



District Council of Cleve

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Policy Name: 8.1 - COUNCIL VEHICLE

1. INTRODUCTION

The purpose of this Policy is to provide guidelines for the allocation and use of Council vehicles to employees.

2. ALLOCATION & FEATURES OF COUNCIL VEHICLES

Generally, all vehicles provided by Council to employees will have, as standard, the following features.

- Diesel powered (where appropriate)
- Window tinting
- ABS Braking
- Cruise control
- Air conditioning
- Tow bar
- Nudge bar (where appropriate)

3. DEFINITIONS

Private Use: Means a fully maintained vehicle supplied by Council to be used, subject to the following conditions, by the employee for private purposes.

4. CRITERIA FOR ALLOCATING COUNCIL VEHICLES

- Compliance with the General Conditions for use of Council Vehicles.
- Use of the vehicle outside of South Australia must be approved, in writing, by the Chief Executive Officer. Approval for the Chief Executive Officer is given by the Mayor.
- Use of the vehicle for leave, in excess of 4 weeks must be approved in writing, by the Chief Executive Officer.
- The vehicle may be driven by members of the employee's immediate family (who hold a current South Australian driver's license) who live with the employee.

There are a finite number of Council vehicles. As such, Council vehicles will be allocated to employees in accordance with the following categories:

CATERGORY 1 Specific Salaried Positions

*Please also refer to section 4 General Conditions for use of Council vehicles.

Chief Executive Officer

- Council makes no payment for overtime and/or time off in lieu as Council vehicle is automatically available for these appointments.
- The Chief Executive Officer has unlimited private use of the Council vehicle
- The employee is responsible for organising for the vehicle to be maintained, serviced and cleaned in an appropriate manner. Please check the vehicle maintenance book on how to correctly check tyres, fluid etc.
- When not in use the vehicle will remain available for administration employees and/or Elected Members to attend to official duties or functions on behalf of Council.

Manager Infrastructure and Civil Works

- Council makes no payment for overtime and/or time off in lieu as Council vehicle is automatically available for these appointments.
- Subject to the following limitation, the Works Manager has unlimited private use of the Council vehicle
- The Works Manager may use the vehicle during periods of annual or long service leave provided all fuel used for private use during such periods is paid for by the Works Manager.
- The employee is responsible for organizing for the vehicle to be maintained, serviced and cleaned in an appropriate manner. Please check the vehicle maintenance book on how to correctly check tyres, fluid etc.
- When not in use the vehicle will remain available for administration employees and/or Elected Members to attend to official duties or functions on behalf of Council.

Works Supervisor

- The employee is responsible for organising for the vehicle to be maintained, serviced and cleaned in an appropriate manner. Please check the vehicle maintenance book on how to correctly check tyres, fluid etc.
- The Assistant Works Manager shall have limited private use of the Council vehicle allocated for that position in lieu of payment for working overtime as occasionally required to fulfill duties out of hours on behalf of Council, limited as follows:
- The vehicle will remain as a fleet vehicle with Council use having priority at all times
- Private use by the Assistant Works Manager is limited to within the boundaries of the Council area
- The vehicle is not available for use by the Assistant Works Manager during periods of annual or long service leave.

CATEGORY 2 Commuter Use

The Chief Executive Officer has the discretion to allocate a Council vehicle under this category to employees who meet the following criteria:

- If the employee concerned, under contract or on a salary (subject to negotiated conditions), where the nature of the position requires a motor vehicle to be available;
- If the employee concerned requires regular and constant use of a Council vehicle to perform duties (e.g. surveillance, emergency relief, regular emergency call-out, inspections, etc.) and where the use of a short-term vehicle would seriously inhibit or adversely affect the provision of such services;
- If the employee regularly attends to official Council business out of regular work hours on four or more nights per week; or
- If, as an essential part of normal work requirements, an employee in this category
- commences and finishes duty at a worksite, other than their normal headquarters, on at least four days per week; e.g. patrol grader

The allocation of the Council vehicle may be permanent or temporary.

Where the Council vehicle is allocated on a permanent basis, the allocation may be altered by the provision of 4 weeks written notice from the Chief Executive Officer.

Where the Council vehicle is allocated on a temporary basis, the employee's use of the Council vehicle is limited to the period for which the employee is engaged in activities that warrant the allocation of that Council vehicle.

In situations where it is not possible to arrange overnight parking at the worksite or other off-site locations, an employee in this category may be granted permission by the Chief Executive Officer to drive a vehicle between home and work. This arrangement is not based on any other criteria.

Allocation of Council vehicles to employees in this category may be changed or allocated to another employee at any time. These arrangements can be approved and varied by the Chief Executive Officer.

An employee who is allocated a Council vehicle under this category must drive the Council vehicle on a direct route between the employee's workplace(s) and home.

Whilst at the employee's home, the Council vehicle must be parked in a secure manner and must not be used for any private purposes by the employee to whom it is allocated.

The travel between home and work for employees under this category who are allocated a Council vehicle will be treated as Council business for the purpose of fuel costs.

CATEGORY 3- One off occasional use

An employee may, upon the approval of a Senior Manager take a Council vehicle home on a single occasion under the following conditions:

- Where the use of the Council vehicle is required to perform duties including training, surveillance, emergency relief, emergency call out, inspections, etc.; or
- Where it is impractical for the Council vehicle to be returned to the Council's parking site following the completion of Council related task.

The allocation of a Council vehicle to employee in this category must be driven directly to and from the employee's workplace (s) and home, as approved. Whilst at the employee's home, the Council vehicle will be parked in a secure manner and must not be used for private purposes.

The travel between home and work for employees under this category who are allocated a Council vehicle will be treated as Council business for the purposes of fuel costs.

5. GENERAL CONDITIONS FOR USE OF COUNCIL VEHICLES

Any employee allocated a Council vehicle under this Policy will be required to abide by the following:

- The employee shall ensure that the vehicle is driven for an appropriate use and in a responsible manner at all times, being mindful of community perception. Any improper conduct and/ or misuse of Council's vehicles will not be tolerated.
- The vehicle is not to be used for any commercial or income producing activity or pursuits engaged in by the Employee

- The employer shall be responsible for all costs associated with the vehicle including, but not limited to, registration, insurance, fuel, maintenance and Fringe Benefit Tax.
- All drivers must hold the appropriate and current South Australian driver's licence;
- Learner Drivers are not permitted to drive a Council vehicle.
- The consumption of alcohol and/ or the use of any prohibited substances, including marijuana, are strictly prohibited in Council vehicles.
- In terms of driver 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 (i.e. regular rest stops).
- Smoking is not permitted in Council vehicles;
- Passengers are not to be charged any fee for travel;
- Passenger seating limits are not to be exceeded and seat belts are to be used at all times;
- Any person permitted to drive a Council vehicle must at all times obey all traffic laws
- Payment of any fines or expiations resulting from an infringement will be the responsibility of the person who is driving the Council vehicle at the time of infringement;
- The person to whom the vehicle is allocated will keep accurate records of Council vehicle usage. This is required so that:
 - Drivers can be identified if a traffic infringement occurs;
 - Records of private use can be prepared for fringe benefits tax purposes (log book must be filled out); and
 - Council can appropriately manage its risks
- Council vehicles are to be secured when unattended by the employee to whom that vehicle has been allocated by locking the Council vehicle and, wherever possible, keeping it in a garage.
- Care and cleanliness of the Council vehicle shall be maintained at all times, and
- Council vehicles should be cleaned inside once per week.
- Council vehicle should be cleaned externally on an as needs basis but not less than once per month.
- Bird droppings should be cleaned from a Council vehicle as soon as they are noticed to avoid damage to paintwork;
- The carrying of animals in Council vehicles is prohibited, excluding vehicles allocated for that purpose.
- No modifications to a Council vehicle are permitted unless authorised by the relevant manager.
- All damage to paintwork or glass to be reported straightaway to allow repairs as appropriate; and
- Interiors to be kept free of litter and rubbish at all times
- Where the employee fails to maintain the vehicle in a clean and tidy manner the Council may, after the employee has been requested and failed to undertake the action to rectify the situation, arrange for the cleaning or maintenance to be undertaken and charge all of Council's costs to the employee.
- The employee is responsible for ensuring that the vehicle is returned to Council in a clean and tidy state allowing for normal wear and tear.
 - In the event of an accident, the employee to whom the vehicle is allocated must report the accident to Senior Management, take photos and fill in the necessary paper work for the insurance requirements. The Incident Reporting and Investigation Procedure must be followed including the completion of an Incident Report. The employee may also require a drug & alcohol test as per the Drug and Alcohol Policy.
- With the exception of Council vehicles allocated under Category 1, Council vehicles may only be driven by Council employees or Elected Members.
- With the exception of Council vehicles allocated under Category 1, only persons on official Council business can be carried in Council vehicles without the written permission of the Chief Executive Officer.
- All Council vehicles allocated to individual employees under this Policy will be available for use by other employees for Council business purposes during normal working hours.

- In the case of Council vehicles allocated under Category 2 those vehicles must also be made available for use by arrangement by other Council employees outside of normal business hours if required.
- Council will ensure that vehicles are not allocated in a discriminatory matter.
- In every case, Council will be responsible for the cost of fuel when the Council vehicle is being used on Council business.

6. LEGISLATION

Road Traffic Act 1961

7. AVAILABILITY OF THE POLICY

This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website <http://www.cleve.sa.gov.au>. Electronic versions are the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

8. ADOPTION OF POLICY

This Policy was adopted by the Council at its Ordinary Council meeting on 13th April 2021.



Peter Arnold
Chief Executive Officer

9. DOCUMENT REVIEW

This document will be reviewed by the District Council of Cleve following Council elections every (4) four years.

10. REVIEW HISTORY

Version	Issue Date	Author	Reason for Change
4.0	13/04/2021	Jodie B	Minor updates following Council election 2018 Formatting Added legislation, availability of policy, adoption of policy, document review and review history sections.