

USE OF HOST EMPLOYER MOTOR VEHICLES (FOR APPRENTICES AND TRAINEES) POLICY

1. Purpose

This policy outlines the terms and conditions for the use of Host Employer motor vehicles assigned to apprentices and trainees engaged through Central Coast Group Training (CCGT).

2. Definitions

For the purposes of this policy:

Nominated Driver refers to the apprentice or trainee who has been granted access to a Host Employer's motor vehicle as part of their employment arrangement.

Driver's Licence refers to a current C Class NSW Drivers Licence or a current C Class NSW Provisional Drivers Licence.

CCGT Field Officer refers to the CCGT employee responsible for managing the apprentice or trainee.

3. Commencement and Duration

This policy applies from the date of issue and remains in effect for the duration of the apprentice's or trainee's placement with the Host Employer, or until otherwise terminated as outlined in Section 10 of this policy.

4. Use of Host Employer Vehicles

- Host Employer motor vehicles may be assigned to nominated drivers for business-related purposes as determined by the Host Employer.
- Nominated drivers must hold a valid Driver's Licence.
- If a driver's licence is suspended or cancelled, the apprentice or trainee must notify both the Host Employer and their CCGT Field Officer immediately. Failure to do so may result in disciplinary action.
- Learner permit holders are not permitted to drive Host Employer vehicles.

5. Personal Use of Vehicles

- Host Employer motor vehicles may be parked at the driver's residence as approved by the Host Employer.
- Personal use of the vehicle must be discussed and agreed upon with the Host Employer.

6. Vehicle Maintenance

Vehicle Cleanliness:

- Nominated drivers are responsible for keeping the Host Employer vehicle clean and tidy.
- Smoking is strictly prohibited in any Host Employer vehicle.

Repairs and Maintenance:

- The Host Employer is responsible for the costs associated with vehicle repairs and maintenance unless otherwise agreed.
- Nominated drivers must schedule regular vehicle servicing with a licensed mechanic as per the Host Employer's instructions.
- Any vehicle damage must be reported to the Host Employer immediately.

Replacement Vehicles:

- A replacement vehicle may be provided by the Host Employer if the assigned vehicle is unavailable due to repairs.

7. Fuel Costs

- Responsibility for fuel costs must be discussed and agreed upon with the Host Employer.

8. Traffic and Parking Infringements

Responsibility for Infringements:

- Nominated drivers are solely responsible for any traffic or parking fines incurred while driving the Host Employer's vehicle.
- If an infringement notice is received by the Host Employer, it will be passed on to the driver for payment.

Alcohol and Substance Use:

- Driving under the influence of alcohol or illegal drugs is strictly prohibited.
- Drivers found in breach of this may lose access to the vehicle, be held liable for repair costs, and face disciplinary action, which could result in dismissal.
- Nominated drivers must not use a hand-held mobile phone while driving.

9. Insurance

Comprehensive Third-Party Insurance:

- Host Employers must ensure that all assigned vehicles are covered by comprehensive third-party insurance.

Insurance Excess:

- In the event of an accident where the nominated driver is at fault, the driver may be responsible for paying any insurance excess (e.g., age or inexperience excess), at the discretion of the Host Employer.

10. Accidents and Damage

Reporting Accidents:

- Any vehicle theft, damage, or accidents must be reported immediately to the Host Employer.
- Nominated drivers must exchange details with any involved parties, including name, address, driver's licence number, vehicle registration, and insurance information.

Involving Police:

Police must be contacted if:

- A person is injured or killed;
- A party involved fails to stop or provide their details;
- A vehicle requires towing;
- Another party appears under the influence of alcohol or drugs; or
- Property damage exceeds \$500.

Liability for Unlawful Actions:

- Drivers involved in an accident while under the influence of alcohol or illegal drugs, or while unlicensed, will be responsible for all repair costs. Disciplinary actions will apply, potentially resulting in dismissal.

Termination of Vehicle Access:

Vehicle access will be revoked in the following circumstances:

- If the apprentice or trainee's employment placement with the Host Employer ends;
- If there are breaches of this policy; or
- Either party may terminate this arrangement by providing seven (7) days written notice.

Endorsed by the Board of Directors on 24th Sept 2024



CCGT Chairman



CCGT Senior Manager