

Policy A.05

Shire Vehicles – Private Use



POLICY

On the recommendation of the Chief Executive Officer, in consultation with the Shire President, the Local Government may provide private use of vehicles for employees and therefore the Local Government has adopted the following policies to outline the employee's responsibilities.

OBJECTIVE

This policy is designed to provide clear guidelines for employees with respect to private use of Local Government vehicles.

PROCEDURE

Private use of the Local Government vehicles is restricted to the State of Western Australia.

Designated Driver

Vehicles shall only be driven for private use by a driver who:

- Has been assigned the vehicle as part of their duties and/or conditions of employment;
- Holds an appropriate licence;
- Has private use of the vehicle in accordance with this policy; and
- Is responsible for the care and management of the vehicle

Authorised Drivers

The following persons holding an appropriate driving licence shall be authorised drivers of any Local Government vehicle available for private use:

Any Councillor or Employee other than the Designated Driver on Local Government business and acting with the prior knowledge of the CEO-

- Any other person authorised in writing by the CEO; or
- Any other person provided a Designated Driver is physically present in the vehicle.

Standard of Vehicle

It shall be by agreement between the Chief Executive Officer and the employee concerned, what type of vehicle is suitable for the employee's private use having regard to:

- The needs of the employee;
- What type of vehicle is more suitable to the work being performed during business hours by the employee;
- The operational costs associated with purchasing and maintaining the vehicle;
- Road and driving conditions or any other health or safety needs of the employee; and
- Individual physical requirements or needs of the employee/s.

Contribution by Drivers

On the recommendation of the Chief Executive Officer, in consultation with the Shire President, after having regard to the needs of the Local Government and associated costs, whether or not the employee is able to retain the use of the vehicle during periods of absence from work including paid or unpaid leave.

The designated driver will be responsible for operating costs during periods of authorised leave.

General Conditions

A vehicle used for private use must be made available for use for Local Government purposes during normal business hours, and for Councillors' use for Local Government purposes at any time by prior arrangement with the Chief Executive Officer.

Drivers and passengers are not permitted to smoke within a Local Government vehicle at any time and it is the responsibility of the driver to ensure that no occupant smokes whilst in the vehicle.

No animals to be allowed in the vehicle at any time.

No person is allowed to operate a motor vehicle whilst over the legal alcohol limit or whilst under the influence of drugs before, during or after normal working hours

The vehicle shall be operated in a reasonable manner in accordance with all relevant acts, regulations and Local Government policies. All drivers are financially responsible for any fines or infringements received during the operating of a vehicle during business hours or private use.

The Local Government shall be financially responsible for the maintenance of the vehicle but it is the responsibility of the driver to ensure that the vehicle has sufficient oil and water in between scheduled servicing.

Where the vehicle has been fitted with a first aid kit, it is the responsibility of the driver to ensure that the kit is adequately stocked at all times or replacement stock is ordered when used.

Drivers shall comply with the following conditions with respect to the vehicle in their care:

- Arrange for scheduled servicing when necessary in accordance with the warrant requirements;
- Clean and vacuum the vehicle as often as required;
- Drive it responsibly and legally, observing all rules and regulations;
- Secure it when parked in public places;
- Examine the vehicle prior to use for damage, operation of lights and signalling lights;
- Report all accidents immediately; and
- Avoid damage caused by unsealed roads.

The usage of the Local Government vehicles for private use is a privilege and not an automatic or established right.

Failure to comply with any of these conditions of this policy may result in the withdrawal of private use.

Variation to Policy

This policy may be varied or cancelled at any time at the discretion of Council.

All employees will be notified by the normal correspondence method of any variation to this policy.

It is the responsibility of all employees to read this policy prior to using Local Government vehicles.

Contracts of employment which are current when this policy was adopted on 19 October 2006 will take precedence for the term of the contract.

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POLICY SUBJECT	Shire Vehicles – Private Use
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VARIATION DATE	19 October 2006
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