



# Vehicle Policy

## Purpose

To define responsibility for the use and protection of SP Hunters vehicles and people, and the use of private vehicles for business purposes. This policy does not impose legal obligations on the part of the SP Hunters or create legal rights on the part of employees.

## Policy Elements

SP Hunters vehicles are provided for all business and 'reasonable' and approved personal usage in accordance with operational guidelines. It is an expectation of SP Hunters that all employees are to drive in accordance with road rules and applicable legislation at all times including parking requirements.

### 1. Distribution

The General Manager will have the final approval of any request for a vehicle to ensure compliance and consistency across the organisation.

### 2. Category Type

Vehicles can be provided to a team member as a 'tool of trade' vehicle, which is defined by 70% or more business usage to perform work.

### 3. Usage of Motor Vehicles

- 'Reasonable' personal usage is defined as anything to a distance of not more than 500 kilometres from the employee's principle place of residence. Any long-distance use of the vehicle, and use when on Annual Leave, must first be approved by General Manager. Any approval will be subject to business requirements as the vehicle may be required by other employees during this period.
- Only SP Hunters employed employees are permitted to drive SP Hunters vehicles during working hours. All SP Hunters drivers must hold a 'P' plate or full current driver's licence. Direct family members are not permitted to drive the SP Hunters vehicle during standard working hours. Limited use of the vehicle is allowed by direct family members within a household and this member must have a full licence. Should a member of staff require use of a SP Hunters vehicle not allocated to them, the leader responsible must take a copy of the staff members licence and send this to the HR team for SP Hunters records.
- Vehicles always remain the property of the SP Hunters.
- Vehicles must not be used for any non-SP Hunters commercial purposes.
- Vehicles must not be used for any purpose that unnecessarily increases the risk of damage to the vehicle or injury to the driver/passengers.
- Vehicles must not be driven by any person who does not have a current, 'P' plate or full driver's licence, is a suspended driver, is over the legal alcohol limit (i.e. 0.05%), or under the influence of drugs, prescription medication or other substances.
- SP Hunters will not pay any speeding fines, parking fines or other traffic infringements incurred by employees, including toll notices. The employee is responsible for all costs incurred via a payroll deduction. Repeated traffic infringements may result in a disciplinary process.
- Employees who have a vehicle need to provide a copy of their licence to the HR team. Employees must provide details of their licence when it's been renewed or updated.

### 4. Motor Vehicle Maintenance

- Vehicles must be kept well maintained at all times to preserve their trade-in value and with respect to the SP Hunters brand and partners.



Vehicles must be serviced in accordance with the vehicles service schedule. Vehicles are to be serviced according to the manufacturer's guidelines. Employees are responsible for coordinating servicing arrangements in accordance with the schedule.

## 5. Fuel Cards

- Fuel cards must be used solely for purchasing fuel for the nominated SP Hunters vehicle. Fuel cards are not to be used to put fuel in any other non-SP Hunters vehicle.
- Premium fuel is not to be purchased. Should the tank be filled with the incorrect fuel, all costs incurred are the employee's responsibility.
- Fuel usage will be monitored on a monthly basis. Reports will be provided by SP Hunters Fleet provider to review and approve. Should there be any queries in relation to fuel usage, these will be investigated and should there be a breach in policy, action will be determined.
- Lost Petrol cards to be reported immediately to the Finance team.

## 6. Logbook / Logbook App

- SP Hunters requires that each employee maintains an up to date logbook for a period of 12 weeks during the football season, recording details of every business and private related trip, for Australian Taxation Office purposes.
- The logbook schedule will be reviewed at the end of the 12-week period to assist with whether Fringe Benefits are recorded and calculated correctly.
- Current ATO legislation requires Logbooks be completed every five years, or every major change in location or major change in engine capacity.
- Logbook Apps are available to download onto iPhones or mobile devices. It is the responsibility of each employee to ensure their data is backed-up regularly for audit purposes.

## 7. Damage to Motor Vehicle

- Any damage to the vehicle caused by accidents or other circumstances must be reported immediately to the General Manager. An Incident Report Form must be filled out and returned to the General Manager. Where a driver is proven to be at fault, the driver is required to pay the excess on the vehicle of \$500 or amount as specified in the Insurance Policy. If the driver was a family member the employee must pay the relevant excess on the vehicle. This will be deducted from the employee's pay and the terms of payment can be negotiated with the General Manager.
- If damage is caused to a vehicle by an unknown driver/person/object/animal, a Police report (or in some states a Statutory Declaration) must be lodged and will be required for insurance purposes to the SP Hunters. The SP Hunters will deem that the incident was not the direct fault of the employee and therefore will pay for the excess incurred.
- In the event of an accident, it will be the employee's responsibility to obtain full licence and registration details of the other driver and vehicle.
- Vehicles are not to convey a load greater than that for which they are constructed.
- Vehicles that are not being driven outside ordinary working hours, must be garaged at all times if possible, and be securely locked and alarmed if applicable. No personal effects or valuables should be visible in vehicles to aid in theft prevention.

## 8. Pool vehicles, cleanliness, and roadside assistance

- All SP Hunters vehicles are considered 'pool' vehicles and, if not currently being used by the employee it is allocated to, is available to any licenced employee who is required to undertake business related travel and requests use of the vehicle. This arrangement should be the first option for all business travel.
- SP Hunters vehicles are to be kept clean at all times. ALL rubbish is to be removed from the vehicle after each use.

## 9. Motor Vehicle accident procedure or breakdown

In the event of an employee being involved in a motor vehicle accident whilst driving a SP Hunters vehicle, or driving their vehicle on SP Hunters business, or on the way to or from work:

- Stop immediately if safe to do so.
- Do not make any admission of liability or agree to meet any claim.

- Supply to the other person/s involved in the incident the registration number, the name and address of the SP Hunters and name and driver's licence number.
- Take photographic evidence and provide this to the SP Hunters at the time the incident is reported.
- Obtain the other party's name, address, licence number and registration.
- If the vehicle is incapable of being driven, arrange for it to be towed to a repairer.
- On return to the SP Hunters, immediately report the accident to the General Manager and complete an Incident Report Form.
- If an injury has occurred, the General Manager must be notified as soon as possible, and an Incident Report form must be completed.
- If towage is required for a SP Hunters vehicle, please call the relevant Roadside Assistance number as outlined above.

## 10. Reimbursements

- Kilometre reimbursements are for business related travel on privately used vehicles, and only when a 'pool' vehicle is not available for use.
- To claim reimbursement for kilometres used in a private vehicle, please complete the Kilometre Reimbursement Form, obtain approval from the General Manager.
- E-Tag / Road toll expenses incurred for business related travel only may be reimbursed.
- Business travel does not include travel from work to home, or home to work. Kilometres to be reimbursed are the shorter of 'office to business location' or 'home to business location'. The kilometre reimbursement is as specified by ATO or the General Manager.
- To claim E-Tag/road toll reimbursements, employees are required to submit a completed Expenses Claim form with receipts or statements to their leader for approval. These reimbursements are managed by Finance.

## 11. Roles & Responsibilities

The General Manager will inform the staff member when the vehicle is due for a change over.

SP Hunters reserves the right to:

- Withdraw the provision of the vehicle to the staff member in accordance with the standard terms and conditions of this policy.
- Request the staff member to present the vehicle at any time.
- Vary or replace their terms and conditions of the provision of vehicle at any time.
- Seven days written notice of the variation or replacement will be given to the staff member.

Should an employee resign or move to another business unit, the General Manager will be responsible for recovery and all items and advise of any outstanding costs, maintenance, or damage as part of the process.

- SP Hunters shall be responsible for, and will make payments in respect of:
  - Lease
  - Registration
  - Service
  - Maintenance
  - Fuel Costs (as outlined in sections above)
- The employee shall be responsible for:
  - Ensuring that they have a valid full or 'P' licence.
  - Ensuring that the vehicle is in good working condition and roadworthy.
  - Regularly check the oil, water, lights, and tyres (including the spare).
  - Keeping the vehicle maintained and kept in a respectable condition at all times.
  - Any costs in relation to ensuring the vehicle is kept in a clean and tidy condition are to be borne by the staff member.
  - Immediately reporting to the General Manager any instance of:
    - Breakdown
    - Loss or theft
    - Damage or destruction

- A stolen vehicle will not be replaced without confirmation of a police report and an Incident report.
- The employee shall not use, or allow the equipment to be used, in the following ways:
  - For any unauthorised purpose
  - By any person not authorised by the SP Hunters
  - In any way that will adversely affect SP Hunters image or conflict with SP Hunters interests
- The employee shall provide the General Manager with the odometer reading and when the vehicle is handed back. The employee may also need to provide other information as requested for FBT purposes and complete any required documentation.

## 12. Additional Considerations

- SP Hunters, at its discretion, may need to recover and reallocate any vehicles to meet business needs.
- Some vehicles may be required to display logos associated with the business.
- Smoking is not permitted in any SP Hunters provided motor vehicle.
- The type and model of motor vehicle issued to an employee will be in accordance with the current approved model for SP Hunters internal business usage.
- Any disqualification or loss of licence whilst an employee of SP Hunters must be conveyed to the General Manager. Failure to do so may invalidate SP Hunter's insurance cover and therefore make the employee personally liable for outstanding claims. It may also render the employee liable for disciplinary action which may include dismissal.
- An Employee convicted of drink and/or drug driving while driving a SP Hunters vehicle or if driving while completing SP Hunters business could also face instant dismissal.

## Breaches

Breaches of SP Hunters Policies are treated seriously with outcomes including disciplinary action and termination of employment.

## Scope

This Policy applies to all employees and contractors of SP Hunters. All employees will be required to read and accept this policy upon commencement at SP Hunters as well as acknowledge their ongoing acceptance.

Mr Stan Joyce

Chairman

Papua New Guinea Hunters Rugby  
Football Club Limited

Mr Jeremy Edwards

Director/Secretary

Papua New Guinea Hunters Rugby  
Football Club Limited