

Aim

Global Mill Relines provides and maintains a vehicle fleet with a range of vehicle types appropriate to the needs of the company operations. Such vehicles form the organisations vehicle pool and are available for use by authorised personnel for travel associated with the conduct of Global Mill Relines business / activities.

The purpose of this policy is to ensure that all Global Mill Relines employees / contractors understand their responsibilities when operating company motor vehicles.

- Drivers of company vehicles must be authorised to do so and must hold a current driver’s license.
- Drivers are fully responsible for the vehicle while it is in their charge.
- Traffic regulations and bylaws must always be observed.
- All traffic and parking violations are the responsibility of the authorised driver of the vehicle.
- Vehicles must always be driven at safe speeds according to the road conditions and within speed limits.
- Every courtesy must be shown to other road users and pedestrians.
- The no smoking policy extends to motor vehicles.
- Company vehicles are serviced at the manufacturer’s recommended intervals and maintained in a roadworthy condition. However, drivers are required to check for obvious defects and report these immediately.
- Drivers are required to regularly check petrol, tyre pressure and windscreen washer supply.
- Unattended vehicles must be securely locked,
- All parked vehicles must also adhere to site requirements when parked. (i.e., reverse parking where indicated and wheel chocks in place as directed).

Approved Drivers

The driver of a Global Mill Relines vehicle must be an employee / contractor of Global Mill Relines and the employee / contractor must be fully licensed to drive the classification of the vehicle. People who are not employees / contractors or employees / contractors who are unlicensed or who have a learner’s licence are not permitted to drive Global Mill Relines vehicles.

A photocopy of each driver’s current licence is to be provided. This will be kept as a record in the employee’s / contractor’s file. Employees / contractors are to notify Global Mill Relines management immediately of any change to the status or validity of the licence.

If a driver is unfit to drive because of ill health, suspensions or cancellation of licence, the driver must advise Global Mill Relines management. Global Mill Relines reserves the right to dismiss an employee / contractor who loses his or her driver’s licence if the job required the use of a vehicle and if no other arrangements are available.

Care of a Global Mill Relines Vehicle

The driver of each vehicle is responsible for the basic maintenance of that vehicle. Basic maintenance should include, as a minimum, monitoring and replenishing vital fluids and lubricants:

- Fuel.
- Engine Oil.
- Coolant.
- Washer Fluids.
- Tyre pressure should also be monitored.

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The driver is always expected to keep the inside and outside of the vehicle clean and presentable. Stock in vehicles should be kept in good condition and in a tidy order. No alterations, additions or modifications are to be made to vehicles without approval.

It is the driver's responsibility to bring to Global Mill Relines immediate attention any fault that could render the vehicle unsafe or un-roadworthy. Vehicles must not be driven when unsafe, un-roadworthy or in a condition that is likely to cause damage to the vehicle. Global Mill Relines management will notify when a service is due, and this will be arranged ASAP.

Fuel Charge Cards

Fuel Charge cards are to be used for the purchase of fuel and oil. No miscellaneous purchases are permitted on these cards.

Mobile Phones

It is a traffic offence to initiate or receive calls without the use of approved Mobile Phone Cradles while driving. Drivers must always comply with this law.

Odometer Readings

To keep accurate records of our motor vehicle fleet it is important that all drivers provide up to date mileage information as requested at the end of each month.

Inspections

Drivers are responsible for the condition and safe operation of their assigned vehicles. Global Mill Relines requires drivers to check their vehicles for possible defects and report them according to policy.

The employee / contractor responsible for the vehicle will inspect the vehicle daily using vehicle prestart logbooks supplied with the vehicle and forward the report to the Admin Manager.

Traffic Offences and Accidents

Before the commencement of employment, a Driver's Declaration is required to be signed and sent to Global Mill Relines Management.

Any traffic violation or offence of any sort committed by an employee / contractor will remain the sole responsibility of that employee / contractor. Global Mill Relines will not be liable for any fines or penalties because of vehicle use by its employees / contractors at any time. The driver of any vehicle who has knowledge of a formal notice of an offence must notify Global Mill Relines immediately.

The employee / contractor responsible for any vehicle that is involved or suspected of being involved in any accident is to report the accident to Global Mill Relines management in writing as soon as possible. Note: Where the employee / contractor is negligent, the employee / contractor will be responsible for payment of the insurance premium, which may necessitate the deduction of monies from wages.

Drugs and Alcohol

A Global Mill Relines vehicle must not be used by any driver who is affected by drugs, prescribed or social, or alcohol. No employee / contractor can drive a Global Mill Relines vehicle with a blood alcohol level above the prescribed limit (insurance becomes void) or be under the influence of medication and/or social drugs which may impair performance.

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No support will be provided for any employee who suffers any consequences because of being in control of a Global Mill Relines vehicle whilst under the influence of alcohol or drugs. An employee / contractor, who is found to be affected by alcohol or drugs, will pay for any damage to the Global Mill Relines vehicle, other vehicles, people, or property because of an accident where that employee / contractor is the driver of a Global Mill Relines vehicle.

An employee who is found to have driven under the influence of drugs or alcohol may be dismissed.

No Smoking

Smoking is not permitted in any vehicle owned or operated by Global Mill Relines.

No Alcohol

Alcohol is not permitted in any vehicle owned or operated by Global Mill Relines.

Misdemeanour

Any employee / contractor who does not abide by this policy will receive a written warning on the first occasion or may be dismissed. Immediate dismissal could result if an employee / contractor is found to be in control of a Global Mill Relines vehicle whilst under the influence of alcohol or drugs. Dismissal could also result if an employee / contractor steals from Global Mill Relines or by using the fuel purchase card (if applicable) for private purchases.

If an employee / contractor causes damage to a vehicle through his or her own negligence, then that employee / contractor may be required to pay for the repair of the damage. Failure to comply with the above policies may result in the removal of vehicle usage or disciplinary action including termination of employment in serious circumstances.



Laurie Ralph
Managing Director
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