



TOMAX TRANSPORT

Providing safe & secure, end-to-end supply chain solutions since 1987

Vehicle Use & Handover Agreement

Document # 20190611-021A

Reviewed: September 2023

Next Review: September 2025

Authorised: Group Human Resources & Compliance Manager

This form is to be completed by a supervising staff member and the driver at the time of vehicle handover. A reference to the "Company" means Tomax Transport Pty Ltd.

Vehicle Make & Model:

Vehicle Registration #:

Other Company property included (tick and complete as appropriate):

- Toll Tag – ID #
- Fleetcard Fuel Card - #:
- Accommodation Westpac Debit Card - #
- Gorilla (or other) Platform Ladder

By signing this agreement the driver acknowledges the following:

1. Company vehicles are for official company business only. **No personal use of any kind is permitted** unless approved in writing by the Operations Manager or CEO.
2. The Company provides accident and liability insurance for vehicles. If a Company vehicle is damaged or involved in an accident during unauthorised use, the employee-driver will be held financially responsible and may be subject to disciplinary action.
3. All drivers and employee-passengers in Company vehicles must comply with all national and state driving laws, including the seat belt law, as well as the Company's driving policies.
4. Drivers are financially responsible for the costs associated with any violations or fines arising from their use of a Company vehicle. Drivers will be expected to reimburse the Company for any such costs which the Company must pay directly, including late fees or processing fees.
5. Drivers are responsible for ensuring that the vehicle interior is kept clean and is free of any rubbish or debris at the end of each business day or prior to vehicle exchange.
6. Smoking is **NOT** permitted in any Company vehicle – **NO EXCEPTIONS**. Should this rule be violated the employee will be held financially responsible for any cleaning costs which may be required and will be subject to disciplinary action.

I acknowledge that I have received and reviewed the Company's policies in relation to vehicle use and I agree to comply with these policies. I understand that I am responsible for the above listed Company property and agree to return such property immediately when required. I understand the contents of this agreement and agree to comply accordingly.

Driver Name:		Driver Signature:	
Supervisor Signature:		Date:	

***** Please forward a copy of this completed and signed form to Group HR & Compliance Manager *****