



KENTISH COUNCIL POLICY

LIGHT VEHICLE POLICY

Policy Number 02:20:2005

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OBJECTIVE	To Provide guidelines for the purchase of light vehicles by Council and for their use by Council Staff.
STATUTORY AUTHORITY	Local Government Act 1993
POLICY	<p>Adopted 19 July 2005 Minute 7.3.2</p> <p>Amended 20 October 2015 Minute 11.4.2</p> <p>The 2015 revision of this policy replaces the following documents listed in the Kentish Council Human Resource Management Policy #02:02:2002:</p> <ul style="list-style-type: none">- Private Use of Vehicles- Use of Equipment and Vehicles
NEXT REVIEW	October 2017

1. PURCHASE AND REPLACEMENT:

- a) All Council vehicles will be purchased rather than leased with all purchases to be approved by the General Manager.
- b) Council vehicles will be fitted with industry standard safety features. At a minimum it is expected that vehicles will feature
 - driver's side airbag
 - ABS braking system
 - air conditioning
- c) Selection Criteria for purchase of vehicles will include:



- Full whole-of-life cost assessment including fuel economy and servicing costs
 - Environmental factors such as greenhouse gas emissions
 - Ability to meet Council's transport needs
- d) All vehicles are restricted to a maximum of six (6) cylinders.
- e) Allowable accessories that may be included subject to General Manager approval are:
- headlight and bonnet protectors
 - weather shields
 - floor mats and cargo area mats
 - fog and driving lights
 - tow pack
 - speed alert
 - automatic transmission
 - hands free mobile phone car kit
- f) Accessories that are excluded are:
- spoilers
 - sunroof (unless standard)
 - mag wheels (unless standard)
 - increased engine capacity above six (6) cylinders
 - leather seats (unless standard)
- g) Timing of vehicle replacement will be dependent on an analysis of the optimum changeover price. This analysis should begin at 60,000km and be carried out regularly from that time.
- h) Motor vehicles will be provided to Managers and employees by approval of the General Manager with regard to their salary package and operational needs.
- i) The vehicle provided will be a base model sedan as determined by the General Manager unless salary sacrifice arrangements are approved.

2. CONDITIONS OF USE OF MOTOR VEHICLES – FULL PRIVATE USE:

Use for private purposes is not permitted unless specifically sanctioned by the General Manager.

A fully maintained Council vehicle may be provided as part of a salary package at the discretion of the General Manager. Such discretion will typically be applied for management positions with significant levels of overtime work required where Council makes no payment for overtime and/or time off in lieu.



Conditions of Use

- a. Where the vehicle is allotted as part of salary package arrangements the employee may use it for his/her private purposes, including at weekends, on public holidays and long service leave, annual leave and sick leave periods.
- b. The vehicle is to be available for use by other employees on every day that the employee is present at work.
- c. Where the employee will be absent from the Council premises and the employee is not using the vehicle for a period in excess of three (3) days, then arrangements are to be made for the vehicle to be available for use at the Council premises. In this circumstance Council will be responsible for returning the vehicle to the employee's place of residence.
- d. The vehicle may be driven by the following persons where they are appropriately licenced:
 - An authorised officer or servant of Council.
 - An immediate family member of the employee
 - The holder of an appropriate current drivers licence when specifically authorised by the employee. The employee acknowledges that such authorisations shall be infrequent and incidental in nature to the private use of the vehicle or his/her employment with Council.
- e. The employee is responsible for organising for the vehicle to be maintained, serviced and cleaned in an appropriate manner.
- f. The vehicle shall not be used for any employment purposes by any person other than in the performance of duties for the Kentish Council.
- g. No modifications are to be made to the vehicle without the approval of the General Manager.
- h. The vehicle shall not be used to compete in any car rally or competition.
- i. Where damage occurs to the vehicle whilst being driven by an inexperienced driver the employee will be responsible for payment of any inexperienced driver insurance excess.
- j. The vehicle shall not be taken outside Tasmania under this agreement without the prior approval of the General Manager.

Cessation of Agreement

- i. The right of private use will cease upon termination of employment with Council.
- ii. If an employee is convicted of a drug or alcohol related offence, whilst using a Council vehicle, they may have their private use rights removed.



3. CONDITIONS OF USE OF MOTOR VEHICLES – COMMUTER USE:

The General Manager has discretion to allocate a Council Vehicle for commuter use. This discretion will typically be applied where:

- the nature of the position requires a motor vehicle to be available;
- the nature of the position requires regular use of a vehicle to perform duties (e.g. inspections, emergency call-outs etc.)
- as an essential part of normal work requirements, an employee commences and finishes duty at a worksite other than at a Council depot on at least four days per week

Commuter use may be granted on a temporary or permanent basis

Conditions of Use

- a) The vehicle may only be used for call-outs and for travel on a direct route to and from the work place and the employee's home.

Cessation of Agreement

The right of commuter use will cease upon termination of employment with Council.

In the event of the failure of the employee to reasonably comply with the conditions of use or in the event of misuse of the vehicle or the employee being redeployed the right may also cease depending on the circumstances.

If an employee is convicted of a drug or alcohol related offence, whilst using a Council vehicle, they may have their commuter use rights removed.

4. GENERAL CONDITIONS OF USE OF COUNCIL LIGHT VEHICLES

The following conditions apply to any employee or Councillor using a Council owned light vehicle:

- a) If a vehicle is required whilst conducting Council business it must be booked through Council's booking system. As a courtesy (and to avoid doubling up) please consult with the regular vehicle user prior to making a booking. Except for emergencies a person booking a vehicle shall have pre-eminence.
- b) A fuel card is issued for each vehicle and must be used at all times when refuelling.
- c) Private vehicles should only be used for Council business as a last resort and only after approval by the appropriate manager/supervisor.
- d) The driver of the vehicle must at least annually provide Council with a copy of their valid driver's licence and must immediately advise their manager if they are disqualified or restricted from driving.



- e) Learner or provisional licence holders are not permitted to drive any Council vehicle unless specifically authorised by the General Manager
- f) Any person permitted to drive a Council vehicle must obey all traffic laws
- g) Smoking is not permitted in Council Vehicles
- h) The driver of any Council vehicle should take appropriate steps to avoid driver fatigue.
- i) Alcohol or Drug Related Offences
If an employee is convicted of an alcohol or drug related offence in association with an accident involving a Council vehicle they must pay the cost of associated repairs in the event they are at fault and where Council's insurers disclaim responsibility.
- j) Traffic Infringement Incidents
The driver of the vehicle at the time of the incident is responsible for any traffic infringement fines, parking fines and other costs arising as a result of his/her use of the vehicle.
- k) Council vehicles are to be locked when unattended.
- l) The interior and exterior of the vehicle is to be kept in a clean and tidy condition. Upon returning to the Council Office the user is to remove any rubbish and personal work articles from the interior of the vehicle. Where the exterior or interior of the vehicle is returned in a dirty condition then the user is to make a reasonable effort to clean the vehicle.
- m) Any loose objects are to be secured or stored in a manner that does not impose any risk to an occupant of the vehicle.
- n) Common courtesy should be used in returning the vehicle with adequate fuel.
- o) Any record keeping requirements are to be complied with.

4. RESPONSIBILITY OF MANAGEMENT

The following are the responsibilities of the Manager of the department to which the vehicle is allocated.

- a) Servicing of the vehicle is to be arranged in accordance with the manufacturer's recommendations.
- b) Any service difficulty, damage or fault is to be promptly referred for servicing or repair.



- c) The normal running items such as fuel, lubricant, radiator, battery, tyre pressure and wear should be checked on a regular basis and duly attended to.
- d) The vehicle exterior and interior is to be cleaned regularly.

5. REVIEW OF THIS POLICY

This policy is to be reviewed every two years.