

VEHICLE POLICY

ICI Industries Pty Ltd (ICI Industries) is required to provide and maintain a safe and healthy place of work. The Vehicle Policy sets out the responsibilities of all employees and other people who will drive or operate ICI Industries vehicles in the course of their work.

ICI Industries is committed to providing roadworthy vehicles sufficiently fitted out with appropriate safety equipment, cargo barriers and adequate storage units to ensure the safety of occupants who drive or travel as a passenger in these vehicles. These vehicles may also be fitted with electronic tracking surveillance, the primary purpose of which is to monitor or record geographical location or movement.

It is the designated vehicle operator's responsibility to ensure the vehicle is kept clean and tidy throughout and in a roadworthy condition with tools and equipment correctly stored and contained. The designated vehicle operator must also complete and submit a Monthly Vehicle Inspection Checklist (ICI.WHS.FRM.034) for their vehicle to the WHS Manager or a nominated person processing the vehicle checklists.

The designated vehicle operator is responsible for regular maintenance and servicing and daily or scheduled maintenance checks as per the manufacturers and ICI Industries requirements.
The designated vehicle operator is responsible for ensuring the repair of vehicle breakdowns.

Unless a Vehicle Allowance is paid to a vehicle operator, insurances and registration of the vehicle will be the responsibility of ICI Industries.

The designated vehicle operator must have and carry the appropriate current licence for the type of vehicle they are operating.

Any faults with the vehicle or involvement in any accident or incident must be reported by the designated vehicle operator to ICI Industries immediately.

All statutory and workplace road rules shall be adhered to at all times. If the designated vehicle operator is found to be in breach of these rules, including speeding and parking fines, they shall be personally responsible for the payment of any fines or penalties incurred through breach of the rules and may lose their right to operate the vehicle.

The designated vehicle operator shall not operate a vehicle whilst;

- a) under the influence of any legally prescribed medicine which may affect or impair their ability to drive safely, or
- b) under the influence of illegal drugs, or
- c) being over the statutory limit for alcohol consumption.

Designated vehicle operators will be responsible for the security of ICI Industries tools and their own private tools at all times. ICI Industries will not be responsible for damage to or loss of ICI Industries tools and their own private tools if they are not properly secured in or onto the vehicle.

A fuel card issued to a designated vehicle operator is only to be used for Company travel and not personal travel. The fuel card must only be used for the designated vehicle.

Fringe benefits tax

Tool of trade vehicles are those vehicles supplied as part of an employee's role. Limited private use of tool of trade vehicles is permitted under legislation and with management approval. Approval is to be obtained in writing and attached to the Monthly Vehicle Inspection Checklist. Employees are required to pay for fuel when the vehicle is used for private use. The total kilometers travelled and where applicable the private kilometers travelled and the costs paid (with dockets) by the employee are to be recorded/attached on the Monthly Vehicle Inspection Checklist.

For each FBT year (1st April to 31st March) employees will be required to complete an exemption declaration confirming that;

- a) the total distance travelled on wholly private trips in the tax year is less than 1,000km; and
- b) no single private return trip exceeded 200km; and
- c) there is no deviation of more than 2 kilometers from the normal travel to and from work, for the allocated tool of trade vehicle driven by them during the FBT year.

OR

Where these limits are exceeded there is a fringe benefit provided by ICI Industries to the employee. Any FBT payable on this benefit will be charged to the employee. Employees can reduce the fringe benefit tax by making after tax contributions towards the operating cost of an allocated vehicle. Proof of contribution (tax invoices, receipts for fuel, private kilometers etc) must be forwarded to the Group Accountant by 1st April each year. Dockets attached to the Monthly Vehicle Inspection Checklist will count towards this.

Employees that are allocated non-exempt vehicles (cars) will be required to provide a detailed 12 weeks logbook every five years in accordance with Section 10A of the FBTA 1986. Any private portion vehicle expenses, including the associated FBT value, will be covered by the employee's salary sacrifice amount or the value of the private portion vehicle expenses will be deducted from the employee's after tax pay.

Any breach of the above obligations expressed in this policy may result in disciplinary action being taken up to and including termination of employment.

The vehicle operator will be held responsible for the cost of any claims made against ICI Industries if the above requirements are not followed.

Graham Foley

MANAGING DIRECTOR

SIGNATURE

DATE

Employee Acknowledgement

I acknowledge;

- a) receiving the ICI Industries Vehicle Policy, and
- b) confirm that I will comply with the policy; and
- c) accept that there may be consequences if I fail to comply with the policy which may result in disciplinary action being taken against me up to and including termination of my employment.

Employee Name: _____

Signature: _____

Date: _____