

Motor Vehicle Policy

GVM Security Guards who are given the use of a company motor vehicle in which to carry out company business must hold a current and valid driver's license, obey all road rules and act responsibly. GVM Security Guards who drive a company vehicle at any time must also comply with the following:

- Keep the vehicle clean and tidy
- Ensure seatbelts are worn at all times in moving vehicles
- Observe all of GVM's relevant company policies e.g. Drug and Alcohol Policy
- Ensure they are covered under GVM's insurance policy
- Pay all penalties incurred through conviction or on-the-spot fines for breaches of road laws or parking infringements
- Make certain the vehicle is parked securely and secured against entry when parked. Off-street parking is the minimum requirement at an employee's residence.
- Make sure the company vehicle is locked when unattended and no items that could tempt entry to the vehicle are left in view
- Report any breakdown, failure, vehicle faults or damage to their supervisor as soon as possible
- Securely restrain any loose articles that may become lethal projectiles or a distraction if the vehicle is stopped suddenly
- Should a GVM Security Guard be unfit to drive a company vehicle for any reason, including suspension or cancellation of their license, they must notify their supervisor immediately and desist from driving the company vehicle
- GVM Security Guards must be aware of, and be able to identify, the symptoms associated with fatigue and respond by stopping to rest or changing drivers
- Smoking is prohibited in the company vehicle

GVM will cover the cost of all operating expenses related to the use of the motor vehicle including insurance, registration, e-tag (business use only), maintenance, repairs and lease payments.

If a GVM Security Guard is involved in a traffic incident causing damage to the company vehicle, persons, or third party property whilst under the influence of alcohol or other drugs, GVM shall seek recovery of the costs from the Security Guard for damages to the vehicle. GVM expressly excludes liability for personal injuries, or third party personal or property damage arising from the incident (except where this exclusion may be held to be unlawful, in which case the exclusion will apply to the limit of allowed by the law).

If the vehicle is provided as part of an employee's remuneration package and is made available for personal use, it may be driven by the employee's partner/spouse provided they are fully licensed and covered by motor vehicle insurance. No other third parties are permitted to drive the vehicle under this policy.

A GVM Security Guard travelling in remote areas is required to have a structured reporting procedure in place to acknowledge arrive at a destination and/or return.

Should GVM Security Guards be required to use their personal vehicles for company duties, GVM will reimburse the Security Guard at a set price per kilometre. In this instance, GVM Security Guards are

wholly responsible for their own vehicle insurance, maintenance, repairs and any parking or speeding fines incurred while driving the vehicle.

Definitions

Nil