

 GLAMORGAN SPRING BAY COUNCIL	POLICY – COUNCIL OWNED VEHICLES	Policy 4.7	
		Version 2	Date 17/01/17
Minutes Dated 13/12/16	Approved By : Council Decision No. 172/16	Review Date As required but no later than 2020	

1. OBJECTIVE

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

2. SCOPE

This policy covers all vehicles owned by Council.

3. 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 is consistent with the corporate strategy of using technology and resources to optimize Council productivity.

To meet the transport needs of Council and attract and retain staff, whilst ensuring the optimum use of vehicles through management practices, which are efficient, fair, equitable and accountable.

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 and ensures that vehicles are always accessible during business hours when appropriate.

VEHICLE TYPE

All vehicles purchased by Council will be four cylinder and be the most fuel efficient type and configuration suited to the Council's business needs as determined by the Council, and/or the General Manager as part of the Annual Budget process.

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.

Safety features, towing kits and air conditioning may be fitted where they are not standard configurations, if this additional cost is within budget constraints. 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.

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.

Notwithstanding any other conditions contained in this policy, the General Manager reserves the right to minimise Council's fringe benefits tax liability by requiring the Mayor and employees with private usage to rotate vehicles.

When rotation is required the vehicle to be rotated will be as near as practicable to a similar standard of vehicle as the previous one.

The General Manager may cancel the agreement in the event of any willful or persistent failure to comply with the conditions of use. 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 or incidental to business use. Requests for such private use must be made in writing giving full details of the use proposed.

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.

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.

SERVICING

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

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.

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.

FUEL

Council will be responsible for the provision of fuel for both business and private travel under the Private Use Scheme.

The source of receiving fuel is to be via the fuel card specifically allocated for each vehicle wherever possible.

Odometer readings and pin numbers are to be provided at each fuel purchases.

LOGOS

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

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.

BREAKDOWN & EMERGENCIES

Any break downs, faults or other mechanical defects shall be reported to the appropriate Departmental Manager or in the event of a vehicle used by the Departmental 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 or appropriate expenditure reimbursed as authorised.

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. 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 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 nor shall it be used for the purposes of teaching or instructing learner drivers, except where initiated by the General Manager.

DRIVING UNDER THE INFLUENCE

If a Council vehicle is involved in an accident while being driven by another person authorised by the employee, and that person is intoxicated and later convicted of that offence, the employee shall, in the event that Council's insurer disclaims liability, be responsible for all costs incurred.

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 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 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.

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 who use Council vehicles to notify their Departmental Manager or in the case of the Mayor or a Departmental Manager, 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.

VEHICLE REPLACEMENT

Vehicles will generally be traded at 60,000 kilometres and be traded on the equivalent vehicle. Vehicle replacements will be from an agreed provider. Replacement vehicles can be either purchased or leased at the discretion of the General Manager.

NON SMOKING

Council provides a smoke free workplace and this policy extends to Council vehicles. No smoking is permitted in any Council vehicle and will not be tolerated under any circumstances.

PARKING AND TRAFFIC INFRINGEMENTS

The payment of any parking fines by Council on behalf of an employee or Councillor, that have been incurred whilst undertaking Council business, will be at the discretion of the General Manager.

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.

4. IMPLEMENTATION

Implementation of this policy will reside with the General Manager.

5. DELEGATION

Responsibility of this policy is delegated to the General Manager.

6. RESPONSIBILITY

The responsibility to ensure this policy is enforced rests with the General Manager.

7. REPORTING Nil.

8. STATUTORY REQUIREMENTS Nil.

9. REFERENCES Nil

10. ATTACHMENTS Nil.