

3100 Motor Vehicle Policy

General Policy



PURPOSE

- 1) North Burnett Regional Council provides vehicles to our employees to enable them to perform their duties in an efficient and cost-effective manner. This policy details the provision and use of Council owned motor vehicles and associated terms and conditions of use.

SCOPE

- 2) This policy applies to all employees, contracted workers and volunteers of North Burnett Regional Council using a Council owned motor vehicle.
- 3) The terms and conditions for the use of a motor vehicle by Councillors are contained in the Council's Statutory Policy "Reimbursement and Provision of Facilities for Mayor and Councillors" and are outside the scope of this policy.

DEFINITIONS

Term	Definition
NBRC	North Burnett Regional Council
CEO	Chief Executive Officer
Council	North Burnett Regional Council
Approved use	An activity that is conducted in compliance with this policy.
Approved user	A person approved by the Responsible Officer to drive the vehicle for a particular task or reason. Contracted workers and volunteers of NBRC are approved users. Classification 1 and 2 officers may also approve a family member to drive the vehicle.
Associated Procedure	Refer ' <i>Motor Vehicle Provision and Use Procedure</i> '
Commuter Use	The category generally relating to workforce supervisors and other employees who have current agreements for commuter use of Council vehicles as "tools of trade" requirements of their position, however is not included in salary remuneration considerations. Commuter use arrangements are not transferable across positions and may be removed with advanced notice.
Private use vehicles	Vehicles which have been assigned to Council Responsible Officers on a Classification 1, 2 or 3 usage basis (refer Vehicle Usage Classifications in associated procedure).
Responsible Officer	A Council employee who is in charge of a Council motor vehicle.

POLICY

OBJECTIVES

Council vehicles are provided in accordance with this policy and any other relevant individual employment arrangement. Where the relevant individual employee arrangement conflicts with this policy, that employment arrangement will prevail over this policy to the extent of the conflict.

PRINCIPLES

- 4) Council will seek to achieve best practice standards of safety regarding the provision and use of council owned motor vehicles.

POLICY STATEMENT

- 5) Council will provide a suitable range of motor vehicles for the delivery of Council services throughout the region as may be required.

The Chief Executive Officer (“CEO”), at their sole discretion, will determine the use type for each employee, based on their role, and responsibility or employment contract.

Vehicle type is divided in to five (5) classifications: -

a) Classification 1 – Full private use without restrictions

This vehicle usage classification applies to the CEO and General Managers (GM).

b) Classification 2 – Private use with restrictions

This vehicle usage classification applies to Managers and other Council Officers as outlined in an employment contract or who have written approval from the CEO.

c) Classification 3 – Private use with restrictions

The CEO on the recommendations from the GMs will determine the Positions/Council Officers to whom this vehicle usage classification applies.

d) Classification 4 – Commuter use

The granting of this vehicle usage classification is by approval of the relevant GM and would generally be allocated to Council Officers on stand-by / return to duty or on call out duties.

Classification 4 usage provides for journeys to and from work, generally in the most direct route. Transport of persons unless for Council purposes or contained in this policy is not permitted.

e) Classification 5 – Limited business use

This classification applies to business use only of the vehicle.

Use of Vehicles

- 6) Council vehicles are to be available for official purposes at all times. The vehicles are only to be used in the designated areas in accordance with their usage classification (refer associated procedure).
- 7) All employees and approved users are responsible to ensure that all reasonable steps are taken to protect Council vehicles from misuse, harm or damage.
- 8) All employees are responsible to report to the CEO or relevant General Manager any occurrences of obvious misuse, abuse or blatant disregard of Council vehicles.
- 9) Details regarding where and how vehicles can be used are provided in the associated procedure).
- 10) Council vehicles must be refuelled from designated sources (refer associated procedure) and accurate fuel accounting and reporting is a mandatory requirement.
- 11) Only Council employees, contracted staff, volunteers and approved users may drive a Council vehicle with a valid and appropriate drivers licence for the type of vehicle to be driven.
- 12) The driver of a vehicle at the time of any infringement is personally responsible for any fines or penalties resulting from the use of the vehicle, including parking infringements.
- 13) Compliance with FBT requirements is essential with respect to maintaining log books.
- 14) Smoking is not permitted in any Council vehicle.
- 15) Employees are required to comply with Council’s Drug and Alcohol Policy when operating Council vehicles. Council has zero tolerance for non-compliance with its Drug and Alcohol Policy.

- 16) Where an employee who has approved use of a Council vehicle ceases employment with Council, they must return the vehicle to the appropriate depot prior to their last day of employment, or at any other time as Council may direct.
- 17) Council considers the provision of a motor vehicle as a significant privilege. Accordingly, Council reserves the right to withdraw use of the Council vehicle for any employee who is in breach of this Policy. Where Council reasonably believes an employee has breached this policy, the matter will be dealt with under Code of Conduct.

ROLES AND RESPONSIBILITIES

- 18) All staff have an obligation to ensure that Council vehicles are driven and garaged in a legal, safe and responsive manner.

APPLICABLE LEGISLATION AND REGULATION

- 19) Applicable legislation and regulation:
- a) *Local Government Act 2009.*
 - b) *Local Government Regulations 2012*
 - c) *Work Health and Safety Act 2011*
 - d) *Work Health and Safety Regulations 2011*
 - e) *Managing Risks of Plant in the Work Place Code of Practice 2013*
 - f) *Income Tax Assessment Act 1997*

RELATED DOCUMENTS

- 20) Related documents are:
- a) Motor Vehicle Provision and Use Procedure
 - b) Employee Code of Conduct
 - c) Administrative Directive – Operating Council Owned or Hired Plant
 - d) Reimbursement and Provision of Facilities for Mayor and Councillors Policy
 - e) Drug and Alcohol Policy
 - f) Work Health and Safety Policy

RESPONSIBLE OFFICER

Fleet Stream Leader

APPROVAL DATE

10 May 2021

REVIEW DATE

May 2025 (Standard four year term)

REVISION HISTORY

Version	Authorised Officer	Approval Date	History
1	Randall Percy	10 May 2021	New