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Approved By	Brendan McKenna
Position	Director
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Purpose

Brendan McKenna Earthmoving is committed to ensuring company vehicles are operated safely, maintained appropriately and used in a responsible manner to protect workers, the public, company assets and the environment.

This procedure establishes the requirements for the safe operation, maintenance and management of company vehicles and supports compliance with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld) and Brendan McKenna Earthmoving's Integrated Management System (IMS).

Scope

This procedure applies to all Brendan McKenna Earthmoving employees, contractors and authorised persons who operate, travel in or are responsible for company-owned, leased, hired or allocated vehicles.

Responsibilities

Role	Responsibilities
Director	Ensure suitable vehicles, resources and systems are available to support compliance with this procedure.
Operations Manager	Oversee vehicle allocation, maintenance arrangements, compliance requirements and incident investigations.
Supervisors	Monitor vehicle use, investigate incidents and ensure defects are addressed.
Drivers	Operate vehicles safely, complete required inspections and report incidents, damage and defects.
Administration	Maintain vehicle records, registrations, insurance and servicing records.

Procedure

Brendan McKenna Earthmoving shall ensure company vehicles are operated, maintained and managed in a manner that minimises risks to workers, the public and company assets.

1. Authorisation and Driver Requirements

Only authorised and competent persons shall operate company vehicles.

This shall include:

- Holding a current and valid licence appropriate for the vehicle being operated.
- Complying with licence conditions and restrictions.
- Immediately notifying management of licence suspension, cancellation, restriction or loss.
- Participating in company inductions and training where required.
- Using company vehicles only for authorised purposes.

2. Safe Vehicle Operation

Company vehicles shall be operated safely and in accordance with applicable legislation and company requirements.

This shall include:

- Complying with road rules and applicable transport legislation.

- Driving in a safe and courteous manner at all times.
- Operating vehicles according to road, weather and site conditions.
- Wearing seatbelts and ensuring passengers wear seatbelts where fitted.
- Securing tools, equipment and loads before travel.
- Complying with site-specific traffic management requirements applicable to forestry, environmental, civil and client-controlled worksites.
- Not operating a vehicle while impaired by alcohol, drugs, fatigue or any condition that may affect safe driving.
- Not using hand-held mobile phones, texting, emailing or engaging in activities that distract attention from driving.

The use of alcohol or illegal drugs while operating a company vehicle is strictly prohibited.

3. Fatigue Management and Journey Planning

Drivers shall ensure they are fit for duty before operating a company vehicle.

This shall include:

- Planning travel to minimise fatigue risks.
- Allowing sufficient time to complete journeys safely.
- Taking regular breaks during extended journeys.
- Stopping driving activities if fatigue symptoms are experienced.
- Complying with the Brendan McKenna Earthmoving Fatigue Management Procedure.
- Implementing alternative travel arrangements where fatigue presents a risk.

4. Vehicle Inspection, Maintenance and Security

Company vehicles shall be inspected, maintained and secured to ensure safe operation.

This shall include:

- Completing required vehicle pre-start inspections before use.
- Reporting defects, damage and maintenance issues immediately.
- Ensuring safety-critical defects are rectified before vehicle use.
- Maintaining vehicle cleanliness and housekeeping standards.
- Servicing vehicles in accordance with manufacturer requirements and company maintenance schedules.
- Using fuel cards only for authorised purchases.
- Reporting lost or stolen fuel cards immediately.
- Managing fuel spills in accordance with the Spill Response and Management Procedure.
- Locking vehicles when unattended and securing keys against loss, theft or unauthorised use.
- Taking reasonable steps to protect company vehicles, tools and equipment from theft or damage.
- Recording company-owned tools and equipment allocated to vehicles within the Tool Records Register where applicable.

5. Vehicle Incidents, Infringements and Vehicle Return

Vehicle incidents, damage and compliance issues shall be reported and managed promptly.

This shall include:

- Reporting vehicle incidents, near misses, damage events and wildlife strikes immediately.
- Reporting significant wildlife strikes to the relevant authority where legislative or client requirements apply.
- Notifying emergency services where required.
- Completing company reporting requirements and cooperating with investigations.
- Managing incidents in accordance with HS-PR-005 Incident Investigation & Reporting Procedure and HS-PR-006 Company Vehicle Accident Procedure.
- Reporting traffic infringements that may affect a person's ability to perform driving duties.
- Returning vehicles in a clean condition with all keys, fuel cards and accessories accounted for.
- Reporting any unreported damage prior to vehicle return.

Drivers are personally responsible for traffic offences, parking fines and infringements incurred while operating company vehicles unless otherwise determined by management.

Where personal use of a company vehicle is authorised, the vehicle shall be operated in accordance with this procedure and any conditions specified within an employment agreement or vehicle agreement.

Records

The following records may be retained where relevant to company vehicle operations.

Record	Responsibility	Retention Location
Vehicle Inspection Records	Drivers	Plant Maintenance Register
Vehicle Maintenance Records	Operations Manager	Plant Maintenance Register
Vehicle Incident Reports	Drivers / Supervisors	Incident Records
Driver Licence Records	Administration	Training & Competency Register
Corrective Actions	Operations Manager	Incident / NCR / Corrective Action Register

Related Information

- HS-PR-005 Incident Investigation & Reporting Procedure
- HS-PR-006 Company Vehicle Accident Procedure
- HS-PR-011 Fatigue Management Procedure
- OP-PR-018 Spill Response and Management Procedure
- Plant & Equipment Pre-Start Inspection Procedure
- Plant Maintenance Register
- Training & Competency Register
- Incident / NCR / Corrective Action Register
- MCK Group App
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)
- Transport Operations (Road Use Management) Act 1995 (Qld)
- Australian Road Rules
- Brendan McKenna Earthmoving Environmental Policy
- Site-Specific Safety Management Plans (where applicable)

Review and Revision

This procedure shall be reviewed every two years or earlier following legislative changes, incidents, audit findings, organisational changes or identified improvement opportunities.