

## Vehicle Maintenance & Breakdown Policy

### Maintenance

All vehicles owned and/or leased by Grammar Electrical shall be subject to our vehicle maintenance program which will include:

1. Regular driver conducted vehicle checks.
  - These are carried out at our regular team H&S meetings. Our team meetings will generally be carried out as per our WHSMS Policy Doc
  - The following points are to be included in the check form:
    - Tyre Pressure
    - Oil
    - Water
    - Service due date
    - RUCs
    - WoF date
    - Rego date
    - Any issues with vehicle safety/maintenance?
2. Service as per schedule below at an MTA accredited motor mechanic's who is authorised to service and maintain the model we own to ensure any vehicle warranty conditions are met

Vehicle Age	Max km between services	Max duration between services
<b>New to 6 years</b>		
As per specific manufacturer guidelines		
Ford Transit	30,000	or 12 months
Holden Colorado	15,000	or 12 months
Holden Captiva	15,000	or 12 months
Hyundai iLoad	15,000	or 12 months
Toyota Hilux	15,000	or 12 months
<b>7 years or Older</b>		
Regardless of model	10,000	or 12 months

### Breakdown Assistance

Any new vehicles in our fleet will usually have up to 3 years free breakdown assistance. Details will be in the booklet in each vehicle

For older vehicles contact VTNZ Roadside Assistance 0800 882 432. Payment to be made on credit card