

POLICY NO AM12 COUNCIL VEHICLES

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Executive Assistant
LINK TO STRATEGIC PLAN:	Ensure the efficient and effective provision of appropriate community assets
STATUTORY AUTHORITY:	N/A
OBJECTIVE:	To provide guidelines on the selection and allocation of vehicles in the Break O'Day Council fleet.
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 21 August 2014 – Minute No 08/14.15.7.257 Amended 21 August 2017 – Minute No 08/17.12.5.184

POLICY

1. VEHICLE FLEET

The purpose of the Break O'Day Council vehicle fleet is to service the operational objectives of the various management, administration and works positions within Council.

2. VEHICLE CATEGORISATION

Vehicles in the Break O'Day Council fleet will fall into one of the following categories:

- a) pool
- b) commuter use
- c) full private use

3. ALLOCATION

Pool vehicles will be allocated to a Break O'Day Council premises.

Commuter and full private use vehicles will be allocated to a position, as designated in the Position Description.

Allocation of a vehicle to a position will normally take place prior to the advertising of that position.

Full private use vehicles will only be allocated to members of the management team, except with the prior approval of Council.

4. VEHICLE USAGE

The vehicle usage entitlements of any employee must be determined and approved by the relevant Department Manager in consultation with the General Manager.

Family members and children are not permitted at any time to travel in Council vehicles unless the vehicle is allocated to an employee for full private use.

a. Commuter Use

Commuter use vehicles are available to the assigned employee to use privately for travel to and from work only. Commuter use vehicles are to be made available as pool vehicles to other staff during work hours when they are not required for work purposes by the staff member to whom they are assigned or when that staff member is on leave.

Employees will only be granted commuter use where there is a business need, including but not limited to significant out of hours work, or frequent incidence of starting work at differing locations.

b. Full Private Use

Full private use vehicles are to be made available as pool vehicles to other staff during work hours when they are not required for work purposes by the employee to whom they are assigned.

Full private use vehicles may be driven by the spouse of the employee to whom they are assigned provided the employee is also travelling in the vehicle at the same time.

Full private use vehicles may not be taken interstate without the express written approval of the General Manager.

5. DISPLAY OF COUNCIL LOGO

All pool and commuter use vehicles are to display the Break O'Day Council logo at all times.

Full private use vehicles are to display magnetic logos at all times while on Council business; these magnetic logos may be removed when vehicle is not being used for Council purposes.

6. RECORD KEEPING

Log books are to be kept in all vehicles and a record of each trip taken is to be kept. Records should include the driver, date, time and destination/purpose of the trip.

Operation Checklists books are provided for and are in all vehicles and must be completed on a weekly basis and forwarded to the Executive Assistant to ensure vehicles are maintained at appropriate levels.

7. SELECTION OF VEHICLES

All vehicles purchased by the Council are to be white in colour and are to be four cylinder vehicles, except in cases of operational requirement.

8. STORAGE

Pool vehicles will be stored at the Break O'Day Council premises to which they are assigned. Wherever possible, the premises where the pool vehicle is stored are to be securely locked.

Commuter use vehicles will be safely housed overnight at the residence of the employee or manager to whom they are assigned. Wherever possible, commuter use vehicles should be stored off street on private property.

Full private use vehicles will be safely housed overnight at the residence of the employee or manager to whom they are assigned. Wherever possible, full private use vehicles should be stored off street on private property.

9. SAFETY REQUIREMENTS

Vehicles should have a 5 star ANCAP rating. If a 5 star rating is not possible, a 4 star rating will be the minimum rating of any vehicle purchased.

Additional, appropriate safety elements and extras should be included, where possible.

Further to the 5 star ANCAP safety rating, wherever possible the recommendations should be followed.

10. VEHICLE ACQUISITION AND REPLACEMENT

Vehicles will be replaced in the first instance between 90,000kms and 120,000kms otherwise as determined by the Plant Replacement Program.

The employee to whom the vehicle is assigned will be responsible for ensuring scheduled replacement occurs. It is the responsibility of the employee to maintain the vehicle in a condition that will ensure an appropriate trade in price is obtained when the vehicle is due for replacement.

It is the responsibility of the employee whom the vehicle is assigned to ensure that the vehicle is serviced and maintained in accordance with the Manufacturers manual, and to arrange all servicing for their allocated vehicle.

11. DRIVER RESPONSIBILITIES

All drivers of Council vehicles are required to have provided Council with a copy of their drivers licence for Council records. If disqualified from driving they must notify Council immediately.

All drivers of Council vehicles *must* comply with all road rules. It is expected that employees driving Council Vehicles should at all times drive in a courteous and considerate manner.

Traffic infringements including speeding fines, parking tickets or any other liability incurred by an employee while driving any Council vehicle will be the sole responsibility of that employee.

Drivers are required to keep Council vehicles clean and well presented at all times and all pool vehicles are to be returned after use with no less than ½ a tank of fuel.

12. MOBILE PHONE

Blue tooth and hands free sets are to be fitted to all Council vehicles as standard. Mobile phones are to be used only in accordance with the law at all times. Tasmanian law currently states:

Using a mobile phone while driving is banned except to make or receive a phone call provided the phone:

- *is secured in a commercially designed holder fixed to the vehicle, or*
- *can be operated by the driver without touching any part of the phone.*

All other functions (including video calls, texting and emailing) are prohibited.

Holding the phone (whether or not engaged in a phone call) is also prohibited. 'Holding' includes resting the mobile on the driver's lap, or between the chin and shoulder or passing the phone to a passenger.

13. ACCIDENTS

In the event of a Council vehicle being involved in a traffic accident, details including name, address and registration number must be exchanged with the driver or drivers of all other vehicles involved. No liability should be admitted. Refer to the Vehicle Accidents procedure for further instruction.

14. MONITORING AND REVIEW

This Policy will be reviewed every three (3) years in line with the Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures of if deemed necessary by the Mayor and the General Manager.