



# **Blackall-Tambo**

## **Regional Council**

### **Vehicle Policy**

Version Number: Five	Effective Date: 21/8/2024
Procedure Compiled by: Governance Coordinator	Review Date: 21/8/2028
Procedure Approved by: Chief Executive Officer	

#### **1. Principles**

This Policy is directed at improving efficiency, reliability, and safety by supporting councillors, employees, volunteers, and contractors in the performing their duties.

Employees shall be allocated a vehicle which is fit for purpose and approved by the Chief Executive Officer.

Due to the size and location of Blackall-Tambo Regional Council, private use of vehicles may also be used to attract and retain quality employees.

#### **2. Applicability**

This Policy applies to all persons who drive a Council vehicle including, but not limited to a Councillor, employee, contractor, sub-contractor, and volunteer.

#### **3. General**

- 3.1.** An operator must have a current driver's license applicable to the class of vehicle being driven. An operator must immediately advise their supervisor if their license is cancelled or suspended or of any other limitation that restricts their driving.
- 3.2.** Learner drivers and provisional drivers must display the appropriate plates (P or L) on the vehicle while driving.
- 3.3.** All vehicles must be housed in the Council depot or administration office car park each night unless specifically allowed by this Policy.
- 3.4.** If the operator has home use of the vehicle, it must be parked within the boundary of the operator's property at night and not be parked on the road reserve.
- 3.5.** When requested by the Chief Executive Officer, the operator shall maintain an accurate logbook for the use of their vehicle.
- 3.6.** A Council vehicle must be available for Council business use during normal working hours when not required by the operator.
- 3.7.** For operators with private use, the vehicle is to be garaged at the Council depot or administration office when the operator is on extended periods of annual leave, long service leave or sick leave unless the Chief Executive Officer approves of other arrangements.



- 3.8. Smoking, vaping and use of e-cigarettes in all Council vehicles is prohibited.
- 3.9. Keys are not to be left in parked vehicles at any time and the vehicle must be locked when left unattended.
- 3.10. All Council vehicles will have Blackall-Tambo Regional Council logos displayed on both sides and on the rear of the vehicle. The vehicle must be marked with a plant number. Cars and utilities shall display the small logo while trucks and plant shall display a large logo.

#### **4. Safe Operation of Vehicle**

All employees using Council Motor Vehicles must ensure they are operated in a safe manner to ensure, to the extent possible, that the user of the vehicle, passengers and the public do not come to harm as a result of the vehicle is operated. The safe operation of the vehicle also reduces the risk of damage to the vehicle.

To ensure safe operation of the vehicle drivers must ensure that as a minimum the following factors apply:

- Vehicles are only to be driven by authorised person.
- The vehicle must be driven in a safe and responsible way with due regard to the road conditions.
- State road rules must be complied with in respect to speeds travelled, traffic management and vehicle operation.
- Officers must not drive vehicles or operate plant when impaired by drugs or alcohol. Staff and drivers must observe prescribed legislation for the class of plant of vehicle being used.
- The vehicle is not to be operated by a person who faculties are impaired due to the taking of prescribed or illicit drugs.
- The vehicle is not to be operated by a person who is fatigued.
- It is the responsibility of a driver/operator to observe all safe vehicle requirements.

#### **5. Maintenance**

- 5.1. Vehicles are an asset of the Council for which value must be maintained.
- 5.2. Vehicles must be made available to the Workshop Supervisor for servicing in accordance with the manufacturer's specifications, or when otherwise required.
- 5.3. If any malfunction of a vehicle, however minor, has been observed, the driver must advise the Workshop Supervisor immediately.
- 5.4. Where a fuel card is issued for a particular vehicle, fuel may be purchased using the card or through the depot refueling system. The fuel card must always be kept in the vehicle and dockets submitted to the appropriate officer.
- 5.5. The operator is responsible for the regular checking of fuel, coolant, oil, battery fluid, brake fluid, windscreen washer fluid and tyre pressure.
- 5.6. The operator must maintain the vehicle (internal and external) in a clean and tidy condition.



## **6. Accident Procedure**

If a vehicle is engaged in an accident or incurs damage (however minor), then the operator's supervisor must be notified immediately, and an incident report must be completed by the end of the next working day.

## **7. Penalty Notices and Convictions**

- 7.1.** An employee convicted of drink driving or consumption or use of an illegal drug in association with a crash and/or incident, will be liable for all costs associated with the repair of such vehicle/vehicles.
- 7.2** If a driver is charged and found guilty of a driving offence which results in cancellation or suspension of their licence all Council vehicle use will be suspended immediately and the vehicle returned to Council.
- 7.3** Traffic infringement fines incurred are the responsibility of the driver at the time of the infringement. The allocated driver (responsible for the vehicle) must be able to identify whether it was an alternative driver.

## **8. Council Image**

The operator must always ensure that the vehicle is driven in a lawful manner, and the passengers behave in a way that upholds Council's image in the community.

## **9. Passengers**

Except for Category 1 and 2 , only passengers associated primarily and specifically with the business of Council may be carried as passengers in a Council vehicle. The Chief Executive Officer must expressly approve any other passengers.

## **10. Alternative Driver**

For Category 1, 2 and 3 use, an alternative driver may drive the vehicle for logistical or safety purposes (e.g., airport drop off, long distance travel etc.).

## **11. Exceptions**

Any variation to the conditions in this Policy must be expressly approved by the Chief Executive Officer and may include the use of a council vehicle by a non-council employee where it is deemed appropriate.

## **12. Determination of Vehicle Category**

The Chief Executive Officer determines the category each employee falls under in the letter of appointment upon commencing employment with Council and through any subsequent reviews of performance. The Chief Executive Officer may withdraw use of a vehicle where a breach of any policy of the Employee Code of Conduct is determined.

## **13. Vehicle Pooling**

Council vehicles when not in use must be made available to other staff if necessary. This includes when staff are on leave.



## 14. Categories of Vehicle Use

### Category 1 - Open

*Usage:*

1. Private use is limited to the State of Queensland unless otherwise approved by the Chief Executive Officer.
2. The Officer shall have full unrestricted private use of the vehicle, including weekends, public holidays and periods of paid leave up to a maximum of five weeks or unpaid leave up to a maximum of three weeks.
3. Fuel will be supplied for all travel within Queensland while the officer is on annual or long service leave for a period of up to and including five weeks. For any travel outside of Queensland the officer will be responsible for meeting the fuel costs unless prior approval has been given by the Chief Executive Officer.
4. The vehicle is available for use by the employee and persons nominated by the driver on the form provided by Council and provided that the driver has an appropriate drivers licence. No other person, other than an authorised Council driver, is to drive the vehicle, other than in an emergency, without specific approval of the Chief Executive Officer.

### Category 2 – Restricted Open

*Usage:*

1. Private use is limited to the State of Queensland with fuel supplied by Council up to 1000kms from the usual place of work, unless otherwise approved by the Chief Executive Officer.
2. For any travel outside the 1000km radius the Officer will be responsible for meeting fuel costs unless prior approval has been given by the Chief Executive Officer.
3. The private use is available for all outside work hours including RDO's and annual leave up to a period of five weeks.
4. During work hours the vehicle remains a pool vehicle and must be available for use by other staff, as and when required.
5. No other person, other than an authorised Council employee, is to drive the vehicle, other than in an emergency, without specific approval of the Chief Executive Officer.

### Category 3 – Commuter Use

*Usage:*

1. This type of vehicle use provides use of a fully maintained vehicle to a Council employee who is allocated a vehicle as part of their role with Council.
2. No private use of the vehicle is permitted unless prior approval is provided by the Chief Executive Officer.
3. Vehicles under this category are required primarily and specifically for operational or business activities of Blackall-Tambo Regional Council.
4. The vehicle is to be used for work purposes only and for travel between home and the worksite/workplace.
5. The vehicle can be used for after-hours callouts.
6. The vehicle must be returned to the workplace in all instances of leave exceeding two days or circumstances where the manager deems there is a reasonable operational need for the vehicle during the officer's absence.
7. During work hours the vehicle remains a pool vehicle and must be available for use by other staff, as and when required.
8. The vehicle must only be driven by an authorised and licensed Council employee.



**Category 4 – Work Use Only**

1. No private use of the vehicle.
2. Vehicle to be garaged at the Council depot or administration office.
3. In cases where staff are returning late from working on rural road and the depot is locked, the employee may garage the vehicle overnight at home and return it to work in the morning, informing their supervisor at the first available opportunity.

**Category 5 – Visitor Use**

*Usage:*

1. Use by visitors is at the discretion of the Chief Executive Officer.

**15. Breach of Policy**

A failure by employees, volunteers and contractors to comply with this policy may result in disciplinary action being taken against them. It may also result in access to Council vehicles being withdrawn.

**16. Associated Documents**

- Employee Code of Conduct Policy
- Councillor Code of Conduct Policy
- Drug and Alcohol Policy
- Credit and Fuel Card Policy
- Councillor’s Expenses Reimbursement Policy

**17. Version Control**

Version One	19/04/2019
Version Two	15/01/2020
Version Three	20/07/2022
Version Four	16/11/2022
Version Five	21/08/2024