



INSERVE AUSTRALIA LIMITED'S VEHICLE DECLARATION

This Declaration is to outline the requirements of employees being provided by Ambrose Construct Group Vehicles:

- The vehicle provided will be suitable for the expected use and may change from time to time as necessary.
- The employee must maintain the cleanliness of the vehicle, ensuring appropriate presentation at all times.
- The employee is responsible for the general maintenance of the vehicle and will be required to schedule regular services, check lights, oil and water levels and the replacement of tyres and windscreens where needed, at the cost of Ambrose Construct Group.
- Vehicle servicing will be conducted at Ultra-Tune unless otherwise authorised by the Vehicle Fleet Manager or Construction Manager.
- The Employee must agree to our non-smoking policy in all vehicles (refer Employee Handbook).
- Each vehicle is issued with a Motorpass fuel card which is vehicle specific and must remain within that vehicle. The Motorpass fuel card is to be used for oil and fuel only. If you are required to drive another Ambrose Construct Group Vehicle you must use the fuel card that remains in that vehicle. Lost Fuel Cards will incur an \$11 replacement fee, payable by the Employee.
- The vehicle provided will be fitted with the equipment necessary to complete your duties. All necessary equipment to complete make safes and daily tasks are to be kept in the vehicle at all times, with consideration given to the safety and security of these items. Where applicable the vehicle will be fitted with ladder racks.
- Private use of the vehicle must be authorised, unless in emergency circumstances.
- The total of private use must not exceed either of the following:
 - 200 kilometres in any one trip
 - 1,000 kilometres in total for the FBT year (1 April to 31 March)
- You will be required to keep the vehicle garaged or in a safe location at your residence as there is no lockable facility at our main office or regional offices.
- You are responsible for reporting any damages to the vehicle immediately to the Vehicle Fleet Manager and Construction Manager.
- Any at fault damage to the vehicle, you will be liable for to pay the excess.

Please sign below to acknowledge your understanding of Inserve Australia Ltd.'s Vehicle Policy. This declaration will form part of your Employment Agreement.

Employee Name

Employee Signature

Date: / /