



## COMPANY POLICIES

October 2021

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**POLICY:**                    **Company Vehicle Policy**

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**Effective Date:**            October 2021

**Applies to:**                This policy applies to all The Company entities within New Zealand.

**Approved by:**            Local HS Executives

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### 1. PURPOSE AND SCOPE

It is the policy of the Company to lease and maintain vehicles for use by employees while on Company business. Company vehicles are assigned to those employees whose work entails the use of a vehicle to carry out his/her work or as part of the employee's remuneration package.

### 2. DEFINITIONS

Term / abbreviation	Definition
TSM	Team Schein Members (employees of The Company entities)
Company	Company means all entities, divisions and subsidiaries of The Company in New Zealand.

### 3. Policy

The day to day management of the fleet will be the responsibility of the Fleet Manager. This includes administration relating to registration, fuel cards, repairs and service, insurance and roadside assistance.

Every employee who operates a vehicle on Company business is required to possess a current Full New Zealand driver's license. Employees must notify their manager immediately if their driver's license is suspended or cancelled. A copy of your driver's license must be handed in to the Office Manager for filing together with a signed NZTA Driver Check Authority Form supplied by the Office Manager.

No person other than the nominated employee may drive the Company vehicle for private purposes. Should the spouse of the nominated employee be required to drive the vehicle then prior permission from senior

management must be obtained by the nominated employee. In these circumstances a copy of the spouse's Full New Zealand Driver's license, together with a completed NZTA Driver Check Authority Form, must be handed in to the Office Manager beforehand. This information will be uploaded onto the NZTA Driver Check website.

### **Fuel / Petrol and Costs**

- a) Every Company vehicle is supplied with a fuel card for petrol and oil purchases only. It is a company requirement to enter the current odometer reading on the eftpos machine every time the card is used.
- b) Any costs for fuel or other expenses directly relating to a Company vehicle paid for by the employee will be reimbursed by the Company except when the vehicle is being used on holiday or holiday weekends. It is the employee's responsibility to pre-pay toll fees online using the company credit card, should they travel on any toll roads. Invoices received for unpaid toll fees incur administration charges. These additional charges will be the responsibility of the employee and deducted from their staff account.
- c) Petrol used must be in accordance with the manufacturer's specifications.
- d) Employees must use the fuel card strictly for the Company vehicle assigned to them. The only exception would be for the use of a hire vehicle used on company business. The odometer reading in this case should always be 99999.

### **Incidental Use**

- a) Employees will be allowed reasonable incidental personal use of the Company vehicle. All holiday and holiday weekend use of the Company's vehicle by the employee is to be authorised by senior management. All costs for fuel and oil used during such periods of use are to be the responsibility of the employee.
- b) Under no circumstances will the Company vehicle be entered or driven in any race, rally or competition or such event, or off road, on beaches, or used for the purposes of teaching or instructing learner drivers.
- c) Hitchhikers are not permitted in Company vehicles.
- d) The Company vehicle must not be used for or in connection with any outside employment or for other commercial purposes.
- e) The Company acknowledges that an employee who has a Company supplied motor vehicle may live more than 30 kilometres by road from the Company's premises. In such a case and where the employee uses the vehicle as transport to and from the Company's office, the Company might require the employee to contribute to the running costs of that vehicle for such travel. Running costs shall be defined as the product of the distance from the employee's home to the Company's office and return less 60km each day multiplied by the per kilometre running costs for the vehicle as calculated and advised from time to time by the Automobile Association.

### **Vehicle Condition**

- a) Company vehicles shall be kept clean and shall be garaged or stored off-road by the employee to whom the vehicle is allocated.
- b) In accordance with the Company's Smoke Free Policy smoking is not permitted in any Company vehicle.
- c) The Company vehicle will be inspected and audited by management at any time.
- d) All tools or other equipment (including laptops and mobile phones) assigned to the employee must be either removed from the Company vehicle or kept in the boot of the vehicle when it is not being used by the employee.
- e) Accessories and tow bars are not to be added or fitted to the vehicle without the express authorisation of the Fleet Manager.
- f) A report of any accident/incident, regardless of the extent of damage this includes windscreens, must be made if a Company or personal vehicle used on Company business is involved. Such reports must be made immediately to the Fleet Manager and then advise your direct manager. Employees should always co-operate with the authorities in the case of an accident. However, he/she should not make any voluntary statements, other than to reply to questions from investigating officers. In no circumstances should any admissions of liability be made. For Health & Safety reporting purposes, an internal

accident/incident report form must be completed as soon as is practicable after the event, regardless of the extent of damage, including windscreen damage.

- g) If the employee is proved to be wholly or mainly responsible for an accident involving the Company motor vehicle and there is a claim under the Company's motor vehicle policy, then the employee may be required to pay any excess arising under that insurance policy.
- h) The employee shall be liable for any damages, costs or expenses of any kind arising out of the use of the vehicle at any time in circumstances which result in:
  - 21.1 the employee being convicted for an offence regarding the use of the vehicle with excess breath alcohol, excess blood alcohol or while under the influence of drink or drugs; and/or
  - 21.2 the employee is convicted of any offence where it is established that the consumption of alcohol or drugs has been a contributing factor in the offence; and/or
  - 21.3 the Company's insurers deny any claim for reasons such as 21.1 and/or 21.2 above.
  - NB. This clause should be read in conjunction with the Drug & Alcohol Abuse Clause, of the Individual Employment Agreement.
- i) It is the expectation of the company that all employees in charge of a company vehicle will abide by New Zealand law pertaining to the operation of that vehicle. Incidents arising from speeding, driver fatigue, red light running, careless driving, use of a mobile phone while driving or any other trauma promoting or injury related offences may result in disciplinary action which may lead to dismissal.
- j) Use of mobile phones while driving is banned in accordance with the *Land Transport (Road User) Amendment Rule 2009*.
- k) A driver must not, while driving a vehicle, create, send, or read a text message on a mobile phone or make, receive, or terminate a telephone call on a mobile phone or use a mobile phone in any other way **except** in the following instances.
  - To make a call to emergency services if it is unsafe or impracticable for the driver to stop and park the vehicle to make the call.
  - To make, receive, or terminate a telephone call if the phone does not require the driver to hold or manipulate it to make, receive, or terminate the call.
- l) If your vehicle has built-in blue tooth availability, this is to be used at all times while driving. If your vehicle does not have blue tooth availability then the company will provide you with a hands-free blue tooth kit.
- m) All fines incurred by the employee in relation to the use of a Company vehicle are the responsibility of the employee.
- n) All Company vehicles are considered to be pool vehicles and must be made available for use by other employees who are required to use a vehicle for Company business.
- o) The employee allocated a Company vehicle shall be responsible for maintaining that vehicle in accordance with the manufacturer's specifications and recommendations. Any malfunctions or maintenance requirements outside the normal servicing schedule must be reported to the Fleet Manager.
- p) Company vehicles returned to the business at the end of lease or which are to be reallocated to another company driver, are to be returned cleaned and vacuumed. Any known damage is to be reported to the Fleet Manager well before the date of return. Vehicles that are returned requiring extensive valet services may have these charges deducted from their staff account.
- q) An employee might be required to use his/her own vehicle for Company business, if necessary, in accordance with the following guidelines:
  - the employee obtains prior permission from the Fleet Manager;
  - appropriate insurances must be in place.

## Motor Vehicle Type Guidelines

Senior Manager	Key Account Manager	Territory Manager/Sales Specialist/Technician
<ul style="list-style-type: none"> <li>Based on an agreed lease value.</li> <li>Vehicle Allowance (Discuss with Manager/HR)</li> </ul>	<ul style="list-style-type: none"> <li>Station Wagon or Hatch, or Vehicle Allowance (Discuss with Manager/HR)</li> <li><i>Note: Able to choose between a 1.8L -2.5L Vehicle if the option is available in the lease contract and does not exceed budget expectations.</i></li> </ul>	<ul style="list-style-type: none"> <li>Station Wagon or Hatch, 4WD see note below, or Vehicle Allowance (Discuss with Manager/HR). <i>Note: 1.8/2.0L engine is the entitlement</i></li> <li><i>If you are based in an area that receives snow and mountainous terrain then you may be entitled to a 4WD option upon discussion with your Manager and Finance</i></li> </ul>

## 2. COMPANY VEHICLE ALLOWANCE POLICY

- A Primary Vehicle Declaration form is to be completed annually by all staff who receive a vehicle allowance and whose vehicle is used for business purposes – ie a tool of the trade.
- The Employee will provide their own vehicle, selected by the employee but limited to a vehicle with a published average fuel usage of 11.0 litres per 100ks or less.
- The Company's required vehicle type for your job requirements are set out below. There can be exceptions to this only after a discussion with the Managing Director:
  - \* Sales Representative - Station Wagon
  - \* Technician - Station Wagon
  - \* Senior Manager - Requires a discussion with the Managing Director
- If a diesel vehicle is chosen the road user charges (RUC) is the responsibility of the employee.
- It is the employee's responsibility to ensure the primary vehicle has appropriate insurance for work purposes.
- The Employee will maintain the vehicle in a roadworthy condition, pay all costs associated with warrant of fitness, registration, tyres and routine servicing.
- The Employee must have any material damage to the vehicle's body repaired within a maximum of 8 weeks after the accident.
- If the Employee is in an accident or damage is done to the car, the excess will NOT be covered by the Employer.
- The Employee is responsible for all mechanical costs associated with the Vehicle.
- The Employee will replace the vehicle after five years or 135,000kms whichever comes sooner.
- The Employee is responsible for ensuring the vehicle is kept in a clean and tidy state. Employees should regularly check oil, water, tyre air pressure and coolant.
- The Employee must drive courteously and safely. The Employee must wear a seatbelt and comply with all driving laws.
- Employees shall not drive the vehicle with a blood alcohol level greater than that permitted by law.
- The Employee must maintain a clean full driver's licence. Any suspensions or disqualifications should be reported to the Employer immediately.
- The Vehicle must be made available for a vehicle audit by the Company every 6 months. Any outstanding issues must be addressed within 7 days.

- p) The Employer will provide a first aid kit and fire extinguisher. These are the property of The Company and must remain in the vehicle.
- q) If a fuel card is provided it is to be used for fuel and oil only per the Company Vehicle policy.
- r) If the Employee is in an accident while using the vehicle for business purposes they must comply with Health & Safety requirements by informing their manager and completing an Accident/Incident form at the earliest opportunity.
- s) If the Vehicle does not have blue-tooth for your company mobile phone, the Company will provide a blue-tooth device.
- t) If the employee decides to sell the vehicle it is at their cost and the Company holds no responsibility.

#### **4. POOL CAR GUIDELINES**

- a) The company leases a vehicle for use as a pool car for business related travel. All details within the Company Vehicle Policy apply to the pool car.
- b) When booking the pool car please include the purpose of the booking and the time of the appointment/event.
- c) Who can use the pool car:
  - Overseas TSM who fly in for the purposes of visiting the Company Head Office – copy of driver's licence to be given to Admin Assistant.
  - TSM who have flown in from regional NZ.
  - Local TSM who do not have a company vehicle or vehicle allowance.

Acceptable use of the pool car:

- Small business deliveries to customers.
- Delivery of product to venues for events/conferences.
- Picking up product for the office.
- TM's onsite sales meetings.
- Business meetings outside the office including business lunches, where no company vehicle drivers are attending.
- Attending a business event or conference where no company vehicle drivers are attending and if the car is **not** parked up for more than 4 hours.
- Where an Auckland based company vehicle is in for a service and no courtesy car is available - duration dependant on availability of pool car.
- Taking the vehicle overnight for a business meeting the next morning that is earlier than 7.30am.
- A one off trip out of town to visit a customer.
- If the vehicle is unable to be returned by COB and taken overnight or over a weekend, it is to be garaged or stored off-road and not used for personal use during this time.
- Bookings of 3 days or longer to be approved by Fleet Manager.

Vehicle maintenance:

- Vehicle is to be returned in the same condition it was taken – clean and no rubbish left in the vehicle. If the fuel tank is low, please refuel using the vehicle fuel card.
- If there is an incident/accident, the same process is to be followed as per the Company Vehicle Policy.
- If the vehicle is taken overnight it is to be garaged or parked off-road.
- No animals allowed in the pool car.

The responsibility for the compliance of this policy is the Fleet Manager.

#### **Declaration**

I have read and understood the terms and conditions of the Company Vehicle Policy and I agree to be bound by these terms and comply with the policies regarding vehicles as are made known to me from time to time.

Signed:

..... Date: .....

Employee Name