# ERM User Manual

## Responsibility of Allocated Driver of a Company Vehicle, Staging Van or Rental Car.

In the course of the WORKER's work/jobs where they are rostered/required to be the Driver, the OPERATOR will provide a legally insured and roadworthy vehicle to the WORKER for the sole purpose and use for the events that OPERATOR has or Iconic Performances manages or operates. The WORKER cannot let anyone under the age of 25 drive the vehicle without the written permission of the OPERATOR. In the event the WORKER requires another person to drive the vehicle, they are required to gain written permission from the OPERATOR.

With regards to the use/driving of the supplied vehicle the WORKER allocated as the driver or instructed to drive the vehicle will be responsible and liable for the following, whilst they are in use/driving or possession of the vehicle:

1. The WORKER will be required to hold and/or possess a current and valid motor vehicle driver's licences. If the WORKER loses their license, it will be their responsibility to ensure that they can attend the selected work. The WORKER Agreement shall be terminated immediately and forthwith upon the loss of a motor vehicle driver's licence, cancellation of a job/event for a period of more than 14 days (without prior consent or authorisation from the OPERATOR) or noncompliance of the duties of the WORKER .
2. Obtaining or having a reliable, working GPS System with the most current up to date maps for Australia or a current Street Directory Map or Book.
3. Checking the tyre pressures of the vehicle, tread on the tyres.
4. Checking Oil Levels of the Vehicle.
5. Checking the lights (head lights, parking lights and signal lights) before using the vehicle.
6. Reporting all wear and tear/damage of the Vehicle to OPERATOR .
7. Ensuring they take regular breaks on long journeys of 4 hours or more.
8. All penalty notices, speeding fines, infringement notices, parking fines or other related fines that has been received due to the fault or choice of the driver.
9. In the event of an accident or damage to a vehicle where the WORKER or person they authorised to drive is at fault or negligent, the **WORKER** will be deemed to be responsible for any insurance excess and/or costs of repairs necessary (whichever is the greater amount) as a result of that accident.
10. The **WORKER** will be required to pay the **OPERATOR** the excess insurance costs, as per the insurance certification.
11. Damage caused to the vehicle by the **WORKER** due to their negligence, or improper use of the vehicle.
12. Ensuring that all doors and windows are locked and the vehicle is secured, before departing the vehicle.
13. Loss or theft of items from the vehicle.
14. Cleaning of the vehicle to a satisfactory state as determined by the **OPERATOR**.
15. Garaging the Vehicle provided in a safe and secure place at all times.
16. Completing of the Vehicle Travel and Expense Form/Log as per the instructions and requirements as stated in the FAQ Vehicle Travel and Expense Form / Log and sending the travel log to the **OPERATOR** by any media currently available and known.
17. Posting all receipts and Vehicle Travel and Expense Form/Log to the **OPERATOR**.

## When the vehicle has been parked and the keys removed from the vehicle to lock up and secure the Company Vehicle or Rental Vehicle, the allocated driver needs to:


**© 2026 Nikolas Harrington <support@iconic.productions> | 18-Nov-2026 09:03**
URL: https://staff.iconic.productions/KB/content/0cat=34/65/en/responsibility-of-allocated-driver-of-a-company-vehicle-staging-van-or-rental-car.htm

1. Check and Switch off the air conditioning unit.
2. Check and switch off the wiper blades and ensure wiper blades are positioned in the correct default horizontal position.
3. Check and switch off the headlights, turning signals, foglights.
4. Check and switch off the interior lights.
5. Check and switch off the internal cabin vehicle lights in the storage area.
6. Check all windows are at the full top capacity of closure.
7. Check the handbrake is activated and at its correct level to stop the vehicle from rolling.
8. Check the gear is in the correct position.  (No vehicle is to be left in neutral at any time unless being towed by a professional towing company).
    1. For manual vehicles in
        1. 1st gear where the vehicle is straight or on an incline.
        2. Reverse gear where the vehicle is on a decline.
    2. For auto vehicles in Park.
9. Check All doors, glove box and compartments are closed and locked.
10. Activate Central Locking or Car Security and check door that Activation is on and doors are secured and locked.

Attached files:

Unique solution ID: #1064
Author: Alex Rozen
Last update: 10-Nov-2017 06:33


**© 2026 Nikolas Harrington <support@iconic.productions> | 18-Nov-2026 09:03**
URL: https://staff.iconic.productions/KB/content/0cat=34/65/en/responsibility-of-allocated-driver-of-a-company-vehicle-staging-van-or-rental-car.htm