Chauffeur Policies Procedures & FAQ

Finished or End of Chauffeur Shift what do you do with the vehicle?

Updated 28 July 2020 23:04 by @Reception Staff at Iconic Productions Sydney - Faith

1. The address of Iconic Studios, 93 Wardell Road, Earlwood NSW 2006 is no longer part of the storage facility. The lease ended today and the company has a new large Warehouse/Studios at
    - Iconic Productions Warehouse & Studios
      Unit 13 / 94 Bryant Street
      Padstow NSW 2211
      Australia
    - Access to the warehouse still requires permissions, unless you are authorised with Key Asset Authority. Speak to your Supervisor for approval.
2. Ignore all references to 93 Wardell Road Earlwood. They have been removed.
3. Updated the references of what to do with receipts and where to park the cars at the warehouse.

With the new Chauffeur Shift Rosters and Flexible working hours, Iconic Chauffeurs will be allowed to take the company vehicle home with them.

When you are rostered on consecutive days working as an Iconic Chauffeur you will be allowed to take the vehicle home with you as long as you meet the required policy criteria as listed below. As per company policy if the vehicle is stolen or damaged and it is found to be your fault you will be liable for the excess of all insurance claims.

APPROVED Criteria to drive/take the vehicle home at the end of the shift.

This only applies if your Iconic Chauffeur roster meets the following criteria:

1. You are working on consecutive days in the roster.
2. Your rostered days off are not 2 or more consecutive days.
3. Approved by an Event Supervisor.

If you are APPROVED and meet the criteria to take the vehicle home with you must do the following at the end of your shift:

1. Drive the vehicle to your home address as registered on your HR account with the company safely. (***Note***: you are not allowed to drive the vehicle to any other location).

2. Keep the GPS tracker on until you have reached your home, as per point 1 above.

3. When you arrive at your home address find and park the vehicle in a spot where there are no trees, or find the closest spot where the vehicle is not parked under a tree. Parking the vehicle under a tree creates cleaning issues for the next shift as the trees drop leaves and the birds their droppings and we the vehicle would not be ready and clean for the next shift to run instantly. We can't have the vehicle cleaned at the beginning of each shift every time.

4. Complete all Company policies relating to:

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URL: https://staff.iconic.productions/KB/content/0cat=32/551/en/finished-or-end-of-chauffeur-shift-what-do-you-do-with-the-vehicle.html

1. Vehicle Logs
2. End of Shift Vehicle Inspection.
3. Refer to FAQ for policy update for all Vehicle Travel Logs and the procedures.

5. Secure All receipts and paperwork in a secure place and when next practical return all receipts and paperwork to the company Sydney Office using the Reply Paid Labels or drop it off at the Sydney Office with Reception and let them know who it is for and what it is.

6. Secure the vehicle. The vehicle must be garaged or secured in a safe area. Example: a garage or locked gated area and guarantee the vehicle is not parked far and at a distance from your residential area or in a highly likely location of vehicle theft.

7. Store company items in the boot of the vehicle and ensure that it is as far back in the boot to hide it.

8. SECURE all electronic items, to ensure that it cannot be seen by outsiders when finished.

9. **NOTIFY** the channel department Supervisor, the event management staff @eventmanagers on Chauffeur Channel you are allocated to use when the shift is completed and the vehicle is secured and the final address of the location of the vehicle.

NOT APPROVED Criteria to drive/take the vehicle home at the end of the shift.

If your chauffeur roster meets these criteria you are not allowed to drive the vehicle to your home and hold onto the vehicle at the end of a shift. If your chauffeur rosters meets these criteria you must return the vehicle to base and follow the instructions listed below.

1. 1. You are working on a single day with a day off or other rostered work on the next day, the vehicle must be returned back to base as normal.
2. 1. Where you are working and your rostered days off are 2 or more days, the vehicle must be returned back to base as normal.

If you are NOT APPROVED and do not meet the criteria to take the vehicle home with you must do the following at the end of your shift:

1. 2. Drive the vehicle to the company base at Iconic Warehouse.

2. 2. Keep the GPS tracker on until you have reached your home, as per point 1 above.

3. 2. When you arrive at the Iconic Warehouse base
    1. 3.2. If the property gate is opened, park the vehicle inside the property gate.
    2. 3.2. If the gate is closed, find and park the vehicle closest to the Iconic Warehouse property on the road.
        1. 3.2.2. When parking on the road, park in a spot where there are no trees, or find the closest spot where the vehicle is not parked under a tree. Parking the vehicle under a tree creates cleaning issues for the next shift as the trees drop leaves and the birds their droppings and we the vehicle would not be ready and clean for the next shift to run instantly. We can't have the vehicle cleaned at the beginning of each shift every time.

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4. 2.Complete all Company policies relating to:
    1. Vehicle Logs
    2. End of Shift Vehicle Inspection.
    3. Refer to FAQ for policy update for all Vehicle Travel Logs and the procedures.

5. 2. Secure All receipts and paperwork and place in the Iconic Warehouse internal mail box (inside the studios), use the reply paid labels on an envelope and post it to the office. The alternative it drop off the receipts and paperwork in at the Sydney Office with Reception and let them know who it is for and what it is on the next day if practical.

6. 2. RETURN all items to the same location they collected it from. (only if applicable).

7. 2. Store company items in the boot of the vehicle and ensure that it is as far back in the boot to hide.

8. 2. SECURE all electronic items, to ensure that it cannot be seen by outsiders when finished.

9. 2. Secure the vehicle. The vehicle must be garaged or secured in a safe area on at the Iconic Warehouse or if informed inside the property gate of Iconic Warehouse.

10. 2. Secure the company vehicle keys in the safe box located at the Iconic Warehouse property.

11. 2. **NOTIFY** the channel department Supervisor, the event management staff @eventmanagers on Chauffeur Channel you are allocated to use the vehicle is secured and the final address of the location of the vehicle.

Questions Asked and Answered:

1. David Phillip | 17-Jun-2020 04:17 |
   Is there a reference to an Faq or document which details under what circumstances I would be liable for insurance access whilst vehicle is in my care outside of rostered work hours?
    a. answered by @steve.baltzois 19-Jun-2020 12:34
        a. the answer to this question you can find on your employment contract and also by doing a search of the word "excess" on the company policy server. Here is one policy that answers the question https://staff.iconic.productions/KB/index.php?solution_id=1064

Attached files:

Unique solution ID: #1550
Author: n/a
Last update: 28-Jul-2020 03:13

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