

HR7 Vehicle Usage

Introduction

The provision of vehicles owned by a local government for operational use by employees and as an attraction and retention strategy is common practice but should be regulated to ensure appropriate use of Shire resources. This policy provides direction regarding the use of Shire owned vehicles.

Application

The policy applies to all Shire of Toodyay employees that use Shire owned vehicles for operational purposes and/or agreed private use. It also extends to persons who are not direct employees of the Shire but who have operational use of Shire owned vehicles.

Policy Intent

This Policy sets out to:

- Clearly define the appropriate use of Shire owned vehicles for operational purposes;
- Ensure Shire owned plant and vehicles are purchased and replaced in a cost effective manner;
- Provide clear guidelines to employees for private usage of Shire owned vehicles;
- Maximise vehicle availability for business use;
- Define the parameters for private use as an attraction and retention employment strategy.

1. Policy Statements

- (a) Vehicle allocation and use will be in accordance with the provisions of this policy as outlined in Part 5 of this policy and will have consideration for the Vehicle Values Summary update annually by the WA Local Government Association.
- (b) With the exception of vehicles allocated to special purpose positions, all Shire vehicles will be available for use as pool vehicles during business hours.
- (c) All drivers of Shire vehicles must hold an appropriate, valid driver's licence.
- (d) The Shire will not be responsible for any fines or infringements incurred while an employee is responsible for a Shire vehicle.
- (e) With the exception of employees in Category 4 as outlined in Part 5 of this policy, all drivers will be required to complete a log book entry for each trip undertaken in a Shire vehicle.
- (f) It is acknowledged that this policy does not supersede existing contractual arrangements. However, all future contracts or employment arrangements entered into by the Shire will have consideration for the provisions of this policy.

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2. Vehicle Allocations and Usage

CATEGORIES	VEHICLE TYPE / COLOUR	CONDITIONS OF USE
Category 1 Officers	Type: Base model small sedan, SUV or vehicle to meet operational needs Colour: White	Commuter Use: <ul style="list-style-type: none"> Approved travel to and from the employee's place of employment and home. Travel other than commuter use requires approval of the CEO and operational cost to be the responsibility of the employee. <u>Commuter Use excludes the following:</u> <ul style="list-style-type: none"> Transportation of members of the public other than for official purposes; Visits to private or other non-work related locations, unless on the direct route.
Category 2 Officers and Supervisors	Type: Base model small sedan, SUV or vehicle to meet operational needs. Colour: White	Restricted Private Use. <ul style="list-style-type: none"> Approved travel within the Shire of Toodyay boundaries. Travel outside of the Shire of Toodyay requires approval from the CEO and operating costs to be the responsibility of the employee.
Category 3 Senior Officers and Managers	Type: Base model medium sedan, SUV or vehicle to meet operational needs. Colour: White	Restricted Private Use. <ul style="list-style-type: none"> Approved travel within 150km radius of the Administration Office – Shire of Toodyay. Travel outside the 150km radius of the Administration Office – Shire of Toodyay, requires approval from the CEO and operating costs to be the responsibility of the employee.
Category 4 CEO and Senior Managers	Type: Large Sedan, 4x4, SUV or Station Wagon Colour: Any non-vibrant	Unrestricted Private Use. <ul style="list-style-type: none"> Approved travel below the 26th Parallel in Western Australia. Travel above the 26th Parallel in Western Australia requires approval by the CEO and operating costs to be the responsibility of the employee Travel outside of Western Australia subject to Council approval.

3. Authorised Drivers

The person/position to whom the vehicle is allocated shall be the designated driver. The following persons holding an appropriate driver's licence shall be authorised to drive Shire owned vehicles allocated for private use:

- (a) Any councillor or employee other than the designated driver engaged in local government business and with the prior knowledge of the CEO;
- (b) Any other person authorised in writing by the CEO;
- (c) Any other person provided the designated driver is physically present in the vehicle.

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4. Shire Obligations

- (a) The Shire shall be financially responsible for the running costs (except as provided for below), maintenance and servicing of the vehicle.
- (b) All vehicles will be comprehensively insured by the Shire.
- (c) The Shire will be responsible for all Fringe Benefits Tax liabilities in relation to private use of Shire owned vehicles.
- (d) The Shire will be responsible for renewal of Shire owned vehicles in accordance with the Shire's Light Fleet Replacement Policy, Asset Management Plans and budgetary constraints.
- (e) The Shire will provide procedures approved by the CEO to guide operational matters relating to vehicle usage.

5. Employee Obligations

- (a) Employees with an assigned vehicle will be responsible for the proper care and safe-keeping of the vehicle including regular cleaning and checking normal running items such as fuel, oil, battery, radiator and tyre pressure between scheduled servicing.
- (b) Employees will be responsible for all fuel and running costs during periods of leave.
- (c) Employees must ensure that the vehicle allocated to them is used appropriately at all times in accordance with all road traffic laws and other legal statutes.
- (d) Any damage to the vehicle when it is deemed that the vehicle was used inappropriately will be at the cost of the employee.
- (e) Employees must immediately report any damage to the vehicle to their immediate supervisor.
- (f) Where an employee, or person authorised by the employee, is involved in an accident whilst on private use and subsequently convicted of an offense, the local government reserves the right to recover any expenses incurred as a direct result of that accident.
- (g) Employees must abide by all procedures relating to vehicle usage as approved by the CEO.
- (h) All employees are responsible for reading this policy prior to operating a Local Government Vehicle.

6. Suspension of Vehicle Usage

Eligibility for use of a vehicle may be suspended or terminated at the discretion of the CEO if the employee:

- (a) is convicted of a serious driving offence;
- (b) is judged to have incurred excessive insurance claims;
- (c) has not maintained the vehicle in a suitable manner; or
- (d) has breached any of the terms and conditions of this Policy.

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7. Policy Variations

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy.

8. Policy Breaches

Breaches of this policy should be reported to the CEO. Non-compliance with this policy may result in disciplinary action up to, and including, termination of employment.

Reference Information

Related Documents	WALGA Vehicle Values Summary Shire of Toodyay Light Vehicle Register
Related Legislation	<i>Local Government Act 1995 (WA) & regulations</i> <i>Fair Work Act 2009 (Cth)</i> <i>Public Sector Management Act 2003 (WA)</i>

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