

Employee Vehicle Policy

Document Reference No:	GD23/16273	Version:	1.0
Department:	Governance		
Author:	General Manager		
Responsible Director:	General Manager		
Authorisation Date:	22 / 11 / 2023	Review Date:	22 / 11 / 2025
Minute No:	OCM 11-11-2023		

Printing Disclaimer

If you are viewing a printed copy of this document it may not be current. Printed copies of this document are not controlled.

Before using a printed copy of this document, verify that it is the most current version by referencing Council's Document Management System.

1. Purpose

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

2 Commencement of the Policy

2.2 This Policy will commence from 23 November 2023. It replaces all other vehicle policies (whether written or not).

2.3 This Policy does not form part of any employee's contract of employment.

3. Application

3.1 This Policy applies to full-time, part-time and casual employees of Council.

4. Definitions

Commuter Use shall mean use for work purposes only with travel being permitted directly from work to home. The vehicle is to be always driven by a council employee, with no other non-council employees to be in the vehicle unless it is an emergency or approved in writing by the employee's manager or the General Manager.

Limited Private Use shall mean limited private use within the boundaries of Central Darling Shire Council, in addition to Broken Hill and Mildura. Non-council employees may travel in the vehicle when used out of work hours only.

Full Private Use shall mean full private use across Australia. Non-council employees may travel in or drive the vehicle when used out of work hours.

5. Provisions

5.1 Vehicle categories

The following categories will be applied to vehicle allocation across Council:

- Commuter Use
- Limited Private Use
- Full Private Use

Employees who are provided with a vehicle will have the details captured in their employment contract or variation of employment contract.

All vehicles will form part of Council's carpool and are to be made available for use for Council use during business hours, when not being used.

The provision of a motor vehicle is considered a significant privilege. Accordingly, the privilege to use a Council motor vehicle may be withdrawn as a result of a breach of this Policy. Such breach may also result in other disciplinary action, including, but not limited to, termination of employment.

5.2 Responsibility for expenses, tolls and fines

The Council will pay all taxes, insurance premiums, running costs, maintenance and repair expenses associated with operations of the vehicle, except fuel obtained outside the Shire, Broken Hill or Mildura for employees who have limited private use.

Employees are responsible for the payment of any road tolls, except for where a council vehicle is being used on Council business.

Employees are responsible for the payment of any traffic and parking fines received while driving a Council vehicle.

5.3 Ownership of vehicle

The vehicle remains the property of Council at all times.

5.4 Vehicle specifications

Vehicle specifications for all Council vehicles will be standardised and determined by the nature of the work the employee is to perform.

The following safety features will be applied to all Council vehicles at no cost to the employee:

- Bull bar
- Driving lights
- Duress alarm
- Suspension appropriate for the vehicle's operational use

5.5 Maintaining the vehicle

An employee who is provided with a vehicle is required to:

- take good care of the vehicle, including keeping the vehicle clean and in good order
- advise the Operations Manager to arrange for the maintenance of field vehicles, except for the vehicles allocated to senior managers who will make their own arrangements and advise the Operations Manager of the maintenance undertaken.
- ensure that the provisions of any insurance policy relating to the vehicle are observed
- ensure the vehicle is driven in accordance with the requirements attached to the vehicle category (e.g. commuter use, limited private use or full private use).
- not fit any accessories to the vehicle without prior written approval from the General Manager
- ensure that the vehicle is properly garaged when not in use, securely locked when left unattended and that any alarm system fitted to the vehicle is turned on
- ensure that the vehicle is available for use by other employees when required
- drive and use the vehicle only for the purpose for which it is intended. The owner's manual for each vehicle is stored in the vehicle's glove box and drivers are encouraged to familiarise themselves with the features and correct operation of each vehicle by reviewing the contents of the manual
- when required by law, immediately report any accidents involving the vehicle to the police and their manager
- not to use the vehicle for the purposes of teaching learner drivers
- not permit the vehicle to be used in any car rally, competition or for any commercial purpose
- immediately inform their supervisor of any damage to the vehicle and complete the WHS Incident Report form
- not smoke in a vehicle as it is not permitted in any Council vehicle.

5.6 Vehicle Allocation and Termination

The allocation of a vehicle is not a condition of employment unless defined in an employment contract and is allocated to positions subject to operational needs. Where an employee holds a position that has been allocated a vehicle, their employment contract will outline the details of the vehicle and category allocated.

All employees allocated a vehicle will be required to complete the Acknowledgement and Acceptance Form (Annexure A).

The General Manager may extend the temporary allocation of a vehicle to a non-operational position.

Council shall give a minimum of three (3) months written notice of withdrawal of any vehicle allocation provided to an employee.

Council may terminate or suspend access to a vehicle arrangement with two (2) weeks notice in the following circumstances:

- immediately on termination of employment
- loss of licence
- serious breach of the vehicle agreement
- the employee accepts a new position with Council that does not include access to a vehicle
- the employee is demoted
- where an employee is demoted,

5.7 Use of vehicle while on leave

The following will apply when the employee is on leave:

- **Commuter Use** – the vehicle is required to be left at the location depot (e.g., Ivanhoe, Wilcannia, Menindee, White Cliffs)
- **Limited Private Use** – the vehicle is to be returned to the location depot where the employee takes more than two (2) weeks leave (e.g., annual, long service, unpaid or sick leave – either as a single or combination of leave) can be extended at the manager's discretion. If an extension to the initial period of leave is sought, the vehicle is to be returned to the location depot at the employee's cost.
- **Full Private Use** – the employee is to advise the General Manager of the duration of their leave.

The employee is responsible for all fuel used when using the council vehicle while on leave, except for employees with approved full private use.

If directed by the General Manager, the employee must return the vehicle to the depot nearest to their location prior to the commencement of the leave or as soon as reasonably practical, unless otherwise authorised by the General Manager.

5.8 Safety and Incidents/Accidents

The employee's obligations with respect to vehicle safety are:

- 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
- 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
- to obey all road rules.

If an employee is involved in any accident because 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 insurances.

Where a non-employee is driving a Council vehicle and is involved in an accident, the employee and/or the non-employee will be responsible for paying any excess on the insurance and any other amount not covered by the insurances.

All accidents/incidents are to be reported using Council's WHS Incident Report Form.

5.9 Licence

Employees are required to maintain a current drivers' licence in accordance with the class of vehicle assigned to them.

An employee must notify their manager immediately if their licence is suspended or cancelled. 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 affect the employment.

5.10 Return and inspection of vehicle

The employee must return the vehicle when their employment ceases, or at any other time as the General Manager may direct.

When a driver is returning an allocated vehicle a period of use (e.g., exiting the Council,

reallocation of vehicle to the pool or to another driver), the vehicle is required to be returned in the below listed condition:

- All personal items removed.
- Interior of vehicle and boot vacuumed.
- Interior upholstery and glass cleaned.
- Seat covers clean, including washed and refitted if marked or dirty.
- Exterior of vehicle (including windows) washed.

If the vehicle is unable to be returned in the required condition, Council will arrange for detailing to be carried out on the allocated driver's behalf and the cost of detailing will employee's pay.

5.11 Vehicle inspections

The motor vehicle may be inspected at any time without notice.

Inspection of vehicles will be carried out on a half-yearly basis by the Operations Manager, or their delegate, to ensure that the vehicle is being serviced as required, cleaned and well maintained.

5.12 Workplace Health and Safety

Drivers of Council or leased vehicles have an obligation to operate within the parameters allowed by law, including but not limited to:

- Drive within the speed limit.
- Do not drive under the influence of alcohol or drugs.
- Do not drive in a manner so as to cause danger to the public or self.
- Do not drive an un-roadworthy vehicle (bald tyres etc.).
- Use safety devices fitted to vehicle (seat belts etc.).

5.13 Fuel cards

Fuel cards will be issued to the vehicle and can be used within the Central Darling Shire area, Broken Hill and Mildura only. With the exception of the General Manager, fuel outside of these locations is to be paid by the employee.

Legislation

Work Health Safety Act (NSW) 2011

Public Interest Disclosure Act (NSW) 2022

Related Documents

Recruitment and Selection Policy

WHS Incident Reporting Procedure

Monitoring and Review

This policy will be monitored and reviewed to ensure compliance. Once adopted, it remains in force until it is reviewed by the General Manager. It is to be reviewed every two (2) years or sooner to ensure that it meets requirements.



Annexure A

Vehicle Allocation Form and Conditions of Use Form

Acknowledgement and acceptance of conditions of use for the allocation of a Council vehicle.

Employee Name _____

Position _____

Vehicle Make / Model _____

Registration Number _____

Vehicle Category _____
Commuter Use / Limited Private Use / Full Private Use

I acknowledge that

I have received, read and understood the Vehicle Policy, including being provided with the opportunity to seek clarification on areas that are unclear.

I will:

- take good care of the vehicle, including keeping the vehicle clean and in good order
- advise the Operations Manager to arrange for the maintenance of field vehicles, except for the vehicles allocated to senior managers who will make their own arrangements and advise the Operations Manager of the maintenance undertaken.
- ensure that the provisions of any insurance policy relating to the vehicle are observed
- ensure the vehicle is driven in accordance with the requirements attached to the vehicle category (e.g., commuter use, limited private use or full private use).
- not fit any accessories to the vehicle without prior written approval from the General Manager
- ensure that the vehicle is properly garaged when not in use, securely locked when left unattended and that any alarm system fitted to the vehicle is turned on
- ensure that the vehicle is available for use by other employees when required
- drive and use the vehicle only for the purpose for which it is intended. The owner's manual for each vehicle is stored in the vehicle's glove box and drivers are encouraged to familiarise themselves with the features and correct operation of each vehicle by reviewing the contents of the manual
- when required by law, immediately report any accidents involving the vehicle to the police and their manager
- not to use the vehicle for the purposes of teaching learner drivers
- not permit the vehicle to be used in any car rally, competition or for any commercial purpose
- immediately inform their supervisor of any damage to the vehicle and complete the WHS Incident Report form
- be responsible for the payment of any insurance excess should a non-employee who drives the vehicle is involved in an accident.
- not smoke in a vehicle as it is not permitted in any Council vehicle.

Employee Signature: _____

Date _____