



INSULATION INDUSTRIES
ABN 69 167 301 957

119 Broadmeadow Rd, Broadmeadow NSW 2292
P: 02 4910 8000 F: 02 47962 2132
E: sales@insind.com.au or accounts@insind.com.au

Company Vehicle Policy

PURPOSE

This policy aims to ensure the safety of the individuals who are authorised users of Insulation Industries vehicles. Vehicles and usage is to support Insulation Industries business activities. Employees and subcontractors are not permitted to drive Insulation Industries vehicles for personal use. Insulation Industries vehicles can only be driven for Insulation Industries business activities.

LICENCE AND REQUIREMENTS

Drivers must hold a current and valid NSW driver's licence that is not suspended (has not reached or exceeded the maximum number of demerit points allowed).

TRAFFIC INFRINGEMENTS

When driving an Insulation Industries vehicle, employees and subcontractors are required to observe all current Australian Road Rules and must drive in a responsible manner. Insulation Industries will not pay any fines relating to traffic offences and parking infringements incurred. Payment is the responsibility of the driver of the vehicle at the time of the offence or infringement.

MOBILE PHONE USE

Drivers must not use mobile phones while operating a vehicle unless a 'Hands-free Car Kit' is installed in the vehicle.

VEHICLE SECURITY

Safe keeping of Insulation Industries vehicle keys is the responsibility of the driver. If a driver loses vehicle keys it must be reported to the relevant manager immediately. Insulation Industries vehicles are required to be locked when left unattended and privately garaged (where possible) or in a safe location to minimise the possibility of damage, vandalism or theft. Valuables are not to be left in view inside Insulation Industries vehicles.

VEHICLE MAINTENANCE AND CLEANLINESS

Each driver must ensure that the Insulation Industries vehicle they are assigned are properly maintained, this includes regular checks of fluids and tyre pressure and ensuring vehicle safety.

Drivers are responsible for keeping Insulation Industries vehicle clean and tidy, and ensure the vehicle is returned in good repair. Smoking is not permitted in an Insulation Industries vehicle.



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ACCIDENTS INVOLVING INSULATION INDUSTRIES VEHICLES

In the event of an accident, theft, or malicious damage involving an Insulation Industries vehicle, it must be reported to the police and their supervisor immediately.

The reports are expected to be made as soon as possible. However, they should not be made later than 48 hours after the incident.

In the event of an accident, employees are expected to cooperate with authorities fully.

