

This Policy ensures that workers who are required to operate machinery or drive vehicles owned, leased, hired or otherwise by Pollock and Sons Crane Hire Limited do so in a safe and efficient manner. Training and audit systems in place are designed to ensure that workers hold the appropriate licence or equivalent certification.

Our objective is to provide vehicles that are fit for purpose and that comply with industry standards. To do this we will ensure effective processes for reporting faults and repairs as well as preventative maintenance.

This policy applies to workers who are required to drive or operate company owned, leased, hired vehicles or machinery.

Responsibilities of workers:

- Workers must hold a valid NZ Drivers Licence with endorsements appropriate for the class of vehicle being driven. Should your licence be suspended, cancelled or have limitations put on your licence it is the responsibility of the worker to advise their Supervisor/Manager.
- Only Pollock and Sons Crane Hire Limited employees may operate company vehicles. Non-employees may not operate the vehicle except in an emergency.
- Workers are expected to operate vehicles in a safe manner and abide by the New Zealand road code and traffic legislation including parking the vehicle in legal areas' as intended for such. This includes wearing seatbelts, taking required rest breaks, completing log books as required and not driving while impaired by fatigue, drugs or alcohol.
- Workers are expected to safe guard vehicles at all times in addition to maintaining and keeping the vehicle in a presentable manner (inside and out).
- Workers may be responsible for covering any costs resulting from any accidents/Infringements that occur subject to investigation outcomes.
- The company vehicle is for work purposes only and it is the driver's responsibility to obtain permission to operate a company vehicle beyond your normal business use unless stated otherwise in your individual employee agreement.
- If your company vehicle is involved in an accident (regardless of who is driving) you must notify your Pollock and Sons Crane Hire Limited Manager immediately. This includes minor damage and near miss reporting.
- Workers must carry out regular checks on the vehicle and ensure vehicles are available for servicing, warrant of fitness checks etc as required.

A handwritten signature in black ink, appearing to read "Wayne Slater".

Wayne Slater
Managing Director
Pollock and Sons Crane Hire Limited
May 2026

