

# Shire of Wiluna Policy Manual

## VEHICLE USAGE

### Policy 2.27

---

#### OBJECTIVE

To provide clear guidelines regarding the use of Shire of Wiluna fleet vehicles.

#### DEFINITIONS

**'Business Use'** of Shire vehicles is defined as the use required to give effect to all of the Council's operational needs and services.

**'Commuter Use'** of Shire vehicles is defined as journeys directly between an Officer's place of residence and place of work.

**'Restricted Private Use'** of Shire vehicles is defined as private use other than commuter use within a radius set by the Council. The private use of a Council motor vehicles does not include that vehicle being used by the employee for the purpose of conducting a commercial business.

**'Full Private Use'** of Shire vehicles is defined as unrestricted private use within the State of Western Australia. The private use of Council motor vehicles does not include that vehicle being used by the employee for the purpose of conducting a commercial business.

**'Use Outside of Western Australia'** of Shire vehicles is defined as private use outside the State of Western Australia. This use on all occasions would require permission from the Council.

#### POLICY

1. The full private use of vehicles be available only to employees where negotiated as a condition of their contract of employment.
2. Other Officers may negotiate restricted private use or commuter use of Shire vehicles with the Chief Executive Officer.
3. All Shire owned vehicles be pool vehicles available for use by Shire employees and Councillors at all times when required for business purposes.
4. A designated driver shall be an employee of the Shire of Wiluna who:
  - a) Has been assigned the vehicle as part of their contract of employment; and
  - b) Holds a current Western Australian C (Car) or CA (Car Automatic) driver's licence or equivalent; and
  - c) Is responsible for the care and management of the vehicle.
5. An authorised driver shall be:
  - a) The holder of a current Western Australian C (Car) or CA (Car Automatic) driver's licence or equivalent; and
  - b) Any employee or Councillor other than the designated driver on Shire of Wiluna business who is required to drive the vehicle as part of their duties and responsibilities; or
  - c) The designated driver's spouse or partner; or
  - d) Any other person authorised in writing by the Chief Executive Officer; or
  - e) Any other person provided a designated driver is physically present in the vehicle.
6. The designated regions for full private use shall be, unless otherwise set out in the Officer's contract of employment:

## Shire of Wiluna Policy Manual

- a) Throughout Western Australia for the Chief Executive Officer and Senior Managers; and
  - b) Adjoining Shires and to Perth and Kalgoorlie for all other Officers.
7. Full private vehicle use does not include long service leave unless prior written approval is provided by the Chief Executive Officer or as specifically written in the Officer's contract of employment.
  8. Restricted private use does not include annual leave or long service leave unless prior written approval is provided by the Chief Executive Officer or as specifically written in the Officer's contract of employment
  9. Any personal items left in Council vehicles are not insured under the Council's insurance policy if stolen or damaged and are therefore solely the responsibility of the owner of the personal items.

### GENERAL CONDITIONS OF USE

The following general conditions are applicable to the use of a Council motor vehicle:

1. Smoking is strictly prohibited within Shire motor vehicles at all times.
2. The motor vehicle shall be operated in a reasonable manner in accordance with all relevant acts, regulations and Council policies. The designated driver, his/her spouse/partner, or any other authorised person who drives the motor vehicle is financially responsible for any fines and/or infringements received during the operation of the motor vehicle.
3. The Shire of Wiluna will be financially responsible for the maintenance of the motor vehicle but it is the responsibility of the designated driver to ensure that the motor vehicle has a sufficient amount of fuel/lubricant, water and correct tyre pressure in between scheduled servicing. Where the motor vehicle has been equipped with a first aid kit or fire extinguisher, it is the responsibility of the designated driver to ensure that the first aid kit or fire extinguisher is adequately stocked or charged at all times or replacement stock ordered through the Shire's Technical Services section when used/expired. The authorised person shall comply with the following conditions in respect to the motor vehicle in his/her care:
  - a) Advise the Council's Technical Services section when scheduled servicing of the motor vehicle is due or repairs are required;
  - b) Wash, clean and vacuum the motor vehicle as often as required;
  - c) Drive the motor vehicle responsibly and legally, observing all road rules and traffic regulations;
  - d) Secure the motor vehicle when parked in public/private places;
  - e) Examine the motor vehicle prior to use for any damage, operation of light and indicators, tyre pressure etc; and
  - f) Report any motor vehicle accident immediately (or as soon as practicable) to the Chief Executive Officer or Manager Technical Services.
4. A Council motor vehicle used for any of the purposes outlined in this Policy shall be properly housed and secured at the place of residence of the designated driver where appropriate.
5. Any designated driver or authorised driver shall immediately advise the Chief Executive Officer if his/her driver's licence is suspended or cancelled.
6. Any designated driver or authorised driver shall immediately surrender the motor vehicle to the Shire upon:

## Shire of Wiluna Policy Manual

- a) Cancellation or suspension of his/her driver's licence;
  - b) Failure to operate or maintain the vehicle to an acceptable standard;
  - c) Unable to operate the vehicle in a safe manner, including changing a tyre in remote locations;
  - d) Leaving the employment of the Shire of Wiluna; or
  - e) No longer being an elected member of the Council.
7. Designated drivers excluding works crew members are to undertake a monthly 'General Vehicle Safety Checklist' and 'Remote Travel Vehicle Checklist' as required.

Document Control	
Responsible Directorate	Office of the CEO
Relevant Section	Corporate
Legislative Requirement	
Council Meeting Held & Adopted, Resolution #	14 Dec 2015 183/15
Amendments, Date & Resolution #	
Review Dates & Resolution #	
Next Review Date	