



Policy Title: **USE OF WORK VEHICLES & PLANT
INCLUDING COUNCIL OWNED TRAILERS
POLICY**

Policy Type: **HUMAN RESOURCES**
(Statutory, Financial, Administrative, Human Resources)

Policy Number: **HR018**

Approved by Council	Last Review	Current Review	Next Review
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Implementation Department		Officer Name	
Corporate Services		Human Resource Manager	
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6.0	01-03-HR020		

1. Purpose of the Policy

The purpose of this policy is to provide a set of guidelines for employees (and Councillors) using Council Work Vehicles, Plant including Council owned Trailers.

This policy applies to all Council staff and other related personnel who have use and / or permission to use a Council vehicle and where relevant, operates in conjunction with an employee's contract of employment.

2. Policy Provisions

The Vehicle or Plant driven by an employee is the responsibility of that employee. It has been purchased with community funding for the benefit of the whole community. The vehicle is to be used for Council work purposes and must not be damaged during the course of that use. Accidental damage must be reported to your Director as soon as possible. A WH&S incident report and insurance claim form must be completed and submitted to the Workplace Health and Safety Advisor, Procurement Officer and your Director.

3. Ownership of the Vehicle

The vehicle, plant item or trailer remains the property of Aurukun Shire Council, at all times.

Aurukun Shire Council will pay all taxes, registrations, insurance premiums, running costs and maintenance & repair expenses associated with the running of the vehicle, plant or trailer.

4. Licence/Certificate of Competency

Employees must maintain a current driver's licence or certificate of competency. Employees must notify Aurukun Shire Council immediately if their licence is suspended or cancelled. Employees may be required to provide their licence at any time.

If it is a requirement of an employee's employment that they to drive a motor vehicle/plant item, the suspension or cancellation of the employees' licence may result in redeployment to other suitable duties, transfer to another Department should a position be available or instant dismissal.

5. Hours of Operations

Hours of use for Council owned Vehicles or Plant are 7.00am to 4.15pm weekdays, except when performing authorised overtime or if private use is documented in employment contract.

Council vehicles/plant driven outside these hours without written authorisation of the relevant Director will be reported to the Police as stolen.

The only exception to this will be vehicles/plant returning for works on the access road or outstations and vehicles being used by the Director Technical Services.

No Council owned Vehicle, Plant, or Trailer is to be used for private purposes, unless written authorisation is given by the CEO.

6. Maintaining Aurukun Shire Council's Vehicle

Vehicles must be locked and garaged securely within the Council Works depot yard before 4.15pm each workday. Vehicles where private use or home garaging is allowed must be secured within a yard, garage or container at place of residence.

On a daily basis and before driving a Vehicle or Plant the responsible person must check and ensure oil and water levels are correct. Complete the vehicle/plant logbook and submit copies of the completed sheets (weekly) to the Workshop Supervisor and WH&S Advisor.

The responsible person must ensure that the Vehicle/Plant item is kept in a clean and tidy condition at all times.

Any mechanical defects are to be reported immediately to the Workshop Supervisor. Trailers must be regularly checked and serviced. All damage whether accidental or negligent must be reported to the Workshop Supervisor and an Incident Report filed for Insurance claim immediately.

Any physical damage, dents, cracked windscreens as a result of an accident whilst driving or parked or attacked by persons must be reported to the Workshop Supervisor immediately and reported to the Police and an Insurance claim lodged. An incident report form for this purpose must be completed and handed to the Workplace Health and Safety Advisor, Procurement Officer and your Director.

Please note, if the damage is caused by the negligence of the driver/operator, Council will take steps to recover the costs of repairs from the driver/operator.

7. Approved Operation of Council Vehicles/Plant

Council owned vehicles and plant are only to be driven within the area, on formed roads. The only exceptions will be:

- a) vehicles and Plant being driven to and operated on the access road during normal work hours;
- b) contract employees where the private use of a Council vehicle is included in their employment contract.

Any other vehicles/plant to be driven/operated outside the Town area must be approved in writing by the relevant Director.

Council vehicles cannot be driven:

- a) on unformed undeclared roads;
- b) on roads that have been closed by the relevant Authority or the Qld Police Service.

Please note, that if any Vehicle/Plant is driven on unformed roads without the written approval of the relevant Director, and bogged, damaged or both the costs to recover the vehicle will be charged to the driver/operator.

8. Safe Operations And Conditions Of Use Of Council Vehicles/Plant

Council owned vehicles and plant are only to be driven during normal working hours, Monday to Friday unless written approval is received prior to COB on any given work day for Council vehicles to be used for private use.

All Council employees and other related personnel must:

- a) adhere to road rules, Council policy, laws and applicable legislation of that area and/or State;
- b) must wear seat belts at all times;
- c) must adhere to local and State enforced speed limits;

- d) must NOT drive and/or operate Council owned vehicles/plant whilst under the influence of alcohol and/or whilst drug affected;
- e) must drive and/or operate Council owned vehicles/plant in a safe and considerate manner;
- f) must NOT operate a Council owned vehicle / plant beyond the manufacturer's recommendations of use.

The Council vehicle assigned to a responsible officer must not be used:

- a) for transportation of non-Council persons or goods for hire or reward;
- b) for any unlawful purpose;
- c) for any purpose of a commercial nature which is not Council related (e.g. a personal business venture);
- d) to compete in any race, speed test, car rally or competition whatsoever;
- e) in a manner which may contravene the insurance policy and result in refusal to honour the insurance cover and/or the vehicle manufacturer's warranty.

Failure to adhere to the safer operations and use of a Council owned vehicle/plant will result in disciplinary action and/or instant dismissal.

9. Traffic and Vehicle Infringements

It is the authorised user's responsibility to ensure the safe and legal operations of Council owned vehicles/plant.

Council's Policy No: HR028 – Motorised Vehicle Infringement Policy states "Council will not accept any traffic infringements (including, but not restricted to, parking fines, tollway fines and road traffic offences such as speeding fines) incurred by the authorised user, or persons allowed to use the Council supplied motorised vehicle by the authorised user".

10. Associated Documentation

Incident Reports

Insurance Claims

Council Policy No: HR004 - Drug and Alcohol

Council Policy No: HR028 - Motorised Vehicle Infringement Policy

Council Policy No: HR013 - Staff Use of Pool Vehicle