

1. POLICY CERTIFICATION

Policy title:	Vehicle Use Policy
Policy number:	009
Category:	Policy
Classification:	ADM
Status:	Approved

2. PURPOSE

The purpose of this policy is to provide guidelines to employees on general principles and standards of use and care associated with the operation of Roper Gulf Regional Council motor vehicles. The policy is intended to ensure:

- the integrity, reliability and good performance of RGRC motor vehicles;
- that the motor vehicle is appropriately managed.

The policy also aims to set rules and parameters for Roper Gulf Regional Council's staff in how and what vehicles are procured and used.

3. ORGANISATIONAL SCOPE

This policy shall apply to any driver of any vehicle owned, leased or under the control of Roper Gulf Regional Council.

4. POLICY STATEMENT

The Mayor, Chief Executive Officer (CEO), Directors and Managers shall be provided with a private vehicle as per their employment contract or equivalent agreement.

The authorised driver of a specific vehicle shall be a driver authorised under a specific employment contract, staff or councillor of the Roper Gulf Regional Council who has an appropriate driving licence and a record of which is on the personnel files of the person to which the vehicle has been assigned.

Vehicles provided to authorised drivers will be safe, reliable, fit for purpose and cost-effective. Staff are to expect adequate access to fleet vehicles to allow them to safely and effectively perform their professional duties.

Roper Gulf Regional Council will ensure that staff are never required to use their private motor vehicles to perform their professional duties.

5. DEFINITIONS

Employment Conditions	The terms and conditions as defined in a contract staff's employment contract.
Fleet Vehicles	Refers to all vehicles owned or controlled by Roper Gulf Regional Council that are designed to carry passengers and / freight on

ADM009 – Vehicle Use Policy

	public roads.
Fleet Pool	A grouping of vehicles that may be used commonly by a group of staff, as defined by location or program. The management of a fleet pool shall be coordinated centrally by a designated officer.
Fringe Benefits Tax (FBT)	Tax levied on benefits obtained by employees in respect of their employment.
FBT Log Book period	Means a continuous period of at least 12 weeks when a vehicle is used for average business use (it should not be a period chosen because of maximum business) for which special log books are used as basis for FBT calculations.
Log Books	Books used to record details of all trips undertaken including the driver's name, journey date, starting and ending odometer readings and purpose of the journey.
Personal use	Refers to the use of fleet vehicles for non-business purposes. It generally includes travel to and from work.
Reserve vehicles	Vehicles that are not directly assigned to a specific function or staff position
RGRC	Roper Gulf Regional Council
SOP	Standard Operating Procedure

6. PRINCIPLES

6.1 Approved Drivers

Employees and Councillors of the RGRC who are required to operate a RGRC vehicle in the performance of their duties must be in possession of a valid Australian driver's licence. A copy of the driver's licence must be provided to the Manager of Assets and the HR Manager to be put in their personal file.

If at any time the licence of an approved driver expires or is revoked, or the driver is otherwise disqualified from driving, it is the responsibility of the driver to inform their supervisor immediately. They will not be entitled to drive a RGRC vehicle until their licence is reinstated.

6.2 Use of Council Vehicles

6.2.1 Authorised Private use of Vehicles

A person who has private use of a vehicle as part of their employment contract can use their vehicle for private use. RGRC recognises that where an employee is granted full private use of a vehicle, this vehicle in many cases becomes that employee's family vehicle. Accordingly, such employee are entitled to grant permission to drive the vehicle whilst on private use provided such person(s) hold a current driver's licence and is:

- the partner of the employee who permanently resides with the employee, or
- another suitably licensed person where employee and/or employee's partner is the passenger in the vehicle.

Employees authorised to have private use of vehicles are allowed to transport alcohol but cannot make any deliveries for other people. Private vehicle owners are to acknowledge Northern Territory Liquor Act, and Northern Territory Emergency Response Act, and it is to be remembered that responsibility prevails when carrying alcohol in all RGRC communities. It is

ADM009 – Vehicle Use Policy

also to be remembered that alcohol consumption while using a vehicle cannot exceed .05% (meaning 500mg/100ml of blood volume). Any conviction of DUI in a RGRC vehicle may result in disciplinary action.

RGRC vehicles are not permitted to compete in any car rally or competition, or be used for any commercial purpose outside of the RGRC's own operations. Where employees have full private use of a Four Wheel Drive vehicle, only appropriate recreational use of the vehicle is permitted. Appropriate off road use can be defined as utilising the vehicle only where access is provided by either a marked track/trail (e.g. camping ground access, fire trail, dirt roads), or where vehicular access is specifically allowed (eg. Beach driving). Where inappropriate private use of a 4WD results in damage to the vehicle, the employee using the vehicle will be responsible for all repair costs incurred.

6.2.2 Home Garaging of Vehicles

An employee who has authorised home garaging of a Council vehicle, as a employee benefit, will have this specifically provided through their employment contract or permission granted in writing by the CEO . The purpose of home garaging is for the employee to commute between the employee's place of residence and official place of work by the most direct route. The vehicle is not to be used for any other purpose outside work hours. The vehicle is only to be driven by a RGRC employee with a current Drivers Licence.

6.2.3 Use of Vehicles for Community Activities

The use of RGRC vehicles for any non business purpose must be approved in writing, prior to such use, by the relevant Departmental Managers. Such use will only be by RGRC employees and any request for use by an employee must be put in writing 48 hours prior to the time of the requested use. Any damage to the vehicle will be the responsibility of the employee and the employee will be required to make good any damage.

6.2.4 Pool Vehicles

RGRC vehicles which are not designated to any specific person or department are to be used for pooling. All pool vehicles will be controlled by Asset Department. Procedures for requesting pool vehicles and terms of using pool vehicle will be as referred on SOP for Pool Vehicles.

6.3 Fuel Cards

RGRC will supply all vehicles with a fuel credit card. Where Fuel card has not been provided, purchase orders are to be raised and approved by authorised personnel prior to filling the fuel tank. In the event where employee has no choice but to make out of pocket payment for fuel, receipts are to be kept for reimbursement. Reimbursement should be claimed by submitting 107-010 Expense Reimbursement Claim Form approved by authorized personnel to the finance department.

Fuel cards are to be used solely for RGRC use. The Fuel Card should be used only for the purchase of fuel (E10, ULP, Diesel or LPG only) and oil for RGRC vehicles. No other purchases are permitted on the fuel card. The use of this card for obtaining bonus points (i.e. Flybuys Points) is prohibited, as Council will be liable for Fringe Benefits Tax.

Fuel Cards must be surrendered to the Asset Manager upon termination of employment.

ADM009 – Vehicle Use Policy

Lost Cards must be reported immediately to the Asset Manager who will facilitate the cancellation of the Card.

6.4 Records of Usage (Log Books)

RGRC shall maintain records of vehicle usage in order that:

- the extent of operational and private use can be measured and to calculate fringe benefits tax liability for all RGRC vehicles and
- the person responsible for the vehicle when an infringement, damage or loss occurs for all vehicles can be identified.

Log books are to be filled out every time the vehicle is used. Log books are to be filled out with odometer readings every time the vehicle is used. Log book photocopies are to be handed to the Asset Manager at the end of every month for verification.

6.5 Security:

Vehicles must be:

- Parked in a safe and secure place at all times.
- Properly secured when unoccupied (i.e. keys removed, doors locked and security systems activated).
- Confidential material and expensive equipment must not be left in unattended vehicle.

6.6 Insurance

Losses or damage to any personal property carried or kept in a RGRC vehicle shall remain the responsibility of the officer to whom the vehicle is assigned at that time the property was placed in the vehicle, unless such property is used in connection with official business.

6.7 Servicing and Maintenance

Vehicles are to be maintained in a condition that reflects RGRC in a positive manner i.e. clean, tidy and well maintained. It is the responsibility of the driver, to whom the vehicle is allocated, to ensure that it is serviced and cleaned regularly inside and out. Drivers shall verify the oil, water, tyre pressure on a weekly basis. The Asset Department will maintain Pool Vehicle. Staff borrowing RGRC pool vehicle for a task must return it clean and tidy in accordance with the SOP.

Drivers are responsible for arranging the delivery of vehicles to the Roper Gulf Regional Council workshop for servicing and maintenance. They must contact the workshop in advance to make an appointment.

6.8 Driving Range

All RGRC Vehicles are to be used only within the Northern Territory. If vehicle are to be taken outside the Northern Territory, prior approval from the CEO is to be obtained.

ADM009 – Vehicle Use Policy

6.9 Modification in Vehicles

Except for emergency cases, no modifications can be made to any RGRC vehicles such as changing tires, or removing anything that belongs to the vehicle.

6.10 Accidents Emergencies

If the vehicle is stolen or damaged in an accident, the RGRC drivers shall comply with all legal and insurance requirements if involved in an accident, including:

- obtaining particulars of the other parties involved,
- notifying the Police and relevant authorities in accordance with the Road Traffic Act or any other relevant laws,
- notifying relevant Manager/Director and Asset Manager and
- submitting a Incident Form as listed in Annex A to HR Manager.

Employee should also immediately report any theft or damage, however slight, to the relevant Manager/Director and then to Asset Manager for repairs to be undertaken at the earliest.

6.11 Sharing of Resources

To promote safety and efficiency, please make every effort in advertising your travels to others in case someone needs to travel to the same area.

6.12 Safety Driving Standards

The employees of RGRC, while driving any vehicle owned, leased or under the control of Roper Gulf Regional Council, shall follow the rules and standards as prescribed in RGRC Light Vehicle procedure.

7. DISCIPLINARY ACTION

If an employee is found guilty of misusing Council Vehicle, a Formal Warning will be given by the immediate supervisor and Manager. Dismissal may be considered if the offence is believed to be serious enough. A copy of the Formal Warning will be placed on the employee's personal file.

8. REFERENCES

Acknowledgements (original author/source documents)	
Related Policies	ADM008 – Travel Policy for Employees and Councillors
Related Publications	
Related Procedures	<i>RGRC Light Vehicle Procedure</i>
Relevant Forms	<i>Vehicle Prestart Checklist Form Journey Management Form</i>

9. DOCUMENT CONTROL

Policy number	ADM009
Policy Owner	Asset
Endorsed by	OCM
Date approved	26/06/2013 OCM
Revisions	26/03/2014
Amendments	26/03/2014 OCM 28/10/2015 OCM
Next revision due	July 2017

10. CONTACT PERSON

Contact person

**Manager Governance, Corporate Planning
& Compliance**

Contact number

08 8972 9000