Company Vehicle Usage Policy (POL-012)

Purpose

PetraClean has proudly served its customers since 1968, and our company vehicles are essential tools in delivering a consistent, professional and reliable service.

Our vehicles represent the PetraClean brand on the road and play a vital role in how our business is perceived by customers, stakeholders and the general public. The appearance, condition and operation of our vehicles directly reflect our commitment to professionalism, safety and service excellence.

This policy outlines the responsibilities and expectations of team members who are authorised to use a PetraClean company vehicle.

Scope

This policy applies to all employees and contractors who are allocated or authorised to operate a PetraClean company vehicle for work-related purposes.

Responsibilities

Employees who are authorised to drive a company vehicle are responsible for:

- Operating the vehicle safely, lawfully and responsibly at all times
- Protecting the security and condition of the vehicle and its contents
- Using the vehicle only for approved work-related purposes
- Complying with all requirements outlined in this policy and their employment agreement

Vehicle Usage Guidelines

To ensure the safe and responsible use of company vehicles, employees must adhere to the following guidelines:

Adherence to Traffic Laws

- All drivers must obey all road rules, including speed limits and traffic regulations. Speeding and other traffic violations are strictly prohibited. Any fines, penalties or infringements incurred due to driver behaviour are the responsibility of the driver.

Vehicle Appearance and Cleanliness

- The vehicle must be kept clean and presentable, both inside and out. A well-maintained vehicle reflects PetraClean's professional image and provides a safe and pleasant working environment.

Care and Respect for the Vehicle

- Company vehicles must be treated with care. Reckless driving, harsh braking, aggressive acceleration or misuse that may cause unnecessary wear or damage is not permitted.

Parking and Security

- The vehicle must be locked at all times when unattended and parked in a safe, secure and well-lit location whenever possible. All windows must be closed, and the vehicle properly secured before leaving it.

Keys and Access Items

- Vehicle keys must be kept secure at all times and must not be left unattended or accessible to unauthorised persons.

Protection of Valuables and Security Items

- No customer keys, access cards, alarm codes, MSIC cards or site-specific security items are to be stored in the vehicle at any time. No valuables, including cash, personal items, tools not required for the shift or electronic devices, are to be left in the vehicle when unattended.

Routine Checks and Maintenance

- Drivers must regularly check basic vehicle conditions, including tyre pressure, fuel levels and warning lights. Any faults, damage or maintenance issues must be reported to PetraClean immediately.

Fuel Use

- Vehicles should be refuelled before the fuel level reaches one quarter of a tank to avoid disruption to operations. Where applicable, PetraClean-issued fuel cards must be used, or receipts retained as instructed.

Accidents, Damage and Incidents

- Any accident, damage, loss, theft or security incident involving the vehicle or its contents must be reported to PetraClean immediately, regardless of severity.

Driver's Licence & Eligibility

- Only employees who hold a current and valid driver's licence that legally authorises them to drive in Western Australia, and is appropriate for the class of vehicle being driven, are permitted to operate a PetraClean company vehicle.
- Holding and maintaining a valid driver's licence is a condition of being permitted to use a company vehicle. Employees must ensure their licence remains valid at all times.
- Employees must immediately notify PetraClean if their driver's licence is suspended, cancelled, restricted, expires, or is otherwise impacted in a way that affects their ability to legally drive.
- PetraClean reserves the right to request evidence of a valid driver's licence at any time.
- Employees must not operate a company vehicle while under the influence of alcohol, drugs (including illicit substances) or medication that may impair their ability to drive safely.
- Failure to hold a valid licence or comply with this section may result in the immediate withdrawal of vehicle access and may lead to disciplinary action in accordance with PetraClean's policies and procedures.

Insurance and Costs

PetraClean will cover reasonable vehicle-related costs, including registration, insurance, servicing, maintenance and fuel, provided the vehicle is used in accordance with this policy and for approved work-related purposes only.

Breach of Policy

Failure to comply with this policy may result in disciplinary action, up to and including withdrawal of vehicle privileges and/or termination of employment, in accordance with PetraClean's disciplinary procedures.

Responsibility and Review

PetraClean's management (Managing Director and Human Resources Manager) is responsible for implementing and maintaining Company Policies. All staff are required to understand and comply with this policy and seek clarification if required.

This policy was created in December 2025 and will be reviewed and updated as required, or 12 months from the last publication date, to ensure it remains current and relevant to PetraClean's standards of practice and relevant laws and regulations.

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