

Motor Vehicle (Vehicle Use for Work) Policy

Introduction

Epcotec runs no vehicle fleet. When driving is genuinely needed for work in Australia or Canada, it happens in a private vehicle or a hired one, and this policy sets the standard for those journeys: lawful, safe, insured and planned. Read it alongside our expense and travel guidance.

Scope

This policy applies to employees, independent contractors and labour-hire contractors engaged by Epcotec ("you") who drive a private vehicle or a hired or rental vehicle in the course of their work.

General responsibilities

Anyone who drives for work must:

- hold a current driver's licence in the appropriate class for the jurisdiction, confirmed with your manager, and tell your manager straight away if the licence is suspended, cancelled or made conditional;
- obey the road rules of the Australian state or territory, or Canadian province or territory, in which you are driving;
- never drive while under the influence of alcohol or drugs, or of any substance that could impair safe driving (see the [Drug and Alcohol Policy](#));
- not use a hand-held mobile phone while driving; hands-free use is permitted only where lawful in the jurisdiction and judged safe, with the phone secured in a cradle;
- avoid other distractions while driving, including eating and drinking;
- drive responsibly, without endangering other people or risking damage to the vehicle; and
- plan longer journeys in advance, including navigation and rest stops.

You are personally responsible for all traffic, speed and parking infringements you incur.

Fatigue is managed, not pushed through. Take a break at least every two hours on long trips, use a taxi or rideshare if you are fatigued, and seek approval for overnight accommodation where a same-day return would risk excessive fatigue.

Driving should also be a considered choice rather than a default. Public transport, a taxi or rideshare, or approved travel for longer distances may serve better. Speak with your manager before using your own vehicle for journeys over 200 km.

Using a private vehicle for work

If you use your own vehicle for work purposes, whether or not you claim reimbursement, you must ensure:

- the vehicle is registered and roadworthy in the relevant jurisdiction;
- you hold appropriate insurance, including compulsory third-party cover where required (such as CTP insurance in Australia) and comprehensive insurance; and
- your insurance policy does not exclude use of the vehicle for work purposes.

Business use of a private vehicle is reimbursed under our expense policy; keep accurate records of distance and purpose. Epcotec does not provide a company vehicle, and using your own is your choice, subject to your manager's approval for the journey.

Hired and rental vehicles

When you hire or rent a vehicle for work:

- hire only from a reputable provider, and take the insurance the provider recommends unless otherwise approved;
- confirm you are listed as an authorised driver and meet the provider's age and licence requirements;
- treat the vehicle with the same care as your own, returning it clean, refuelled and on time; and
- report pre-existing damage at collection, and any damage incurred during use, promptly to the provider and to your manager.

Only you, or a person your manager approves, may drive a hired or rental vehicle.

Vehicle condition and security

Before any journey, satisfy yourself that the vehicle is roadworthy: tyres, lights, fluids and controls in working order. Do not drive a vehicle you believe to be unsafe.

Park in safe, secure places, lock the vehicle whenever it is unattended, and keep valuables out of sight. Report anything affecting a vehicle's condition, registration or insurance to your manager, or to the provider in the case of a rental.

Accidents and incidents

If you are involved in an accident or incident:

- call emergency services if necessary, render any first aid you are able to give, and seek medical assistance;
- meet all legal requirements, including notifying police where required;
- do not admit fault or accept liability;
- exchange licence, registration and insurance details with the other driver, including their full name and contact details;
- take clear photographs of the scene, the vehicles involved, and the surrounding road and conditions; and
- notify Epcotec as soon as possible, and complete any incident reporting required by our [Work Health and Safety \(WHS\) Policy](#).

Breach of policy

Driving for work is a responsibility this policy protects. A breach may cause injury or significant loss or damage, and may result in disciplinary action, up to and including termination of engagement, together with restriction from driving for work in future. Where Epcotec incurs costs because of your breach, it may seek to recover those costs from you.

Approved: Eugene Pivnev, Founder & Managing Director, Epcotec

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