



Blackall-Tambo

Regional Council

Vehicle Policy

Version Number: Four	Effective Date: 16/11/2022
Procedure Compiled by: Chief Executive Officer	Review Date: 16/11/2026
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 (extended leave is in excess of three weeks) unless the Chief Executive approves of other arrangements.



- 3.8. Smoking in all Council vehicles is prohibited.
- 3.9. Carrying pets in Council vehicles is prohibited.
- 3.10. Keys are not to be left in parked vehicles at any time and the vehicle must be locked when left unattended.
- 3.11. 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.
- The vehicle is not to be operated by a person with a blood alcohol content exceeding 0.05%.
- The vehicle is not to be operated by a person who faculties are impaired due to the take of drugs (prescription or illicit).
- The vehicle is not to be operated by a person who is fatigued.

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.
- 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 Rates 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, and the passengers behave in a way that upholds Council's image in the community.

9. Passengers

Except for Category 1, 2 and 3 use, only Councillors' or Council employees, volunteers or contractors 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.

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.

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. Employees with categories 1 and 2 use are exempt.

14. Categories of Vehicle Use

Category 1 (a) - Open

Usage:

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1. Private use throughout Australia.
2. The operator is responsible for regular checking of fuel, coolant, oil, battery fluid, windscreen washer fluid and tyre pressure; as well as keeping the vehicle (internal and external) in a clean and tidy condition.
3. To be garaged off road and on the operator's property.

Category 1 (b) - Open

Usage:

1. Private use throughout Australia. Re-fueling the vehicle outside the Local Government Area is the responsibility of the employee.
2. The operator is responsible for regular checking of fuel, coolant, oil, battery fluid, windscreen washer fluid and tyre pressure; as well as keeping the vehicle (internal and external) in a clean and tidy condition.
3. To be garaged off road and on the operator's property.

Category 2 – Restricted Open

Usage:

1. Private use throughout Queensland. Re-fueling the vehicle outside the Local Government Area is the responsibility of the employee.
2. The operator is responsible for regular checking of fuel, coolant, oil, battery fluid, windscreen washer fluid and tyre pressure; as well as keeping the vehicle (internal and external) in a clean and tidy condition.
3. To be garaged off road and on the operator's property.

Category 3 – Shire Use Only

Usage

1. Private use throughout the Shire. Re-fueling the vehicle outside the Local Government Area is the responsibility of the employee.
2. The operator is responsible for regular checking of fuel, coolant, oil, battery fluid, windscreen washer fluid and tyre pressure; as well as keeping the vehicle (internal and external) in a clean and tidy condition.
3. To be garaged off road and on the operator's property.

Category 4 – Standby Use (Blackall and Tambo) - Employees required to do call out works.

Usage:

1. Home to work use taking the most direct route.

Category 5 – Work Only Use

Usage:

1. No private use of the vehicle.
2. Vehicle to be garaged at the Council depot or administration office.
3. In cases where foremen are returning late from working on rural roads (e.g., Jericho Road) and the depot is locked there is approval to garage the vehicle overnight at home and return it to work in the morning.

Category 6 – Visitor Use

Usage:

1. Private use as approved by 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
- 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