

WesCEF Motor Vehicle Procedure

Number	WCEF-PD-OHS-040-03				
Reasons for Creating or Amending Document	New or Amended Process, New or Amended Company Policy, Full Review of Document				
Actual Change Details	Updated vehicle replacement requirements; Clarified requirements for vehicle maintenance; Expanded on Section 14.1 Driver Distraction; Updated Section 17 Standard Company Vehicles; Changed contact details in forms				
Version	5.0.0	Published	23/05/2025	Review Date	23/05/2030

APPLICABILITY TABLE					
<input checked="" type="checkbox"/> indicates the businesses, within the division, to which this document applies.					
Australian Vinyls / ModWood	<input type="checkbox"/>	Kleenheat	<input checked="" type="checkbox"/>	WesCEF Shared Services	<input checked="" type="checkbox"/>
Ammonia / Ammonium Nitrate	<input checked="" type="checkbox"/>	Sodium Cyanide	<input checked="" type="checkbox"/>	CSBP Fertilisers	<input checked="" type="checkbox"/>

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1. Introduction

This procedure provides clear guidelines on the management and operation of company light motor vehicles across Wesfarmers Chemical, Energy and Fertilisers (WesCEF). The requirements of this procedure also apply to rental vehicles hired by WesCEF.

This procedure does not cover vehicle novated leases; please refer to the WesCEF Salary Packaging Policy.

This procedure does not cover employees driving their own private motor vehicle on company business; please refer to the WesCEF Business Required Travel Private Motor Vehicle Expense Policy ([WCEF-PO-HRS-030-02](#)).

2. Company Motor Vehicles

All new vehicles purchased must have a safety rating equivalent to the previous ANCAP (Australasian New Car Assessment Program) rating system of 5 star.

Any vehicle that does not meet the safety rating requirements must undergo a risk assessment and manager approval.

All vehicles will be of a type relevant to the particular job, with options selected to ensure the safety of the employee and suitability for the job (refer section 17).

There are three types of employer provided vehicle referred to in this procedure:

- **Employee Allocated Vehicle:** a vehicle allocated to a specific employee to address the significant driving requirements of that employee's role. Employees will not be entitled to receive a travel allowance in addition to an Employee Allocated Vehicle. All new Employee Allocated Vehicles are subject to the approval of a General Manager. Allocation of an Employee Allocated Vehicle may cease where:
 - the employee transfers to another position where there is no vehicle requirement; or
 - the position is reviewed and the position requirements change such that a vehicle is no longer required.
- **Pool Vehicle:** a company vehicle which is solely used for work purposes that are not allocated to a specific employee. It must only be used in the metropolitan areas and must be returned to home site every day. The Responsible Officer (RO) of a Pool Vehicle is responsible for keeping a record of who the driver is at all times. Refer Appendix 1: Pool Vehicle Use Guidelines.
- **Shared Vehicle:** a company vehicle that is shared within a workgroup, but is not allocated to a specific employee. It can be taken to regional areas and does not need to return to home site every day. The RO of a Shared Vehicle is responsible for keeping a record of who the driver is at all times.

Pool Vehicles and Shared Vehicles are defined differently as they have different Fringe Benefits Tax (FBT) implications.

3. Fleet Management

WesCEF has a Fleet Coordinator who is responsible for managing the WesCEF fleet. Any queries on this procedure in regard to company motor vehicles should be directed to the Fleet Coordinator.

WesCEF has a fleet management company that manages maintenance and repairs of vehicles. All repair, tyres and servicing are to be organised through an authorised service provider as directed by the fleet management company. A fleet card will be provided for purchase of fuel and oil.

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Once the vehicle has been allocated to the RO, a vehicle acceptance form will need to be completed (Form 1). An information pack will also be presented to the RO to provide guidance on processes required to maintain the vehicle

4. Responsible Officers

Every Employee Allocated Vehicle will have a person allocated by the company Fleet Coordinator as Responsible Officer (RO) for all matters in regards to that vehicle (typically the daily driver of that vehicle). The RO must ensure the vehicle is only driven by licensed drivers and used in accordance with this procedure. The RO is responsible for arranging repairs, tyres and servicing for the vehicle and keeping the vehicle clean and in safe working order.

5. Purchasing/Replacement

All requests to purchase a motor vehicle, including replacement vehicles, will be submitted by the Fleet Coordinator using the approved Expenditure Authorisation process.

Passenger vehicles will normally, although not automatically, be replaced at 120,000 kilometres or four years, whichever occurs first.

Light commercial vehicles can be replaced at 150,000 kilometres or four years, whichever occurs first. Light commercial vehicles must not exceed 300,000 kilometres, or eight years.

Other vehicles will be considered for replacement based on vehicle condition and usage patterns in consultation between the department Manager and the Fleet Coordinator.

6. Vehicle Use

The vehicle is provided to meet the needs of the business. All vehicles must be made reasonably accessible to other employees for use on company business subject to this procedure.

Vehicles are only to be driven by WesCEF employees and other licensed drivers in accordance with this procedure. All company vehicle drivers (both onsite and offsite driving) must be in possession of a current valid driver's licence. Driver's operating WesCEF vehicles must ensure their driver's licence is uploaded to Elevate.

Restrictions apply on the use of all company provided motor vehicles as Fringe Benefits Tax (FBT) may be payable on private use that is greater than minor, infrequent and irregular.

Employee Allocated Vehicles are generally not available for private use that is not minor, infrequent and irregular. Travel from work to home and back is considered to be private use. Approval for private use greater than minor, infrequent and irregular is to be determined by the relevant General Manager. If it is approved, all expenses such as fuel are to be paid for by the employee.

Spouses of employees are permitted to drive the Employee Allocated Vehicle when it is not required for work purposes or potential call outs, provided the use is minor, infrequent and irregular. For anyone else to drive the vehicle, the employee must be in the vehicle at the same time. Requests for any other parties to drive the vehicle without the employee in the vehicle must be approved in advance by the relevant General Manager.

Use of 4WD vehicles for non-work related activities – light off roading is acceptable (e.g. accessing camp sites, offloading boats etc.), but recreational 4WD is not permitted (e.g. beach and dune driving).

7. Motor Vehicle Maintenance

All WesCEF vehicles will receive log book servicing according to the manufacturer's instructions, based on both time and kilometres travelled. If a vehicle is more than one month or 1,000 km overdue for a service, it will be removed from service until the required maintenance is completed. The maintenance of WesCEF vehicles will be tracked in the WesCEF ERP system.

Defects identified during the maintenance must be rectified prior to the vehicle returning to service.

Company vehicles will be fitted with business logos/branding on the doors or bodies of vehicles. These are not to be removed or damaged in any way. If the branding is removed by the driver, then the replacement branding will be replaced at the cost of the RO.

A vehicle registration (licence plate) is maintained by the business unit, and employees are not permitted to change a vehicle licence plate without prior consent and approval by the General Manager. If a change is approved, an authorisation letter must be obtained from Fleet Management to allow change of plate with the Department of Transport.

Employees are not permitted to smoke in any company vehicle.

Where an employee terminates their employment, the vehicle is to be returned upon separation in a clean and maintained condition, suitable for use by the next allocated driver/employee or to be sold by the business.

8. Fuel Cards

Fuel cards are allocated to individual vehicles. They may only be used to purchase fuel or oil. Fuel cards must not be used to purchase fuel for vehicles to which they are not registered. The driver should confirm that the details are correct and retain the receipts.

When purchasing fuel, the RO or driver must provide an accurate odometer reading.

9. Training and Competency

All personnel that are required to drive a WesCEF motor vehicle must be deemed competent and authorised to drive, and shall comply with the following:

- Hold an appropriate Australian Driver's License (or equivalent) for that vehicle;
- RO's must evaluate their own competency and experience in driving in specific situations for example on dirt roads, in the wet, regional driving. Additional controls and training may be required in these situations as per Learning Needs Analysis.
- Employees commencing employment with WesCEF from overseas who have a current motor vehicle licence from another country are required to transfer their licence to a Western Australian "C" class motor vehicle licence within 30 days of commencing employment;
- Personnel required to drive vehicles on a regular basis owned or used by the Company may be required to undergo additional driver training program as per Learning Needs Analysis.

9.1 Disqualification

In the event that a driver loses their license for any reason, they must notify their supervisor immediately and forfeit all WesCEF driving privileges.

9.2 Extraordinary License

Drivers who have lost their license but are permitted to drive on Western Australian public roads with an “extraordinary driver’s license” must make known the conditions of that “extraordinary license” and seek approval to drive WesCEF motor vehicles.

The disqualified driver’s manager shall document rationale when deciding to authorise conditionally licensed drivers.

10. Accidents

Both RO’s and vehicle drivers are responsible for reporting accidents (in particular, any damage or injury suffered) to their Managers, Cintellate, the WesCEF Fleet Coordinator and the Police where appropriate.

11. Insurance

All Company owned vehicles are insured with Wesfarmers Group Risk Management. The insurance policy covers loss or damage to the vehicle and liability to other parties. The insurance policy does not cover personal effects or accessories fitted by the employee.

The insurance policy does not cover unlicensed or intoxicated drivers, faulty vehicles, vehicles being driven in an unsafe manner or non-roadworthy condition or if being driven by an unauthorised driver. In these circumstances, the RO or driver is liable for any loss or damage suffered.

12. Safety and Traffic Infringements

The vehicle must at all times be operated in a safe manner and in accordance with all Road Traffic Regulations and WesCEF Safety Rules. Any fines incurred will be met by the RO of the vehicle involved in the breach of the traffic code or regulation.

12.1 Safe Driving

A Manager is responsible for reviewing records including accidents and violations etc to determine if an employee’s driving record indicates a pattern of unsafe or irresponsible driving and to make recommendations to the General Manager for suspension, removal of driving a company vehicle or further training may be required.

If an employee accrues six (6) demerit points or more, they must inform their direct manager immediately.

An employee found guilty of driving while under the influence of alcohol or illegal drugs or any such similar offences, will be responsible for the payment of any fine and repair costs resulting from the incident.

All employees are to comply with policies in relation to Fitness for Work (including drug and alcohol standards), duty of care and relevant state road rules.

The company reserves the right to request to sight an employee’s licence, to confirm its validity.

12.2 Safety Checks

Vehicles will be checked weekly by the RO using the pre-start checklist ([WesCEF Light Vehicle Pre-Start Checklist WCEF-SF-OHS-040-05](#)). Every month, the vehicle must also be checked by

another person who is not the RO. This is to ensure that problems in the vehicle are not missed due to over familiarisation.

For journeys that are considered higher risk, such as towing trailers or distances that require a journey management plan, a prestart must also be conducted.

13. Journey Management Planning

Notice of intention to travel greater than 500 kilometres in total in a WesCEF motor vehicle is required at all times.

Drivers are required to complete a pre-start on the vehicle and notify their Supervisor or a nominated person on their intention to travel greater than 500 kilometres prior to departure. This notification should include details on the planned travel route and expected time of arrival.

Upon arriving at the destination, the driver is required to inform their Supervisor or nominated person of their safe arrival.

14. Driver Behaviour

All high risk WesCEF motor vehicles are to be fitted with an In-Vehicle Monitoring System (IVMS). This system allows monitoring and reporting of driver behaviour on a second by second basis. All other vehicles will be assessed to evaluate whether the IVMS will add value.

High risk status of a vehicle is determined by the Department Manager and is based on increased driving distances and driving in regional areas.

When driving a WesCEF motor vehicle, employees and authorised contractors acknowledge and accept this monitoring.

You must not remove or tamper with an IVMS.

14.1 Driver Distraction

All employees and contractors shall comply with the relevant state road rules. The following must be complied with, in relation to driver distraction, mobile telephone and two-way communication:

- While driving, mobile phones shall not be used except for making or receiving a call when the mobile phone is either:
 - Secured in a mounting affixed to the vehicle, or
 - If not secured, can be operated without touching it (e.g. Bluetooth, voice command).
- While driving, a mobile phone can only be used as a navigational device/GPS if it is secured in a commercially designed holder fixed to the vehicle. The destination details must be programmed into the phone prior to moving the vehicle.
- Where possible, calls should only be made or taken when the vehicle is stationary. However, should a situation occur where a call must be made or taken whilst the vehicle is in motion, to determine if it is safe to do so, the driver must consider:
 - traffic conditions
 - weather conditions

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- length and complexity of conversation
- other distractions in or around the vehicle.
- SMS/text messages, e-mails, or any other written communication shall not be read, composed or sent while driving.

14.2 Driver Fatigue

All employees shall comply with fatigue management requirements outlined in WesCEF Fatigue Management Procedure ([WCEF-GM-OSH-040-06](#)).

14.3 Night Driving

Driving at night or in the hours of darkness should be avoided. Drivers shall exercise extreme caution when driving at night due to the presence of livestock and wildlife along the roadway. Vehicles travelling at night in remote areas should be fitted with auxiliary driving lights.

15. Exemptions

Any driver required to operate a motor vehicle for WesCEF and cannot meet the conditions of this procedure must be documented and approved by the relevant General Manager.

16. Disciplinary Process

Where a RO's actions do not meet the requirements of this procedure, they may be subject to disciplinary action up to and including termination of employment as per the WesCEF Poor Performance and Misconduct Policy ([WCEF-PO-HRS-040-03](#)).

17. Standard Company Vehicles

Area and Regional Managers as approved by General Manager		
	Utility	Toyota 4WD diesel dual cab
	Wagon	Toyota Prado GX or GXL diesel
Country Works as approved by General Manager Fertilisers	Utility	Toyota 4WD diesel dual cab
Works Vehicles as approved by General Manager	Utility	Toyota Hilux 4x2, cab chassis with tray back
		Other vehicles (vans, special purpose vehicles) as justified by the Business Unit and approved by GM.

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FORM 1 : COMPANY VEHICLE USE AGREEMENT – EMPLOYEE ALLOCATED VEHICLE

All employees operating a company owned vehicle agree to operate and maintain the vehicle according with WesCEF policies and standards.

All employees are responsible for ensuring that the vehicle is properly maintained. This includes having the vehicle serviced at regular service intervals by a qualified mechanic, which is paid for by the Company.

When the vehicle is returned to WesCEF, it is the expectation that the company vehicle will be returned in the same condition as when it was originally provided to you, with the exception of reasonable wear and tear of the vehicle.

In the instance that the vehicle is returned to WesCEF in an unacceptable condition and WesCEF need to pay to have it restored to an acceptable condition; this cost will be paid for by the employee to which it has been allocated.

Any additional costs above the standard costs of restoring the company vehicle to an acceptable condition will be deducted from the employee's next monthly pay, once WesCEF have received a quote from our preferred car servicing centre. If the employee is returning the vehicle as they have resigned from WesCEF, the amount will be deducted from their final pay.

The Employee will be advised of the cost of any repairs and restoration work that you will need to pay for prior to the amount being deducted.

Please sign the below to acknowledge that you have read and understood this agreement. If the company vehicle is returned to WesCEF in an unacceptable condition, this agreement will be your authorisation to allow WesCEF to deduct any monies from your monthly pay / final pay to cover the costs of restoring the company vehicle to an acceptable condition.

I have read and understood this document.

Employee Name: _____

Employee Signature: _____

Witness Signature: _____

Date: _____

Please sign and return this form to fleet@wescef.com.au.

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FORM 2: COMPANY VEHICLE USE AGREEMENT – POOL AND SHARED VEHICLES

All employees operating a company owned pool or shared vehicle agree to operate and maintain the vehicle according with WesCEF policies and standards.

All employees are responsible for ensuring that the vehicle is properly inspected prior to use.

When the vehicle is returned to WesCEF, it is the expectation that the company vehicle will be returned in the same condition as when it was originally provided to you, with the exception of reasonable wear and tear of the vehicle.

In the instance that the vehicle is returned to WesCEF in an unacceptable condition and WesCEF need to pay to have it restored to an acceptable condition; this cost will be paid for by the employee's department to which it has been allocated.

Please sign the below to acknowledge that you have read and understood this agreement.

I have read and understood this document.

Employee Name: _____

Employee Signature: _____

Witness Signature: _____

Date: _____

Please sign and return this form to fleet@wescef.com.au.

Appendix 1: Pool Vehicle Use Guidelines

WesCEF pool vehicles are available for use by employees on authorised Company business.

Following are the Pool Vehicle usage guidelines:

- The vehicles can be booked via the Microsoft Outlook calendar.
- The vehicle is provided for short trips in the metro area such as to banks, suppliers, business appointments, etc.
- The Pool vehicle is not available for a full day, overnight or for trips outside of the Perth metro area. Overnight use can trigger Fringe Benefits Tax consequences for the company and employee.
- A number of other employee allocated vehicles are available for use on company business. Please contact the team leader or manager concerned.

Appendix 2: Rental Cars

WesCEF has very competitive car hire rates with Budget Rent-a-Car. This is the preferred method of supplying vehicles for the company's medium-term usage requirements.

If you require a car for company business and the pool vehicle is unavailable or you intend to be away overnight or longer, please contact a travel officer who will arrange a hire car.