



**GLAMORGAN
SPRING BAY
COUNCIL**

Glamorgan Spring Bay Council

Council Owned Vehicles

Version 3

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1 Introduction

1.1 Objectives

To define the use and purchase arrangements for council owned vehicles.

1.2 Scope

This policy covers all vehicles owned by Council.

1.3 Policy Review and Update Cycle

This policy is to be reviewed as required, but no later than 2023.

2 Procedure

Council presently maintains a fleet of vehicles necessary to meet the administrative and operational requirements of Council.

The provision, maintenance and replacement of the vehicle fleet will be undertaken in an efficient, equitable, fair and transparent manner, whilst considering financial implications.

This objective shall be achieved by:

- The provision of vehicles for private or commuter use by staff to be determined in individual contract negotiations with the General Manager.
- A pooling system which recognises that all vehicles are a Council asset and not the property of individuals or departments ensuring that vehicles are always accessible during business hours when appropriate.

2.1 Vehicle Type

All vehicles purchased by Council will be the most fuel efficient type and configuration suited to the needs of Council and in the future may include the consideration of electric vehicles.

Vehicles will be purchased in accordance with the General Supplies Contract V672 issued by the Tasmanian Government. In choosing the most appropriate vehicle regard shall be had for achieving the best financial outcome for Council. The maximum value of any car will be \$34,000 excluding GST unless endorsed by Council.

Safety features, towing kits and air conditioning may be fitted where they are not standard configurations, if this additional cost is within budget constraints and is required to undertake Council business. In addition bonnet and headlight protectors and floor mats may be included, however no other option, vehicle modifications or attachment of accessories, are to be made to any vehicle unless expressly approved by the General Manager. An approved mobile first aid kit is to be supplied and stored in all Council vehicles.

2.2 Private Use

Any vehicle allocated to an employee with private usage rights is to be brought to work every day whilst the employee concerned is on duty and the vehicle is to be available for inclusion in the Council's car pooling system. Any vehicle allocated to the Mayor is not subject to the car pooling system but could be accessed by prior arrangement with the Mayor, if required.

Any limits or restrictions that relate to the private usage by the employee are to be addressed as a specific condition of employment.

The General Manager may cancel the agreement in the event of any willful or persistent failure to comply with the conditions of use for employees. In addition, the employee may also cancel his/her relevant vehicle agreement by providing one (1) week notice to the General Manager.

The General Manager may permit other private use of vehicles to Council employees which is minor, infrequent and incidental to business use. Requests for such private use must be made in writing to the General Manager giving full details of the use proposed.

2.3 Commuter Use

Where it is expedient for the efficient operation of Council, for security reasons or for the appropriate resourcing of call out staff, it is appropriate for an employee to be granted commuter use of a vehicle, whereby a vehicle may be allocated to be taken home when not required for Council business.

The employee may utilise the vehicle to and from home via the normal route but any abnormal travel must be authorised by the General Manager prior to such travel being undertaken or in exceptional circumstances as soon as practical thereafter.

If, in the opinion of the General Manager, a vehicle has been abused or neglected by the nominated employee, the take home rights to that and other Council vehicles may be withdrawn for that employee.

Any employee found to be using a council vehicle for unauthorised private use will be subject to disciplinary action under Council's workplace behaviour policies and procedures.

2.4 Security

An employee or Councillor who has been allocated a Council vehicle is required to attend to the overnight security of the vehicle and garaging of the vehicle off the road and under cover (if possible) and to otherwise lock the vehicle and ensure the security system, if any, is activated.

2.5 Servicing

All vehicles are to receive servicing in accordance with the manufacturers schedules and this is to be performed by the relevant dealership or unless specified by the dealership, may be performed by a local qualified person. Timing of a vehicle's service requirements is the responsibility of the primary driver and in accordance with this policy.

Under no circumstances are tyres to be allowed to deteriorate below normally accepted levels.

The primary driver is responsible to arrange all servicing in accordance with this policy.

2.6 Care & Cleaning

The primary vehicle driver is responsible for the proper care and cleaning of the vehicle and ensuring that normal running items such as petrol, oil, battery, radiator and tyre pressures are checked at regular intervals.

2.7 Fuel

Council will be responsible for the provision of fuel for both business and private travel under private use in individual contracts and for the Mayor's vehicle.

The source of receiving fuel is to be via the fuel card specifically allocated for each vehicle wherever possible. Odometer readings are to be provided at each fuel purchase.

2.8 Logos

It is mandatory that all vehicles and major items of plant and machinery, display Council's identification logos (emblems) on both sides at all times except when vehicles authorised for private use are being used for private use.

2.9 Usage Record Sheets for Plant

Fortnightly timesheets will include the relevant amount of plant hire to be costed for each vehicle assigned when classified as plant.

2.10 Breakdown & Emergencies

Any break downs, faults or other mechanical defects shall be reported to the appropriate Council Manager or in the event of a vehicle used by the Manager or the Mayor reported to the General Manager. Repairs of such defects or faults shall be arranged as soon as possible.

At the discretion of the General Manager a temporary replacement vehicle may be arranged. If a temporary replacement vehicle is not provided, appropriate private use expenditure will be reimbursed.

2.11 Misuse of Vehicle

Where damage to a Council vehicle is occasioned through misuse or neglect the cost of the loss or repairs may be required to be reimbursed by the employee, or in the event of the Mayor's vehicle, the Councillor. In each case the matter will be determined, in the light of the relevant circumstances, by the General Manager.

Misuse of a vehicle may disqualify an employee or Mayor from continuing their participation in either the private usage or commuter usage arrangement.

The Council owned vehicle shall not be entered in or driven in any race, rally, competition or other event unless authorised by Council. Council owned vehicles shall not be used for the purposes of teaching or instructing learner drivers, except where initiated by the General Manager for the purpose of obtaining a heavy rigid licence.

2.12 Driving Under the Influence

If an accident occurs in a Council vehicle, whereby the driver is at fault and in excess of the prescribed legal alcohol limit, the driver will be responsible for all costs incurred.

2.13 Eligibility to Drive Council Vehicles

Any Council employee or Councillor may, if required, drive Council vehicles provided that they have a current unrestricted licence. Provisional drivers, unless specifically authorised, and learner drivers (heavy plant only) are not permitted to drive Council vehicles, without the authorisation of the General Manager.

Private usage vehicles can also be driven by the spouse or partner of the Mayor or Council employee allocated the use of the vehicle.

Commuter use vehicles may only be driven by the nominated driver with the exception of minor use necessary to revise domestic parking arrangements.

2.14 Drivers License

All staff and Councillors using Council vehicles shall ensure that their current driver's licence is noted in the Council records for insurance and risk purposes.

It is the responsibility of the staff and Councillors who use Council vehicles to notify the General Manager, if they are disqualified or restricted from driving. In the event the General Manager is disqualified or restricted from driving, he or she shall advise the Mayor.

2.15 Vehicle Replacement

Vehicles will generally be traded at 60,000 – 80,000 kilometres. Vehicle replacements will be from an agreed provider. Replacement vehicles will be purchased or leased as determined by Council in its annual budget.

2.16 Non Smoking

No smoking is permitted in any Council vehicle and will not be tolerated under any circumstances.

2.17 Parking & Traffic Infringements

The payment of any parking fines issued to Council on behalf of an employee, or Councillor, will be the responsibility of the driver.

2.18 Existing Employment Conditions

This policy does not and shall not and nor is it intended to change, alter or override any of the terms and or conditions of the existing employment arrangements or other arrangements currently in place between the Council and any employee of the Council.

3 Implementation

Implementation of this Policy rests with the General Manager.