

# BARCOO SHIRE COUNCIL POLICY

## MOTOR VEHICLE POLICY



Policy Number: WSWO-003	Version: 1a
Classification: Works Operations	Section: Works & Services
Date Adopted by Council: 15 <sup>th</sup> February 2017	Resolution Number: 2017.02.44
Responsible Officer: Manager HR Communications and Governance	<p>Review: Note: This Policy is reviewed when any of the following occur:</p> <ol style="list-style-type: none"> <li>1. The related information is amended or replaced.</li> <li>2. Other circumstances as determined from time to time by the Chief Executive Officer.</li> </ol> <p>Notwithstanding the above, this Policy is to be reviewed at intervals of no more than two years.</p>
Legislation: Code of Conduct for Employees	

### 1.0 POLICY OBJECTIVES

The objectives of this Policy are:

To provide clear guidelines to allocated drivers who have private or business use of council vehicles so they understand the benefits.

To ensure that the corporate motor vehicle fleet is effectively used in the delivery of quality service to customers.

### 2.0 PURPOSE

The purpose of this Policy is to outline the conditions under which a vehicle is used by employees of Council and the obligations of employees who have been provided with a vehicle.

### 3.0 COMMENCEMENT OF POLICY

This Policy will commence on adoption. It replaces all other specific vehicle policies of Council (whether written or not).

### 4.0 DEFINITIONS

To assist in interpretation, the following definitions shall apply:

Word / Term	Definition
Council	means Barcoo Shire Council.
CEO	means Chief Executive Officer

### 5.0 SCOPE

This Policy applies to employees of Council.

This Policy does not form part of any employee's contract of employment but still applies where a contract person has an allocated vehicle.

### 6.0 CONTEXT

Council motor vehicles are a portion of its fleet and provision of a Council vehicle to an employee is a privilege. This Policy ensures that the conditions and obligations to which this privilege is granted are documented.

## **7.0 POLICY STATEMENT**

If Council provides an employee with a motor vehicle, the employee is entitled to use it for work-related purposes. Reasonable personal use is also permissible in accordance with Council's instructions from time to time, and subject to the restrictions specified in this Policy.

Council will pay all taxes, insurance premiums, running costs, maintenance and repair expenses associated with the running of the vehicle.

## **8.0 SPECIFIC AND STANDARD**

### **8.1 Ownership of Vehicle**

At all times the vehicle remains the property of Council.

### **8.2 Maintaining Council's Vehicle**

An employee who is provided with a vehicle must:

- a) Take good care of the vehicle;
- b) As required by Council, ensure that it is properly and responsibly maintained and serviced, particularly in accordance with warranty requirements including the regular check of tyre pressures, oil and water levels.
- c) Ensure that the provisions of any insurance policy relating to the vehicle are observed;
- d) Not allow the vehicle to be driven by anyone other than the employee. Permission must be obtained from Council for any other person to use the vehicle;
- e) Not fit any accessories to the vehicle without prior written approval from Council;
- f) Pay all parking and traffic infringement penalties relating to their use of the vehicle;
- g) Ensure that the vehicle is securely locked when left unattended and that any alarm system fitted to the vehicle is turned on;
- h) Ensure that the vehicle is available for use by other employees when required;
- i) Drive and use the vehicle only for the purpose for which it is intended;
- j) Ensure that the vehicle is properly garaged when not in use; Unless the vehicle is required for 'on call' duties or special permission has been received from the CEO or a Manager to take the vehicle home, all vehicles must be locked and parked either at the Council depot or at the Council office.
- k) All unlockable vehicles and open job trucks must be secured at the Council depot to ensure security of tools, fuels etc.
- l) When required by law, immediately report any accidents involving the vehicle to the police;
- m) Immediately inform Council of any damage to the vehicle; and
- n) Keep the vehicle clean and in good order.
- o) The vehicle will required to be marked with the Barcoo Shire Council's logo
- p) Ensure that the no smoking rule applies to the driver and all passengers using the motor vehicle
- q) Ensure that the vehicle is safe to drive eg all lights work and brakes work, mirrors are intact and that any load is appropriately covered.

### **8.3 Use of Vehicle When on Leave**

While on authorised leave, the employee must not use the vehicle and must return it to the depot for the leave period.

### **8.4 Private Business Use**

Council Vehicles are not to be used for any private business use or in any way for private work to gain payment or reward.

### **8.5 Safety**

The employee's obligations with respect to safely using Council's vehicle are:

- a) To ensure that the first aid kit provided with the vehicle is kept fully stocked and that items in that kit which have a 'used by' date are replaced after that date;
- b) To not drive the vehicle if the employee is taking any medication that may adversely affect the employee's ability to drive or where the employee is intoxicated through alcohol consumption or illegal drug use; and
- c) To obey all relevant road rules.
- d) If an employee is involved in any accident as a result of medications use, intoxication, unlawful drug taking, negligence or recklessness, the employee will be responsible for paying any excess on the insurance and any other amount not covered by the insurance.

## **8.6 Licence**

Employees must maintain a current drivers' licence. An employee must notify Council immediately if their licence is suspended or cancelled outside of Council hours. If it is a requirement of an employee's employment to drive a motor vehicle, the suspension or cancellation of the employee's licence may be considered by the CEO as grounds for reassignment of duties/role or possible termination of employment.

Should an employee lose their licence for whatever reason whilst in charge of a Council vehicle, it may be considered to be serious misconduct and the CEO may consider termination of the employee or some other form of appropriate disciplinary action.

## **8.7 Return and Inspection of Vehicle**

The employee must return the vehicle when the employment is terminated, or at any other time as Council may direct:

- a) Council considers the provision of a motor vehicle as a significant privilege. Accordingly, Council reserves the right to withdraw use of the motor vehicle for any employee who is in breach of this Policy. Such breach may also result in other disciplinary action, including, but not limited to, termination of employment; and
- b) Council may inspect the motor vehicle at any time without notice.

## **8.8 Use of Vehicle by CEO and Directors**

As part of the contractual arrangements with the CEO and Directors, a fully maintained, fueled, insured and registered vehicle is made available.

This vehicle is specifically nominated for use by the CEO or Director and is available for private use at all times for the duration of the employment contract of the CEO or Manager but at all times, the vehicle remains the property of Council.

The CEO or Director is also required to maintain the vehicle in a presentable state of cleanliness and where possible garage the vehicle under cover.

The CEO or Director is responsible for ensuring the vehicle is serviced by Council's workshop or other qualified service centres as required.

## **8.9 Satellite GPS monitoring**

Council vehicles will be fitted with a Satellite GPS monitoring unit to improve the safety of the employees in the vehicle given the remote location. By driving the vehicle, the responsible officer accepts that Council may monitor the location of the vehicle at any time in accordance with its policy in this regard.

## **8.10 Breaches of this Policy**

A breach of this policy may lead to disciplinary action including, but not limited to, termination of employment.

## **9.0 ASSOCIATED DOCUMENTS AND POLICIES**

*Barcoo Shire Employee Code of Conduct*

