



Vehicle Policy

Policy Last Updated: 16th October 2018

Where a Motor Vehicle has been provided to you as part of your employment with DNA Electrical the employee acknowledges and understands the following:

- This document is to be read and noted in addition to your Individual Employment Contract and DNA Electrical House Rules
 - o All conditions of the individual employment contract in regards to Motor Vehicle use apply in addition to what is written in this policy
- The motor vehicle is not available for Personal Use
- The motor vehicle must ONLY be driven by employees of DNA Electrical Limited
- The motor vehicle must never be driven in an illegal manner. This shall include, but not be limited to, driving whilst under the influence of drugs and/or alcohol, speeding, driving whilst holding a phone, and dangerous driving.
- The driver must always abide by the NZ Rode Code
- The motor vehicle is to remain fully locked and alarmed (if alarm in vehicle) at all times that it is not being driven
- The motor vehicle is to be parked off the street outside of working hours
- Any items stored on the roof racks must be securely strapped in place at all times
- The motor vehicle has a GPS fleet management tracking system installed in the vehicle. This GPS data is collected 24/7, will be monitored, and enables DNA Electrical to identify the location of the Motor Vehicle at any given time. This monitoring is not limited to working hours
- It shall be the employee's responsibility to monitor the due dates and kilometres for Registration, Warrant of Fitness, Road User Charges and Servicing of the motor vehicle and request the Administration Manager to organise as necessary prior to the expiry. Should any fines be incurred due to Warrant of Fitness, Road User Charges, or Registration offences then employee shall be liable for these.
- It shall be the employee's responsibility to ensure there is always sufficient oil, water, fuel, and type pressure in the motor vehicle
- A hands free phone system has been provided to you which must be used if talking on your mobile phone while driving
- Items owned by DNA Electrical and supplied in the vehicle must be kept safe and returned with the vehicle on return of the motor vehicle to the employer. These may include (but are not limited to)
 - Power Drill
 - Fuel Card
 - First Aid Kit
 - A-Frame (6ft) Ladder
 - Extension Lead
 - Concrete Drill
 - Fire Extinguisher
 - Electrical work in progress sign
 - Vacuum
 - Electrical Safety Gloves
 - Step Ladder (4 step)
 - Broom, Shovel & Brush
- Condition of vehicle:
 - o The vehicle is to be maintained in a clean and tidy condition whilst the vehicle is provided to you. This means the exterior is to be washed regularly (we expect it to be clean every Monday morning) and the interior is to be kept clean. Our vehicles are an important representation of the standard of our business; therefore they MUST be kept clean and tidy. Time spent cleaning your vehicle is not chargeable to DNA Electrical.
 - o There is to be no smoking in DNA Electrical vehicles
 - o Should the motor vehicle require any maintenance or repairs the employee must notify DNA Electrical as soon as he/she is aware of this requirement
 - o At the end of your use of the vehicle it is to be returned to DNA Electrical in the condition it has been provided to you.
 - The exterior is to be washed

- Wheels are to be cleaned
 - Floors and seats are to be vacuumed and cleaned
 - Rear of the van is to be sorted and tidy
 - Any materials that are not on the DNA Electrical van stock list are to be credited as per our Credits process.
- Should your vehicle not be returned at the end of your employment in the condition outlined above, then DNA Electrical has the right to deduct from your final pay the costs necessary to have the vehicle properly cleaned.
- Accidents, Incidents & Damage:
 - Any damage to the vehicle or a third party's vehicle must be reported immediately to DNA Electrical.
 - A claim shall be lodged with our insurance company to cover the costs of repair to damage to both our vehicle and any third-party damage.
 - Should you be found to be "at fault" by our insurance company for the incident then you will be liable to pay the cost of any insurance excess.
 - Should the vehicle be broken into outside of working hours the employee shall be liable for the insurance excess costs
 - Should theft occur from an unlocked vehicle during or outside of working hours the employee shall be liable for the insurance excess costs.
 - Should you be involved in an accident please follow the steps below:
 - DO NOT ADMIT LIABILITY TO THE OTHER PARTY
 - Ensure everyone's, most importantly your safety in moving or securing your vehicle
 - Call emergency services if necessary
 - If there are injuries and you are able to offer assistance, do so
 - Collect the other driver/s name, address, insurance company, and drivers licence details.
 - Note down vehicle make, vehicle registration, direction other vehicles were travelling, estimated speed etc
 - If possible obtain the name and details of any Police Officer attending the scene of the accident
 - Record the name, address, and contact phone number of any witnesses to the incident or occupants of your vehicle
 - Make note of any damage to property (photo's are very useful)
 - Record details about the accident as it relates to your vehicle – date, time place, condition of road, direction & speed you were travelling.
- Drivers Licence & traffic infringements
 - Any costs incurred due to traffic violations/infringements will be paid by the employee.
 - You must maintain a valid NZ Drivers Licence for the type of vehicle you are provided by DNA
 - The employee must disclose to DNA Electrical any driving related charges (including, but not limited to, drink driving, loss of licence, dangerous driving, and speeding fines incurring demerit points).
 - Disclosure shall be made prior to the commencement of employment and during the term of employment if any additional charges (as per above) are incurred.
 - Should your Drivers Licence expire, be suspended, deemed invalid or be cancelled you can no longer drive our vehicles and any vehicle you have been provided by DNA Electrical shall be taken from you.

Employee:		
Name: _____	Signed: _____	Date: _____
Employer:		
Name: _____	Signed: _____	Date: _____