

## HR 001: MOTOR VEHICLES

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### Objective:

1. To provide a framework for the allocation of vehicle benefits to employees structured as a hierarchy relevant to organisational position.
2. To outline conditions to be applied for the private use of Council vehicles by those employees who are issued with a Council vehicle.

### Policy:

#### Level One Use

Full private use within the Western Australia and full private use outside Western Australia. Whilst the vehicle is on private use outside the Shire boundary, the employee is to meet the cost of fuel. Private use includes periods of annual and long service leave.

#### Level Two Use

Full private use within Western Australia, provided that, whilst the vehicle is on private use outside the Shire boundary the employee is to meet the cost of fuel. Private use is permitted during period of annual and long service leave.

In relation to private use outside the Shire boundary such use is granted subject to the CEO maintaining satisfaction that the employee's use outside the district is not frequent or regular in nature.

#### Level Three Use

Full private use within Western Australia south of the 26th parallel, provided that whilst the vehicle is on private use outside the Shire boundary, the employee is to meet the cost of fuel. Private use is permitted during period of annual but not long service leave.

In relation to private use outside the Shire boundary such use is granted subject to the CEO maintaining satisfaction that the employee's use outside the district is not frequent or regular in nature and that during period of annual leave the operational needs of the relevant service area have been considered and satisfied.

#### Level Four Use

Restricted private use only within the Shire boundaries.

#### Level Five Use

Restricted private use only within a 70km radius of the Esperance Townsite.

#### Level Six Use

Restricted private use only within the Esperance Townsite confines.

## Level Seven Use

Community use only, no private use.

## Requirements applicable to all Levels

1. Vehicles are to be maintained in a clean condition relevant to recent usage and subject to a regular basic check of the level of engine lubricants and the engine cooling system.
2. Where possible, vehicles in the after-hours custody of employees are to be parked off the street, under cover, or garaged.
3. Employees provided with private use are to source and maintain tax invoices for all fuel contributions made and deliver these documents to Financial Services as soon as possible.
4. In extenuating circumstances the CEO may extend the private use of any vehicle to outside Western Australia during period of leave.

The following conditions apply to private use at all levels but may include conditions for specific levels:

1. Senior Staff who have negotiated their private use of a Council Vehicle may utilise the vehicle in line with their negotiated Employment Contract. If no reference is implied within their Employment Contract to the conditions of use of the vehicle then the following guidelines will apply ie Level 2 use of vehicle on annual leave, payment for private vehicle fuel, etc.
2. Employees to whom vehicles are allotted and in accordance with their current terms of employment, may use them for their own private purposes, including weekends provided that the employee meets the cost of fuel. The vehicle is not available for periods of long service leave.
3. The vehicle may be driven by the following persons:
  - An authorised officer of the Council.
  - Outside of normal working hours by the spouse or partner of the employee allocated the use of the vehicle.
  - The holder of an appropriate current driver's licence when accompanied by an authorised officer but limited to emergency or extenuating circumstances (ie. long distance driving or sickness).
  - Other such persons as authorised by the Chief Executive Officer.
4. Such vehicles are to be brought onto the job every working day (except those days an officer concerned is on paid leave), and used for all normal organisational duties. The vehicle is to be available for use by other Council drivers during normal working hours and on occasions, may be required outside working hours.
5. All employees to whom vehicles are allotted are responsible for their care, including interior and exterior cleaning.
6. No modifications are to be made to the vehicle without the approval of the Chief Executive Officer.
7. The vehicle will not be used to compete in any car rally or competition.
8. At the discretion of Council, an authorised person or officer convicted of drink, drugs, careless, dangerous or reckless driving following an accident in a Council vehicle may be required to pay the cost of associated repairs.
9. The vehicle is to be parked after hours within the employee's property in a secure manner and, when appropriate, in a garage.
10. Discretion is to be used when any Council vehicle is used for private purposes so as not to cause any poor public relations in the community.
11. In the event of an accident, the employee using the vehicle must report the accident immediately to their supervisor and complete the necessary insurance claim.

12. The Chief Executive Officer may impose any additional condition on the private use of Council motor vehicles as the Chief Executive Officer considers appropriate.
13. In the event that an employee fails to comply with any condition/s imposed on private use by this policy or by the Chief Executive Officer, the Chief Executive Officer may remove any benefit or privilege enjoyed by the employee. This includes reducing the level of private use to commuting use only or removing all private use benefits.

Smoking in Council Vehicles

Smoking is not permitted in any Council Vehicle.

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