

General

Employees may be assigned a Protech Traffic vehicle permanently or semi-permanently with written approval. Vehicle access is at the company's discretion to reduce travel time by allowing direct travel to sites.

Protech Traffic vehicles are equipped with GPS tracking units. Notification stickers in the cabin indicate the presence of tracking devices. We monitor vehicle location, speeds, use of seatbelts, harsh driving (like heavy braking and cornering), cold starts, idle times, fuel use, job locations, and non-job specific after-hours use.

An employee provided a vehicle by Protech Traffic must agree to and follow the following provisions:

1. Only Protech Traffic employees, who hold a valid full driver's license appropriate for the vehicle, are authorised to operate Protech Traffic vehicles. If you lose or have your driver's license suspended, it is your responsibility to notify a Manager as soon as you become aware.
2. Where ID Tracking is installed in Protech Vehicles, you may be required to log on to the tracking system with your Protech Traffic Driving ID each time you use a vehicle. You are not permitted to provide your driving ID to anyone else or utilise someone else's.
3. Protech Traffic may call you out for emergency works as required, to facilitate this you may be expected to ensure you are in compliance with the Drug and Alcohol policy, and any other additional requirements for working with Protech Traffic.
4. You may be offered shifts for special events, which are generally held during weekends or public holiday periods, if you are unavailable for special events during these times, there may be a requirement to return the vehicle to the Protech depot for use during this period.
5. You are committing that you will not operate a Protech Traffic vehicle while under the influence of Alcohol or Other Drugs – including any over the counter or prescription medications which have the potential to impact your ability to operate a vehicle. You are also committing that you will not smoke, or allow any other stakeholder to smoke in the vehicle you have been assigned.
6. Employees being assigned a vehicle, or who may be required to drive a Protech Traffic vehicle may be required to complete a verification of competency (VOC) as part of being assigned or driving the vehicle. If required, this VOC must be completed to a suitable level before the vehicle can be assigned.
7. Employees will not transport any persons other than Protech Traffic employees in a Protech Traffic vehicle, except in the course of official business. Or if approval has been given by a more senior Protech representative, this includes the traffic team leader responsible for the job you are on. *The only exception to this approval is if you are transporting an injured worker to receive first aid;*
8. Employees and passengers are expected to observe all traffic regulations, including seatbelt usage, and all policies and procedures of Protech Traffic while operating a Protech Traffic vehicle.
9. All incidents involving Protech Traffic vehicles must be reported to the employee's Supervisor/Manager immediately.
 - a. Employees with a Protech Traffic vehicle will submit an incident report to Protech and provide copies of any accident reports, citations, etc., concerning the vehicle or its operation, if the employee is unable to access this, they must contact the Operations Manager or the HSEQ and HR Manager.

- b. You are agreeing that you may be subject to a drug and alcohol test post any incident or near miss you are involved in while operating a Protech Traffic vehicle.
10. Employees will not operate a Protech Traffic vehicle in such a way as to cause public criticism or nuisance. This includes vehicle parking when not in use;
 11. Where it is established that damage to Protech Traffic or other property was caused by serious or wilful misconduct, such as driving under the influence of alcohol or drugs, or intentionally causing an accident (e.g., road rage or sabotage), the employee will be responsible for covering either the full cost of vehicle/equipment repairs or the insurance excess cost, whichever is lower. This responsibility applies to employees using Protech Traffic vehicles both during and outside work hours for private purposes. Protech employees may lose driving privileges if they are determined to be at fault as well as potentially being subject to disciplinary action.
 12. The previous clause also applies to damage resulting where the driver of a Protech Traffic vehicle is proven to have wilfully failed to secure the load in the rear of the vehicle or on the trailer (if applicable) or accessed a low entry point such as in a car park, low overpass, or drive through. Protech employees may lose driving privileges if they are determined to be at fault as well as potentially being subject to disciplinary action.
 13. Protech Traffic is not responsible for fines or traffic offenses; these are the driver's responsibility. If there's a dispute about who was driving, the nominated driver remains accountable until they can prove who was driving the vehicle at the time of the infringement. This policy should be read alongside the Driver Behaviour Program Policy. If the nominated driver (as indicated by the driver ID in use for the vehicle at the time), they will be responsible for reassignment of the fine, including any signatures by a Justice of the Peace, etc. as required. Obtaining these signatures will also not be completed during rostered working hours.
 14. Drivers of Protech Traffic vehicles are required to take necessary measures to mitigate and manage driver fatigue, such as taking regular rest stops during extended periods of driving. If there are any concerns about fatigue, please contact your job supervisor or Protech Manager.
 15. Employees are responsible for conducting routine daily prestart vehicle checks, and regular equipment stocktakes. Failure to complete these tasks may result in the loss of vehicle privileges. Vehicle assignments may be revoked, or disciplinary action may be taken if employees do not maintain their Protech Traffic vehicle in proper working order, complete required vehicle related tasks or if there is evidence of mechanical abuse or uncleanliness.
 16. A vehicle checklist must be filled in before each shift, and any faults must be reported. Employees must identify any maintenance or service requirements required for the vehicle as soon as they are aware of them and report these to their Supervisor.
Scheduled maintenance will be coordinated with your Protech Operations Manager.
Upcoming services of vehicles will be communicated a minimum of 500 kilometres, or one month before they are due (whichever is sooner). You may be required to take the vehicle to the approved maintenance provider as directed by Protech.
 17. You are required to secure all items provided with the vehicle at all times to prevent any loss. This includes when you are leaving the vehicle where it is not directly and actively supervised (for example, when parking on/off street at your residence). If any equipment in/on the company vehicle goes missing, you are to report via the only system vehicle pre-start checklist and report it to Protech Operations Department.

Any lost, damaged or stolen signage, which occurs while on a client site, must be reported via the 'Lost, Damaged, Stolen Form' within the bookings and allocation system. Fraudulent use of this form may be considered serious misconduct
Frequent loss of signage or equipment may result in a review of vehicle assignment.
 18. Protech Traffic will provide you with a fuel card and a toll tag, it is your responsibility to keep these safe and used only for work purposes;

19. Protech Traffic can retrieve a company vehicle at any time. Upon separation or retrieval, the vehicle must be kept clean and ready for another driver. Keys, fuel/fleet card, toll tag and any other documentation and accessories must be returned to the Manager.
20. You are responsible for ensuring the vehicle is maintained in a clean and presentable manner. Protech Traffic's vehicles serve as advertising and are a representation of the business. These vehicles may be reassigned at any time to meet project requirements so therefore must be kept ready for another employee to take possession of.
21. Violations of this policy and procedures may result in disciplinary action and could result in the revocation of vehicle privileges or other actions as deemed suitable by Protech or Protech Traffic Management.

This agreement may be reviewed at any time by Protech Traffic. When reviews are completed, you will be required to review and re-sign any updated versions. Failure to do so may result in a vehicle assignment being revoked or removed.

Fringe benefits

You will be provided with a fully maintained company vehicle for business use to perform your work duties.

You may also use the vehicle to travel between your home and place of work provided any diversion that you take adds no more than two (2) kilometres to the ordinary length of that trip.

Any journeys undertaken for a wholly private purpose (other than travel between home and place of work), must not exceed 200 kilometres for a return journey and, not exceed 1,000 kilometres in total for the FBT year.

If your private use of the vehicle exceeds these limits, you are required to notify your manager in order to assess and calculate the value of the car fringe benefit resulting from such private use.

To avoid incurring an FBT liability, you and your manager will need to agree to an employee contribution amount to be deducted from your pay each week.

Please note, if your private use of the vehicle exceeds these limits and you do not inform your manager, Protech reserves it's right to seek full reimbursement from you for costs, including FBT costs, resulting from that private use.

Vehicle Agreement Acknowledgement

I _____, have read and agree to the terms and expectations of the Protech Traffic Vehicle Agreement.

SIGN: _____

DATE: _____

Should you commence work on site with Protech Traffic and operate a vehicle you are deemed to have accepted this agreement, regardless of whether you have signed and returned this document.