
Passenger Vehicle Fleet Policy

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1. POLICY STATEMENT

Council will provide a motor vehicle for private use to members of the Executive Management Team (EMT), managers and other eligible employees where approved as part of their conditions of employment.

Council will allow limited private use of motor vehicles to members of the workforce where such use meets Council's operational requirements and enables the safe, effective and efficient performance of duties by staff.

2. PRINCIPLES

The principles underlying this policy are:

- a) promote operational capability and efficiency within council
- b) optimise the capital and operational cost of vehicles to council
- c) provide a vehicle selection that are fit for purpose and appropriate for the conditions in the Shire;
- d) promote the attraction and retention of staff
- e) Achieve consistency in the provision of vehicles

3. SCOPE

This policy applies to all Council passenger vehicles and to all drivers of such vehicles. Compliance with this policy –

- a) Forms part of Council's Code of Conduct for employees; and
- b) Is a term of all contracts of employment for officers who are provided full and/or restricted private use of a vehicle.

The provisions in this policy are not retrospective and arrangements current at the adoption of this policy will be maintained whilst those employees are under their existing contracts of employment or employment arrangements and in their current roles.

4. RESPONSIBILITIES

The administration of this policy is the responsibility of the CEO. The administration and enforcement of the policy, or parts of the policy, may be delegated by the CEO to officers at director level.

5. COMMENCEMENT OF POLICY

This policy will commence on adoption and replaces all other specific Passenger Vehicle Fleet Policies (whether written or not).

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6. GUIDELINES & PROCEDURES

6.1 Context

The Chief Executive Officers, managers and other eligible employees may be provided with a vehicle for official and private use as part of their terms and conditions of employment.

Other employees may be provided with a vehicle for operational purposes where the CEO or delegate approves the provision of a vehicle.

Consultants undertaking work for Council may be given the use of a vehicle at the discretion of, and on the conditions approved by, the CEO where it is in the interests of Council to provide such use.

6.2 Categories of Vehicle Allocation

There are three categories of vehicle allocation:

- (a) Full Private use (FPU) – extends to the CEO and Directors only
- (b) Restricted Private Use (RPU) – extends to other eligible employees
- (c) Commuter (CU) – extends to approved employees

Category One:	Full Private Use
Application:	<ul style="list-style-type: none">Chief Executive OfficerDirector Corporate ServicesDirector Engineering Services
Standard:	The minimum standard of motor vehicles provided under this class shall be Toyota Landcruiser GXL or similar.
Approved Use:	<ul style="list-style-type: none">Full/unlimited private use of a council provided vehicle throughout Queensland.The use of the vehicle is subject to the contents of this policy and employment provisions.
Restrictions:	<ul style="list-style-type: none">Private use is not available during periods of unpaid leave.

Category Two:	Restricted Private Use
Application:	<ul style="list-style-type: none">Works ManagerWorks Program ManagerManager Economic & Community ServicesManager Wastewater & Water
Standard:	Dual Cab 4x4 utility or small to medium passenger vehicle dependant on operational requirements Note: <i>Where a higher standard of vehicle has been provided under an existing contract of employment; the provisions of the employment contract will continue to have effect until such time as the contract expires. Upon expiration of the employment contract, the minimum identified standard of motor vehicle shall apply.</i>
Approved Use:	<ul style="list-style-type: none">Full/unlimited private use of a council provided vehicle throughout Carpentaria Shire.The use of the vehicle is subject to the contents of this policy and employment provisions. Note: <i>Private use outside of the shire is permitted only where the employee has approved use under an existing employment contract.</i>
Restrictions:	<ul style="list-style-type: none">Private use is not available during periods of unpaid leave.

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Category Three:	Commuter Use
Application:	<ul style="list-style-type: none"> • Workshop & Fleet Manager • Senior Works Foreman • Water & Sewerage Foreman • Local Laws Officer • Tradesmen • On call Staff
Standard:	Commercial Vehicle - dependant on operational requirements
Approved Use:	<ul style="list-style-type: none"> • Use of a Council provided vehicle to travel to and from the employee's place of employment and home, as well as attending call-outs. • The use of the vehicle is subject to the contents of this policy and employment provisions.
Restrictions:	<ul style="list-style-type: none"> • No private use of vehicles at any time during work hours, excluding travel to and from place of residence. • No transportation of family members or members of the public unless for work related purposes • No transportation of other Council employees to and from work unless they live on a direct route or meet the driver at his/her home • No visits to private or non-work related locations other than isolated instances such as stopping at a shop on the way home via the direct route.

6.3 Motor Vehicle Agreement

Employees entitled to use of a vehicle as part of their employment conditions must sign a Private Use of Vehicle Agreement. The Agreement must also be signed by the CEO.

6.4 Types of vehicles to be purchased

Generally, Council will purchase four wheel drive vehicles for its passenger fleet due to road conditions and the prevalence of wildlife on the roads.

6.5 Accessories

Standard Accessories

Where possible all vehicles will be fitted with the following standard equipment to enable the employee to carry out duties efficiently and safely.

- Air conditioning
- Tinted windows
- seat covers;
- heavy duty floor mats;
- Dash Mats
- GPS satellite monitoring device
- heavy duty bullbar for a 4WD vehicle;
- driving lights or spotlights.

Non-standard Accessories -

- mobile phone and/or satellite phone antennae;
- UHF radio;
- cargo barrier;
- heavy Duty Towbar
- Snorkel on air intake system

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The fitting of non-standard accessories must be approved by –

- a) The Mayor for the CEO's vehicle; and
- b) The CEO for all other vehicles.

Optional Extras

Optional extras, in addition to the standard or additional features listed, are not available without written approval of the CEO.

Where optional extras are approved, the responsible officer shall reimburse Council for the initial cost of approved optional extras (including fitting if required) through salary sacrifice arrangements.

Optional extras remain the property of Council and will be sold with the vehicle with no provision for reimbursement to the responsible officer.

Where practical, optional extras will be transferred to a replacement vehicle or otherwise purchased with the replacement vehicle at no cost to the employee.

6.6 Changeover of Vehicles

The changeover period for the various types of vehicles is based on lifecycle costing principles and will be generally between 60,000km and 100,000km with the inclusion of a timed replacement period (generally around 2 years). Case-by-case assessments will also be carried out ensuring lowest possible whole-of-life costing is achieved.

6.7 Identification

All vehicles, including full private use and Restricted Private Use vehicles shall be clearly marked with Council logo sticker

6.8 Satellite GPS monitoring

All 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.

6.9 Authorised Drivers

In general, it is not permissible for any person other than the responsible officer to drive the vehicle.

In the case of responsible officers with full or restricted private use, nominated persons in the Motor Vehicle Agreement are permitted to drive the vehicle. The nominated person is restricted to spouse (including de-facto spouse or partner) and duly licensed driver or duly licensed qualifiers. Where the driver is other than the spouse, either the employee or his/her spouse must be present in the vehicle.

Notwithstanding the above, the Chief Executive Officer may, where special or extraordinary circumstances exist, authorise the driving of the vehicle by an immediate family member or business associate without the employee or their spouse being present in the vehicle at the time, provided that the arrangement is temporary in nature.

6.10 Infringements

The driver will be responsible for any fine incurred in the operation of the vehicles whether on Council business (when under the control of the employee) or for private purposes.

Council will not be liable to pay any fine or costs incurred by the driver of a Council vehicle if that person infringes against road traffic regulations, the local laws of any local government with respect to parking restrictions or any other regulation that relates to the use of vehicles.

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The obligation for payment of an infringement and costs resides with the person in charge of the vehicle at the time of the infringement. The responsible officer is accountable for determining the driver at the time of the infringement if they were not in charge of the vehicle at that time. If the actual driver cannot be determined, the responsible officer will be held liable for the penalties and costs involved.

Where the vehicle had been allocated from the carpool at the time of the infringement, the obligation for the payment of the associated costs will be at the discretion of the CEO.

6.11 Motor Vehicle Insurance

Council vehicles are insured under a comprehensive policy covering all vehicles, drivers and authorised passengers.

This insurance policy becomes null and void if the driver:

- Is not in possession of a current appropriate driver's licence; or
- Is convicted of being under the influence of alcohol or any prohibited substance.

In such cases the driver could become liable for damages including third party vehicles, injury and property damage.

The responsible officer will be responsible for the payment of any excess imposed on council by the insurance company as a consequence of the driver at the time of any accident being of an age which renders the imposition of an additional age-excess possible.

6.12 Accident or Breakdown

The employee must advise the Workshop & Fleet Manager of any accident, theft or breakdown event.

The employee is required to promptly complete relevant forms and documents as reasonably requested by the Workshop & Fleet Manager.

Where the employee, or person authorised by the employee, is involved in an accident whilst on private use and is convicted of an offence under the Transport Operations (Road Use) Management Act 1995, Council reserves the right to recover any expenses incurred as a direct result of that accident.

Where the employee, or person authorised by the employee, intentionally, recklessly or negligently damages a vehicle Council may require the employee to pay for the cost of the damage.

6.13 Withdrawal of vehicles

The CEO may withdraw the use of a vehicle allocated under this policy or a contract of employment where the employee breaches the terms of this policy or where the operational needs of Council change. Unless the vehicle is provided under a contract of employment, no compensation or other entitlement will be payable to the employee where use is withdrawn or otherwise terminated.

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6.14 Conditions of use:

<p>General Conditions of Use:</p>	<ul style="list-style-type: none"> • The employee must operate the vehicle in a responsible manner and in accordance with all road rules in force at the time, i.e. including being licensed for the type of vehicle. • The vehicle is not to be driven in an abnormal manner nor used in any way for which it was not designed. • The vehicle is not to be used for competition in any form of car rally or earning of income. • Under no circumstances whatsoever are Council vehicles to be used to conduct personal business operations. • If the allocated vehicle is not required during times of leave, such vehicle shall be returned to Council for operational purposes within the department unless otherwise contained within employment contract. • Excluding Tradesmen, all other employees with commuter usage must return allocated vehicles to their supervisor for continued operational use during any periods of leave.
<p>Maintenance of Vehicles</p>	<ul style="list-style-type: none"> • Smoking is not permitted in Council vehicles at any time. This includes drivers and passengers. • Animals (pets) are not permitted in Council vehicles at any time • The responsible officer must ensure that oil, water and tyres are checked regularly (weekly is preferred) • The exterior and interior of the vehicle must be kept in a clean and reasonable condition. • It is the responsibility of the responsible officer to ensure that scheduled servicing is maintained in accordance with manufacturer's recommendations. • The Workshop & Fleet Manager will advise the responsible officer when their vehicle is due for servicing. • Faults that may occur during the life of a vehicle should be reported to the Workshop & Fleet Manager to enable arrangements to be made for repair as soon as they are observed by or notified to the responsible officer.
<p>Storage of Vehicles</p>	<ul style="list-style-type: none"> • Where ever possible, responsible officers are to store the vehicle within the confines of their residential property after hours and preferably undercover. • The vehicle must be securely locked at all times.
<p>Refuelling of Vehicles</p>	<ul style="list-style-type: none"> • The CEO may approve the issue of a fuel card to an employee. • An employee who is issued a fuel card must keep all receipts and/or tax invoices for any purchases on the card and provide the documents to the Manager Administration or other designated officer in a timely manner. • Fuel cards must only be used when Council's own refuelling facilities are unable to be used. • The CEO may withdraw the use of a fuel card where an employee breaches the above requirements.
<p>Log Books</p>	<ul style="list-style-type: none"> • The responsible officer will ensure the completion of any log book relating to vehicle use as required by Council.

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7. DEFINITIONS

CEO means the Chief Executive Officer of Council.

commuter use means the use of a vehicle for travel directly to and from the employee's residence and workplace.

Council means the Carpentaria Shire Council

home garaging means the garaging of a vehicle at the employee's residence (within the yard and not on the street) where there is an operational need approval at CEO or director level.

For example –

An employee may need a vehicle outside of normal work hours to undertake an overnight inspection or to leave early the following morning to drive out to attend a conference.

non-standard accessories means those accessories not normally provided for a vehicle of that type or otherwise not required for the performance of an officer's duties.

on call use means private use of a vehicle within town boundaries during those times that the employee is rostered to be on standby for emergency work outside normal working hours. Such use may include travel between Normanton and Karumba only where such travel is necessary for the performance of the rostered or emergent duties.

private use means full private use of a vehicle in accordance with the employee's contract of employment and will mean within Queensland.

Responsible officer means the person to whom the vehicle is allocated.

restricted private use means private use of a vehicle in Carpentaria Shire Council in accordance with the employee's contract of employment.

standard accessories means those accessories normally provided for a vehicle of that type or otherwise required to enable the employee to carry out duties efficiently and safely.

Tradesman means Council Electrician, Carpenter and Plumber.

8. RELATED DOCUMENTS

Legislation:	<ul style="list-style-type: none">• <i>Local Government Act 2009</i>• <i>Transport Operations (Road Use Management – Road Rules) Regulation 1999</i>
Policy:	<ul style="list-style-type: none">• Carpentaria Shire Council Staff Code of Conduct
Documents:	<ul style="list-style-type: none">• Motor Vehicle Agreement