.
- **Work-related driving** – any driving undertaken in the course of work, including travel between worksites, visits to customers or suppliers, deliveries, and travel to training or meetings.
- **Heavy vehicle** – a vehicle that meets the definition under the Heavy Vehicle National Law (e.g. gross vehicle mass over 4.5 tonnes), including trucks, prime movers and certain construction vehicles.
- **Authorised driver** – a worker who has been approved by [Company Name] to operate a specific class of company vehicle and who holds the appropriate, current driver's licence.
- **Fatigue** – a state of tiredness that reduces mental and physical performance, increasing the risk of errors and incidents.
- **Mobile plant** – powered equipment such as forklifts, telehandlers and loaders, which may interact with company vehicles, particularly in transport, logistics and construction environments.

Roles and Responsibilities

Officers and Senior Management

Officers and senior managers must ensure that:

- Adequate resources are allocated for the purchase, maintenance and replacement of safe vehicles.
- Systems are in place to identify, assess and control driving-related risks.
- Policies and procedures for vehicle use, fatigue management, drug and alcohol, and incident reporting are implemented and monitored.
- WHS performance indicators for vehicle safety are reviewed regularly.

Managers and Supervisors

Managers and supervisors must:

- Ensure only authorised, competent and appropriately licensed workers operate company vehicles.
- Plan work and schedules to minimise driving risks, including long hours, night driving and tight delivery or appointment times.
- Ensure pre-start checks, maintenance and repairs are carried out and documented.
- Verify that loading, securing of loads and unloading are conducted safely and in accordance with SWMS and CoR obligations.
- Monitor compliance with this policy and address unsafe behaviours or non-compliance promptly.
- Facilitate consultation with workers on vehicle safety issues.

Workers (Drivers and Passengers)

All workers who drive or travel on company vehicles must:

- Hold a current, valid licence for the class of vehicle being driven and present it on request.
- Follow all road rules, traffic rules and [Company Name] procedures at all times.
- Conduct required pre-start checks and report defects immediately.
- Use seatbelts and ensure all passengers do the same.
- Do not drive while impaired by fatigue, alcohol, drugs (including some prescription medication) or illness.
- Use vehicles only for authorised purposes and protect company property from damage or theft.
- Report all incidents, near misses, infringements and mechanical failures as soon as practicable.

Contractors and Labour Hire Workers

Contractors and labour hire workers using company vehicles must comply with this policy and any additional contractual requirements. [Company Name] will ensure, as far as is reasonably practicable, that contractor arrangements align with WHS and CoR obligations, particularly in transport and logistics and construction activities.

Authorisation to Drive Company Vehicles

Licence Requirements

Before being authorised to drive a company vehicle, workers must:

- Provide evidence of a current, valid driver's licence for the relevant vehicle class.