

## **Sample Company Motor Vehicles Policy**

If you are given the use of a company motor vehicle in which to carry out company business, you are required to obey all road rules and act responsibly. It is Company Name policy that you if drive a company vehicle at any time, you must;

- > Hold a current Victorian Driver's Licence
- > Ensure you are covered under Company Name's insurance policy
- > Have the vehicle serviced regularly, as stated in the owner's manual
- > Keep the vehicle clean and tidy
- > Pay all speeding and parking fines
- > Drive within the legal limits for alcohol consumption

Company Name will cover the costs of insurance, registration, e-tag (business use only), maintenance, repairs and lease payments.

If the vehicle is provided as part of an employee's remuneration package and is made available for personal use, it may be driven by the employee's partner/spouse provided they are fully licensed and covered by motor vehicle insurance. No other third parties are permitted to drive the vehicle under this policy.

Should you be required to use your own car for company duties, Company Name will reimburse you for a set price per kilometre. You are wholly responsible for your own vehicle insurance, maintenance, repairs and any parking or speeding fines incurred while driving the vehicle (whether for personal or company purposes).