## 6.3 Vehicles and Trailers

SEEDS require all employees driving any company vehicle to have a current/valid driver’s license and the appropriate endorsements for driving trucks or other vehicles requiring special licenses. Any employee found driving a vehicle without a current/valid license may be subject to disciplinary action or dismissal.

All company owned vehicles will be equipped with:

* Fire extinguishers
* Basic tool kit, jack and spare tyre
* First Aid Kits
* Hazardous wastes collection kit
* Fuel card
* Vehicle Maintenance Folder
* Steel toolboxes for safe transport and storage of hand tools.

It is the responsibility of the driver of the vehicle to undertake a basic vehicle maintenance in accordance with the Pre Start Vehicle Maintenance Checklist (refer F-10.1) once a week and to ensure that whenever the vehicle is parked, it is parked adequately and safely, and that all tools and chemicals are stored safely and inaccessible to the public. A detailed maintenance check must also be completed on each vehicle on a monthly basis.

Any faults, wear or breakages must be recorded on the Equipment Maintenance Book located in Maintenance folders and notify SEEDS Management for action as soon as practicable. Any urgent matters should be referred to SEEDS Management by contacting them over the phone as soon as possible.

SEEDS Management will be responsible for the servicing of all company vehicles.

### 6.3.1 Transport of Tools

All tools are to be transported to site are to be safe and secure manner so that in the event of a collision or braking suddenly do not pose a risk to passengers or the public. All hand tools are to be transported in steel toolboxes that are appropriately tied down or fixed to the vehicle.