



Access Petrotec & Mining Solutions

Company Motor Vehicle Policy

The assignment and use of a Company Vehicle is a privilege, and it is Access Petrotec and Mining Solutions Pty. Ltd. (hereafter referred to as AP) policy to insist that employees hold a current valid driver's licence and operate the vehicle in a safe and economical manner.

• PETROL

Employees will be provided with one fuel card to which all petrol may be charged. However, when the driver of the vehicle is on holidays, any day to day running costs is at the expense of the employee.

• PARKING ARRANGEMENTS

AP provided motor vehicles should be parked in allocated parking areas on Company premises during business hours where possible. It is the employee's responsibility to organise off-street parking after business hours.

• SMOKING

All company-owned vehicles are designated as "NO SMOKING" vehicles. Smoking is NOT permitted in the vehicle at any time.

• FINES

Parking tickets and fines for any other breach of the road laws will not be reimbursed.

• ACCIDENTS

As a direct result of past insurance claims, our insurers have imposed a substantial excess on our policy and it has been resolved that should a company vehicle be involved in a collision or subjected to any damage then, providing it can be proven that the driver was not at fault, the company will bear the cost of the excess or commence legal action to recover same from the guilty party. If, however, it is established that our driver was at fault, then the cost of the excess will be recovered from the driver. Our basic excess will be charged with an additional amount being applicable if the driver is under 25 or has less than two years driving experience. The excess amount is subject to change with renewal of our annual contract. Accidental damage to windscreens is not subject to an excess.

Accidents must be reported immediately to AP to enable appropriate insurance claims to be considered.

- Accidents must be reported immediately to AP to enable appropriate insurance claims to be considered.
- If involved in an accident, the AP authorised driver must comply with all legal and insurance requirements.
- Where an accident occurs, provided the vehicle is driven by, or is in the charge of an AP employee, his/her spouse or the AP authorised alternative driver,

AP will provide legal representation if the employee is sued alone or jointly with AP. AP will meet all associated costs.

- AP will seek to recover damages from an employee in respect of an accident which is caused by the negligence of the driver of the AP vehicle. This includes:

- ✓ the AP authorised driver, his/her spouse or authorised alternative driver being under the influence of drugs and/or alcohol.
- ✓ the AP authorised driver knowingly loaning their vehicle to another unauthorised person or knowingly loaning their vehicle to an unlicensed driver.
- ✓ the AP authorised driver being involved in, or aware of, the use of the vehicle in any illegal act.

• AUTHORISED DRIVERS

Employees may authorise private use of their vehicle for their spouse.

In addition, AP, through the approval of a Director, may authorise private use for other immediate family members who hold full licences and reside at the same address. The AP employee will supervise such situations and ensure that due care is taken. Learner drivers are not permitted to drive AP vehicles. Details of authorised drivers must be advised to AP. This will be placed on the employee's personnel file.

• CONDITIONS OF USE ON LEAVE

If an employee is going on leave in excess of two weeks, it is AP's right to reallocate the vehicle if required for business purposes.

• VEHICLE CHANGEOVER

Changeover is after a period of four years operation unless otherwise agreed with a Director.

• AGREEMENT

By accepting delivery of the vehicle, the employee signifies acceptance of all conditions of this policy, which are binding on the employee and all other authorised drivers.

Jyoti Mathur

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Managing Director

Date: 31st August 2023