

Company Vehicle Policy

Safety

- I agree to drive the car safely and courteously at all times
- I agree to comply with all road rules and traffic laws, including speed limit, and alcohol limits
- I agree to inform my Manager of any changes to my licence including suspension
- I agree that it is my responsibility to operate the vehicle to the NZ traffic rules and laws
- I agree never to use a mobile phone while driving, except with the hands free unit provided.
- I agree that all children must be securely seated in compliance with the NZ seating rules
- I agree to report any safety concerns or any accident or incident with the vehicle to my Manager immediately

Children

- I agree that I must not leave children unattended in a ChoiceKids vehicle at any time
- I agree that I must report any unsettled children to my manager as soon as this occurs
- I agree that I must ensure all children are securely seated in appropriate child seats at all times

Maintenance

- I agree to check that the WOF and Registration on the vehicle are current before using it
- I agree to do a basic safety check before using the vehicle – i.e. check that the tyres are not flat, no warning lights are illuminated on the dashboard display, and that headlights, brake lights, tail lights and indicators are operational.
- I agree to keep the vehicle clean inside and outside by ensuring the vehicle is cleaned at least weekly

Traffic Infringements

- I agree that all speeding, parking and other fines that occur while I am driving or in charge of the vehicle will be paid by me 'the employee'.
- I understand and give my consent for Choice Kids to make a deduction from my pay or otherwise recover the sum of any unpaid traffic fines, costs of repair, or insurance excess if an accident is caused by my failing to comply with this policy. Choice Kids will consult with me before making any deduction from my pay.
- I agree that no other person (including family members or partners) may use a Choice Kids vehicle without a Director or Centre Manager's prior written consent

_____ Initial

Driver's Licence

I acknowledge that I must only drive the company vehicle with a Full New Zealand Driver's Licence and this licence must be Current. In the event that I do not comply with this I agree that I will be liable for any excess or damages as a result or an accident.

_____ Initial

This policy

I understand that the ChoiceKids vehicle may only be used for business purposes, and no personal use will be allowed unless I have a Director's express permission.

I understand that a breach of this policy may result in disciplinary action, up to and including termination of employment.

Staff members name/sign _____ Date _____

Manager name/sign _____ Date _____