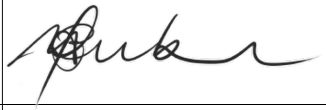
District Council of Elliston
Policy

Human Resources
E053 Vehicle Use

Signature	
Policy Issued & Effective from	18 February 2025
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Person responsible for maintaining	Chief Executive Officer

Refer to the last page of this document for the Document History Table

District Council of Elliston Policy

E053 Vehicle Use

1. Introduction

This Policy is intended to ensure the safety and wellbeing of vehicle users and the wider community, by ensuring:

- vehicle users comply with legal requirements;
- vehicles are maintained in an appropriate manner; and
- vehicles are used in a safe and efficient manner.

2. Summary and Duties

The District Council of Elliston (**Council**) has a duty of care to take all reasonably practicable steps to protect the health and safety of its employees and volunteers under Work Health and Safety legislation. This duty includes the provision of a safe working environment and includes the motor vehicles owned by the Council and the use of grey fleet when approved by the Chief Executive Officer (**CEO**).

The CEO has an obligation under WHS legislation to ensure adequate training and supervision is available for all Council employees to safely carry out their duties and Council employees must follow Council policies and procedures for safe work practices, including not creating a risk to their own safety or the safety of others in the workplace. This duty extends to the operation of Council owned motor vehicles and grey fleet when approved.

3. Background

Council provides services in a large geographic area and has approximately 20 vehicles to service the region, including special purpose vehicles such as graders and loaders. Travel within the Council area includes sealed, unsealed and unformed roads, and road and weather conditions can vary for a range of reasons, including rain, wind, harsh temperatures, flooding, bush fires and wild animals. As a result of the vast distances and harsh conditions, this policy intendeds to be an overview and the relevant employee must exercise appropriate care over their driving.

4. Manager Roles and Responsibilities

Relevant Managers must ensure:

- all journeys have been planned and steps taken to ensure that any risk is minimised
- Council employees and volunteers have appropriate training, experience and qualification prior to undertaking driving duties
- vehicles and equipment provided is appropriate for the specific trip and that the vehicle is roadworthy and appropriately registered
- the employee is familiar with emergency and breakdown procedures
- Council employees who have the responsibility for the selection of vehicles, consider what the vehicle is going to be used for and where the vehicle is travelling to, and ensure that additional safety features are equipped as required

5. Breakdown or Accident

In the event of a breakdown or accident in a remote area, the driver and passengers should remain near the vehicle (keeping a reasonable distance away in case of fire or explosion) as it provides a visible landmark for searchers and to avoid theft.

When another vehicle is involved in an accident, the driver must comply with all legal requirements, and must provide the following information to Council within 24 hours:

- description of the other vehicle (make, model and colour)
- registration number

- name of other driver
- other driver's address
- owner's name
- owner's address
- owner's phone number
- insurance company and type of cover (comprehensive/3rd party property)

Damage to property (other than vehicle):

- details of property and damage
- name, address and phone number of owner

If safe to do so, the employee should also:

- assess and make the area safe, if appropriate
- notify SAPOL and relevant authorities in accordance with all relevant laws
- assist the injured until appropriate help arrives

All incidents shall be reported to the relevant Manager and an Incident Form submitted through Skytrust within 24 hours of an incident occurring.

If travelling outside of the Council boundary on Council business, the employee must advise the Manager of their expected travel route and arrival time and advise such Manager of arrival as soon as possible.

6. Incident Investigation

All driving incidents will be investigated as per **EP015: Incident and Investigation Procedure**.

Council may establish a working group to investigate clusters of incidents if they arise. Employee representation will be included on this working group as appropriate.

Council reserves the right to seek a medical assessment of an employee based on the nature and number of incidents that an employee is involved in.

7. Emergency Equipment

All vehicles will be fitted with a fire extinguisher and first aid kit if required in an emergency situation. Employees should advise the Project and Procurement Officer if these items have been used so replacement can be made.

8. Insurance

Losses or damage to any personal property carried or kept in a Council vehicle remains the responsibility of that officer, unless such property is used in connection with official business.

9. Authorised Users/Drivers Licence Requirements

- Drivers must hold an appropriate and current Australia driver license, and a copy provided to Council, for the type of vehicle they are operating and must follow their driving licence conditions when they are in charge of the vehicle.
- Employees who require a licence to carry out their work and who have the licence cancelled either fully or partially, shall immediately notify the CEO in writing.
- Staff who operate Council vehicles, plant and equipment must posses the necessary licence and/or ticket.

10. Terms and Conditions of Vehicle Usage

- Drivers must not drive at night without the prior written consent from their Manager. Staff with the contracted personal use of vehicles are the exception to this rule.
- Where appropriate, a driver must complete the Driver TRAI.
- Maximum of 12 hours driving per driver per day whilst in a Council vehicle or whilst undertaking approved travel in grey fleet.
- In terms of fatigue, it is the responsibility of the driver of any Council vehicle to ensure they take appropriate steps to combat the effects of fatigue due to extended driving periods, ie ensuring regular rest stops
- Vehicles determined as unroadworthy by the CEO must receive CEO approval prior to being driven again.
- Council officers (the driver) must use Council motor vehicles in a lawful manner at all times.
- Any fines or charges imposed on a vehicle will be the responsibility of the driver at the time of the incident.
- Drivers must have zero alcohol and illicit drug levels during normal business hours and when 'on-call' and private users must be within legal limits.
- Vehicle users must obtain medical advice regarding the effect of prescription medication on driving ability and provide this medical advice to their direct Manager before taking possession of a Council vehicle.
- The use of a Council vehicle for the purposes of recreational hunting is prohibited, unless prior approval is obtained from the CEO.
- Off-roading, not in the course of Council business, is not permitted unless authorised by the CEO.
- Smoking and vaping is not permitted in Council vehicles at any time.
- Pre-starts and vehicle logs must be kept as required under WHS policies and procedures.
- Logbooks may be required if directed by the CEO.
- All parking fees incurred by employees engaged on Council business, will be reimbursed as travelling costs.
- All fines and infringements incurred by employees whilst driving the vehicle will be the responsibility of the respective employee.
- Fuel cards provided to Council employees must only be used for the refuelling of Council vehicles.

11. In Vehicle Monitoring System

In Vehicle Monitoring System (**IVMS**) is a system which may be fitted to Council vehicles that is designed to monitor driver or vehicle performance. IVMS delivers a range of benefits across a number of areas, including work health and safety, risk management, customer service, work scheduling and allocation, record keeping, fatigue management, route planning, emergency response, and securing and protection from litigation.

IVMS is currently fit to the graders operated by Council.

Data Usage Security and Access

The data collected from the IVMS will only be used by Council for purposes connected with the supply or services, or in connection with suspected illegal activity or misuse of Council vehicles or resources.

Data on usage of the graders will be monitored centrally. The system may be monitored live or accessed intermittently, to check driver behaviour, book and allocate jobs, respond to urgent customer issues, and locate employees.

The data from the IVMS may be used as part of Council's performance review process to monitor the efficient of employees to ensure that both capital and human resources are being used productively and ensure compliance with Council policies and procedures.

Data collected may also be used by the CEO as part of investigations for disciplinary purposes and as evidence during any disciplinary interviews. If an incident of complaint against an employee is made by a member of the public, Council may access data and historical reports to investigate claims in the interests of maintaining the integrity of our activities.

Council will not use or disclose information collected via an IVMS for a purpose other than as outlined in this policy.

Council may disclose an employee's personal information collected via an IVMS if:

a) The employee consents; or
b) The personal information is requested by a member or officer of a law enforcement agency for use in connection with the detection, investigation or prosecution of an offence or suspected offence; or
c) The personal information is required for use or disclosure for a purpose that is directly or indirectly related to civil or criminal proceedings.

12. Maintenance, Parking and Cleaning of Motor Vehicles

All costs associated with the maintenance and operation of the Council's vehicles, shall be borne by Council.

Council employees must ensure that vehicles are stored in a safe and secure manner and locked when not in use.

Council employees with any level of personal use of a vehicle shall be responsible for satisfactorily maintaining the motor vehicle in a clean and tidy condition at all times, which is to include both the inside and the outside of the vehicle, except when the vehicle is allocated to the Council vehicle pool.

Council employees are to advise the Project and Procurement Officer of any maintenance or service required.

13. Replacement Schedule

Vehicles will be replaced at a time considered appropriate by the Executive Leadership Team in consultation with employees and in accordance with the Infrastructure and Asset Management Plan. Light vehicles will be replaced at approximately 120,000 kilometres travelled or as determined through the annual budget process.

14. Allocation of Council Vehicles

Council vehicles will be allocated to employees in accordance with the categories detailed within this policy. To ensure clarity, Private Use means a fully maintained vehicle supplied by Council to be used by the employee for private purposes, subject to the following:

Category 1: Unrestricted Private Use

- Vehicle provided in lieu of any overtime payments for work beyond normal office hours

- Unlimited private use of the vehicle, including periods of authorised leave
- Vehicle expenditure is in accordance with employee contracts
- Responsibility for the vehicle remains with the Employee at all times, except when submitted to the Council vehicle pool
- In relation to Private Use, only the employee to whom the vehicle is issued, and their direct family member may drive the vehicle
- The submission of this vehicle to the Council vehicle pool is optional, however the vehicle will generally be available for Council use during business hours when requested
- At the end of employment, the vehicle must be returned to Council in a clean and tidy state, allowing for normal wear and tear

Category 2: Restricted Private Use

- Vehicle provided in lieu of any overtime payments for work beyond normal office hours
- Limited private use of the vehicle, including periods of authorised leave up to three (3) weeks in duration, as approved by the CEO
- Vehicle expenditure is in accordance with employee contracts
- Interstate travel is only allowed if approved by the CEO
- The vehicle is available for pool use during office hours
- Responsibility for the vehicle remains with the Employee at all times, except when submitted to the Council vehicle pool
- In relation to Private Use, only the employee to whom the vehicle is issued, and their direct family member may drive the vehicle
- The vehicle cannot be used for other businesses purposes, outside of Council operations
- At the end of employment, the vehicle must be returned to Council in a clean and tidy state, allowing for normal wear and tear

Category 3: On-Call Vehicle

- Vehicle provided to employee who is on-call outside of normal office hours
- Vehicle is housed at the employee's residence
- No private use of the vehicle is allowed, except for travel that is incidental to travel in the course of performing employment related duties
- The vehicle can only be driven by Council employees
- On-call vehicles are provided on rare occasions, and only with the prior approval of the CEO

Category 4: Pool Vehicle

- Vehicle is garaged at the Council office of Council depot
- No private use of the vehicle is allowed
- The vehicle can only be driven by Council employees or approved volunteers to undertake approved Council business
- Vehicle is to be kept clean and tidy at all times

15. Grey Fleet

At certain times, a Council employee may choose to use their own vehicle in the course of undertaking Council business. This is generally only when travelling outside Council boundaries for training purposes. Employees are required to complete the request for Grey Fleet Usage Form and seek CEO approval as such, prior to the commencement of travel.

Reimbursement for grey fleet usage will be made in accordance with Australian Taxation Office allowances.

16. Classification of Council Vehicles

Position	Class of Vehicle
Chief Executive Officer	Category 1: Unrestricted Private Use
Director, Business and Community	Category 2: Restricted Private Use
Director, Essential Services and Assets	Category 2: Restricted Private Use

17. Related Documents

- EP015: Incident and Investigation Procedure
- EP012: Remote or Isolated Work Procedure
- EP016: Plant and Equipment Procedure
- E004: Council Plant and Equipment Use

District Council of Elliston Policy

E053 Vehicle Use

DOCUMENT HISTORY				
Version	**Changes since last version**	**Approved by**	**Record No**	**Issue Date**
1	Original			