



Steadfast Roofing Pty Ltd

Commercial & Residential Roofing

Think Safe, Work Safe

ABN 67 621 946 870

Company Vehicle Policy

Steadfast Roofing vehicle policy describes our guidelines for using company vehicles. A “company vehicle” is any type of vehicle Steadfast Roofing assigns to employees to support their transportation needs for their jobs. Company vehicles belong to Steadfast Roofing, and we want to make sure our employees use them properly.

Prerequisites to drive a company vehicle

Employees are only allowed to drive a company car if they:

- Have a valid driver’s license.
- Over 25 years of age
- If you have any previous / outstanding driving convictions, then you must declare/ advise HR before driving company vehicle.

Driver’s obligations

We expect employees who drive company vehicles to:

- Drive safe and sober.
- Respect traffic laws and fellow drivers.
- If applicable, wear glasses or contacts when driving.
- Document any driving-related expenses, like fuels
- Check vehicle to ensure fuel, tire pressure and all car fluids are at appropriate levels.
- Report any damages or problems with their assigned cars to HR as soon as possible.
- Avoid double-parking, blocking entrances and engaging in other traffic violations that may result in fines.
- Make sure that you return it from site clean and tidy inside, so it is ready for next person to use.
- Remove and dispose of all rubbish from inside the vehicle, and please keep all tools and equipment off of the front and back seats.
- **Note: If the vehicle is not returned clean and tidy, then we will be deducting costs from employees’ wages to cover the time and costs to make it ready for future use.**

Michael Lonergan – Director

1 July 2022