



Motor Vehicle Policy

Just Focus Pty Ltd

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PURPOSE

Just Focus aims to provide eligible team members with a company vehicle in accordance with the business needs.

TERMINOLOGY

In the spirit of the Motor Vehicle Policy, the terminology of Team Members covers workers, sub-contractors and consultants whose services are engaged by Just Focus.

POLICY APPLICATION

This policy applies to all team members whose employment agreement includes the use of a company vehicle.

ANCILLARY COSTS

Ancillary costs such as car parking and road toll costs, are the responsibility of team members, except where the vehicle is used for business purposes.

VEHICLE USE

Company vehicles must not be used for any other business purposes other than for Just Focus or subsidiary companies.

WHO ELSE CAN USE THE VEHICLE?

Company vehicles can also be driven by:

- Other team members on business who are suitably qualified, have read this policy and are included on company insurance; and
- The team member's partner.

If someone other than the team member is involved in an at fault accident, an excess will apply, which will be paid by the person driving the vehicle.

Team members must authorise all use of their vehicle/s and assume full responsibility for any damage to, or misuse of the vehicle.

INSURANCE

Just Focus insures all company vehicles (excluding personal effects) and RACQ administers all claims.

Team members are not covered by insurance and will be responsible for all costs in the event of accident or damage under the following circumstances:



- Driving under the influence of alcohol that exceeds the legal limit;
- Driving under the influence of illicit substances;
- Unlicensed driving.

If a team member has an at-fault accident, an excess applies to the repair. In which case, the team member will have to pay once the vehicle has been repaired.

An excess applies to all at-fault accidents where the driver is under 22 years of age or holds a provisional licence.

At-fault accidents include any accident where a third party at fault cannot be identified. This includes dints, scratches, smashed windscreens etc. (windscreens damaged by stones during travel is covered by Just Focus)

UNDER 22 YEARS OR PROVISIONAL DRIVER EXCESS

Where the driver is under 22 years of age or only holds a provisional licence, an excess applies to all at-fault accidents that involve company vehicles. If the total costs from the claim are less than the excess, the team member is responsible for all company and/ or third-party costs.

The excess does not apply where a vehicle is loaned to another team member for business purposes.

NON-RESIDENT FAMILY MEMBERS' EXCESS

The team member will incur an excess where non-resident family members are involved in an accident, where cost recovery is not successful from an at-fault third party.

REPORTING

Any accident must be reported to your Manager ASAP (within the hour). If ambulance, police or fire assistance is required ensure you contact them first.

DRIVER RESPONSIBILITIES

Driver responsibilities include:

- Ensuring all equipment transported in the vehicle is safely secure before it is transported;
- The vehicle must be washed and vacuumed within a 10-day period at the team members cost. Where water restrictions apply Just Focus will reimburse up to a reasonable amount for car washing;
- Safeguarding the security and value of the vehicle;
- Minimising insurance claims and unnecessary repair costs;
- Maintaining the general appearance of the vehicle;
- Maintaining the vehicle in a sound mechanical condition by adhering to the manufacturer vehicle servicing specifications;
- Smoking within company vehicles is prohibited;
- Making their company vehicle available to other team members for business use;
- Ensuring that a valid registration label is displayed on the vehicle;

- Paying toll, parking or road usage charges (unless costs are incurred on company business);
- Prompt payment of any traffic infringements (otherwise salary deductions will be applied);
- Not driving a company vehicle while exceeding prescribed statutory limits of alcohol;
- Not driving a company vehicle while under the influence of illegal drugs or substances;
- Off road and non-standard use of an operating lease vehicle is prohibited.
- Ensure that any other aftermarket items such as ramps, winches, tow bar and bull bars are kept in safe working condition and organised for any repairs or replacements should they be required.

LOSS OF VEHICLE PRIVILEGES

Team members can lose their company vehicle privileges provided by this policy if found guilty of:

- A serious traffic offence;
- Alcohol or drug abuse while driving the vehicle;
- Gross neglect of the vehicle as determined by the Directors.

In these situations, the team member pays all relevant costs.

UNSATISFACTORY DRIVING RECORDS

If the team member has two or more at-fault accidents within a 12-month period, an excess applies to the second and subsequent at-fault accident and the continued provision of the vehicle will be reviewed. If the total costs from the claim are less than the excess, the team member is responsible for all company and/or third-party costs.

The excess does not apply where a vehicle is loaned to another team member for business purposes.

Team members with an unsatisfactory claims record can be required to attend a driver education course at their own expense. Failure to attend could result in removal of a vehicle or termination.