

## 3.12 STAFF VEHICLE USE

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<b>Last Review Date</b>		<b>Next Scheduled Review Date</b>	23 <sup>rd</sup> August 2019
<b>Policy Responsibility</b>	Administration		

### Document History

Version	Date Amended	Details Comments e.g. Resolution Number
		Resolution of Council 11/05/03
		HR Manual Adopted by Council 05/08/03 Amendment adopted by Council 21/10/03 Amendment adopted by Council 16/12/08
	February 2019	19/02/2019/016

### OBJECTIVE

To clarify the conditions of use for the Coomalie Community Government Council supplied vehicles by staff and Councillors and to ensure that the vehicles are also available for staff and Councillors' use during normal business hours.

### POLICY STATEMENT

#### Definitions

***“Fully Maintained”*** means that the Coomalie Community Government Council meets all cost associated with the operation of the vehicle during all approved use with the exception of fuel used for private use, unless the Officer's contract of employment states otherwise. This includes the cost of licensing, insurance, fuels and oils, tyres and servicing by an authorised service centre.

***“Coomalie Community Government Council Supplied”*** means a vehicle either purchased by or leased by the Coomalie Community Government Council.

#### Types of Use

The Coomalie Community Government Council will provide vehicles to various employees as negotiated under the following categories:

***“Unrestricted Private Use”*** means a fully maintained, Coomalie Community Government Council supplied vehicle allocated for use by an officer, the spouse or partner, for private purposes outside of working hours including periods of approved leave (*except leave without pay*).

**“Incidental Private Use”** means a fully maintained, Coomalie Community Government Council supplied vehicle allocated for use by an officer, for private purposes outside working hours including periods of approved leave (*except leave without pay*).

**“Commuter Use”** means the use of a fully maintained Coomalie Community Government Council supplied vehicle for the purpose of commuting between the officer’s place of employment and residence.

### **Standard Conditions of Use**

1. The authorised Officer is responsible for ensuring that the vehicle is kept in a clean and tidy condition at all times. The cost of washing and vacuuming the motor vehicle will be met by the Officer.
2. The vehicle is to be regularly serviced.
3. Maximum speeds for Council vehicles are as per the road rules. The Council trucks and vehicles towing trailers are restricted to 110 km/ph. Tractors and mowers have limits to be determined by the Operations Manager. The Council bus is restricted to 100 km/ph.
4. Fuel purchased by cash or personal credit card cannot be reimbursed unless the vehicle is on official business outside of the Coomalie Shire.
5. The Officer, whilst the vehicle is being driven by that Officer, their spouse or partner, accepts responsibility for any insurance excess incurred should the vehicle be damaged when used for private purposes.
6. The Officer/Councillor, whilst the vehicle is being driven by that Officer/Councillor, their spouse or partner, accepts responsibility for any vehicle damage if the Shire’s insurer rejects liability on the grounds of the driver not complying with “ANY CONDITION CONTAINED WITHIN” the insurance policy.
7. The Officer/Councillor, whilst the vehicle is being driven by that Officer/Councillor, or their spouse or partner, will be responsible for any traffic infringements or parking fine received.
8. The vehicle is to be stored off the street, secure (*locked*) and where possible, under cover.
9. During office hours, the vehicle is to be available for staff to utilise for business purposes, and, by arrangement with the officer, for Councillors to use for official business, unless the officer’s negotiated salary package specifically states otherwise.
10. During periods of leave that exceeds two (2) days, the vehicle is to be assigned to another staff member for use, as determined by the Chief Executive Officer, unless the Officer’s Contract of Employment states otherwise.
11. Officers not entitled to use of the vehicle on Annual Leave in excess of two (2) days are required to relinquish the vehicle at the conclusion of their final working day prior to going on leave and collect it on the morning of their first working after the conclusion of their leave.

12. The responsible Officer must provide fuel receipts which were paid for personally, by that Officer as soon as possible to the Accountant for reimbursement and by the 10 April of each year to verify contributions made by that Officer for Fringe Benefit Tax (*FBT*) purposes.
13. The officer allocated a Coomalie Community Government Council vehicle, will ensure that the first aid kit and fire extinguisher supplied with the vehicle is kept fully serviceable at all times.
14. Smoking is **not** permitted in any Coomalie Community Government Council vehicle under any circumstances.

#### **Breach of Conditions of Use**

If the Officer responsible for the vehicle fails to meet any of the conditions of use, the Chief Executive Officer may, after considering the seriousness of the non-compliance, withdraw the use of the vehicle for other than work related activities for a period considered appropriate by the Chief Executive Officer.

Any such action shall be notified in writing to the officer and a copy placed on the Officer's personnel file.