

1. Version Control

Version	Date	Author	Approved by	Initial
1	22/03/2024	C. Pearce	Nick Somes	NS
2	30/09/2025	G. Rayner	Nick Somes	NS

2. Introduction

This policy applies to all businesses under the ecoDynamics Group umbrella, including ecoDynamics Landscaping, ecoDynamics Mulch, ecoDynamics Services, and ecoDynamics Nursery. The Group advocates for the imperative values of safety, sustainability, and efficient resource management. The Company Vehicle and Plant Operation Policy aims at ensuring that all vehicle and equipment operations within the group are conducted responsibly, reflect the Group's dedication to sustainability, and upholds the highest safety standards for our employees and the environment.

3. Authorised Users

Only authorised ecoDynamics employees with a valid driver's license and the requisite training are permitted to operate company vehicles and plant machinery. These assets are strictly for conducting official business and may not be accessed by non-designated personnel under any circumstances.

Where a Driver/Plant Operator is unfit to drive because of ill health, suspension or cancellation of licence, the driver must advise their manager. ecoDynamics reserves the right to dismiss an employee who loses his or her driver's licence if the job requires the use of a vehicle and if no other alternative duties or positions are available.

4. Prohibited Activities

To maintain our company's high standards of conduct and safety, employees are prohibited from:

- Unauthorised sharing or lending of company vehicles or equipment.
- Using company vehicles or equipment for personal gain.
- Operating any company asset while impaired by substances including alcohol and drugs.
- Engaging in any form of dangerous driving or equipment use, such as distracted driving, excessive speeding, or aggression.

5. Vehicle and Equipment Maintenance

Employees tasked with the operation of vehicles and equipment must adhere to the following maintenance protocol:

- Vehicles are to be maintained in a clean and presentable condition.
- No modifications are to be made without the express permission of the Group Fleet and Asset Manager.
- Do not attempt to complete any maintenance yourself that you are not trained to do.
- Perform daily thorough formalised pre-start inspections prior to operating any vehicle or machinery.
- Promptly report discrepancies, malfunctions, and damages to the relevant maintenance personnel, or your manager.
- Observe service and maintenance schedules as per company guidelines to ensure longevity and reliability of our assets.
- Do not use any vehicles or equipment that are unsafe or unroadworthy.
- ecoDynamics fleet is strictly non-smoking. Anyone found smoking in a company vehicle may be subject to disciplinary action.

6. Fuel Efficiency and Sustainability

Aligning with our commitment to environmental stewardship, ecoDynamics' operational practices prioritise:

- Adherence to fuel-efficient driving techniques.
- Reduction of idle times for vehicles and machinery to lessen fuel consumption and emissions.
- Adoption of alternative and greener modes of transportation when possible.
- Fuel cards are provided by a third-party fleet management organisation. These cards are for the sole purpose of purchasing fuel and lubricants for ecoDynamics fleet. All faults with fuel cards are to be reported to the Group Fleet and Asset Manager, or your manager.
- eTags are provided for travel on toll roads in group fleet. These eTag's are to remain in the designated vehicles and are not to be removed or swapped without the express permission of the Group Fleet and Asset Manager.

7. Compliance with Traffic Laws

Compliance with all pertinent traffic regulations is mandatory when managing company assets. Employees are responsible for all traffic violations and the associated legal and financial repercussions while operating company property.

8. Telematics

ecoDynamics may purchase and install telematics devices on any of its vehicles at any time for the purpose of recording the state of the vehicle. This data will be used for:

- Deterring theft, locating a vehicle after theft and recovering a stolen vehicle.
- Assessing whether a vehicle was used in an unauthorised location or at an unauthorised time according to this policy and procedure and the ATO guidelines on use of company vehicles.
- Improving driver behaviours with regard to efficient and safe driving.
- Ensuring vehicles are operating as intended, ie. not over heating etc.
- Ensuring compliance with road traffic legislation.

9. Odometer Readings

- Accurate odometer readings are required to drive the servicing schedule of fleet and also for tax reporting purposes to the ATO.
- Ensuring accurate readings are entered whenever refuelling the vehicle or completing a prestart ensures that the data is up to date and accurate.
- Never enter false odometer readings.

10. Reporting Incidents

Employees must report any accidents, safety incidents, or concerns with company assets to their immediate supervisor, safety officer, and on WHS monitor as promptly as possible.

Employees found to have allowed unauthorised use of company vehicles and equipment will be subject to disciplinary actions up to and including termination of employment.

11. Hire Vehicles

From time to time, it may be necessary to hire vehicles to undertake company business. In these instances, the vehicles are to be treated with the same care and respect as company owned assets. All damage is to be immediately reported to the Business Unit Manager to liaise with the rental company.

Where possible all hired equipment is to be returned clean and refuelled to avoid excess charges.

12. Individual Health

Periodically, individuals operating vehicles or machinery may encounter health issues necessitating prescribed medication. It is imperative for the safety of all employees and for the compliance with our vehicle and plant operation policy that such situations are promptly communicated to the immediate supervisor.

Furthermore, a consultation with HR/HSEQ Managers must be sought for a comprehensive risk assessment before the employee resumes any operational tasks.

This step is crucial to determine the appropriateness of undertaking work duties while under medication and to ensure that all necessary accommodations or adjustments are made to maintain a safe working environment.

13. Use of Company Vehicles in Accordance with ATO Definitions

Provided work vehicles must adhere to the Australian Taxation Office's standards for business use, including:

- Travel exclusively between home and work locations.
- Limited personal use that aligns with conditions set by ATO guidelines.
- Strict non-compliance with third-party operation of company vehicles and machinery.

Fines, damages, and other costs resulting from the misuse or negligent operation of company assets by an employee will be borne by the individual responsible.

A guideline for employee reference is provided as follows through ATO website:

<https://www.ato.gov.au/businesses-and-organisations/hiring-and-paying-your-workers/fringe->

[benefits-tax/types-of-fringe-benefits/fbt-on-cars-other-vehicles-parking-and-tolls/cars-and-fbt/how-fbt-applies-to-cars.](#)

14. Conclusion

At ecoDynamics Group, we are committed to creating a safe and sustainable work environment for our employees and the community. Our Vehicle and Plant Operation Policy reflects our dedication to these values, ensuring responsible resource management and adherence to all relevant laws and regulations.

Through the collective efforts of our employees, we can continue to uphold these principles to drive towards a greener, safer tomorrow and contribute to a better future for all.

15. References

- Australian Taxation Office (2021). Car fringe benefit – employees using the car for work.
- Government of Australia (n.d.). Personal use of a company car. Fair Work Ombudsman.
- Department of Infrastructure, Transport, Regional Development and Communications (2019). Australian Road Rules. National Transport Commission. License: CC BY 4.0

16. Approval and Implementation

This policy has been approved by the Board of Directors of the ecoDynamics Group. It is the responsibility of department heads and managers to enforce compliance with this policy.

1. Breaching this Policy

Non-compliance with policy guidelines may result in disciplinary actions, as outlined in the ecoDynamics Code of Conduct Policy.

2. Policy Review

The ecoDynamics Group may make changes to this policy from time to time within its complete discretion.

3. Related Policies

- Code of Conduct

Please be advised that any amendments to this document require formal authorisation and must be distributed through official channels to ensure it is an approved and correct version.

This policy serves as a mandatory directive for all personnel affiliated with ecoDynamics Group, whether employed directly or indirectly. This document is to be regarded as an addition to the other ecoDynamics Group's policy and procedures.

Should you require additional information or have inquiries concerning this policy, employees currently associated with ecoDynamic are encouraged to consult the comprehensive resource at <https://www.fairwork.gov.au/> and to engage in discussions with their supervisors or Human Resources
