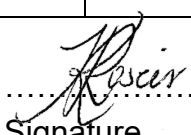




Policy Title: **STAFF USE OF AURUKUN SHIRE COUNCIL
(ASC) POOL VEHICLE POLICY**

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

Policy Number: **HR013**

Approved by Council	Last Review	Current Review	Next Review
	May 2020	20 June 2023	May 2024
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Approved by CEO/Director:	Kate Rosier CEO	 Signature.	
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Implementation Department		Officer Position	
Technical Services Corporate Services		Director Technical Services Director Corporate Services	
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5.0	01-03-HR013		

STAFF USE OF POOL VEHICLE POLICY

1. PURPOSE OF THE POLICY

The purpose of this Policy is to outline conditions and obligations of Aurukun Shire Council employee's use of the pool vehicle provided by Aurukun Shire Council for use of private activities, namely weekend shopping trips to Weipa.

2. COMMENCEMENT OF THE POLICY

This Policy will commence from 20 June 2023 and replaces Staff Use of Pool Vehicle Policy of Aurukun Shire Council relating to Aurukun Shire Council vehicles (whether written or not).

This Policy does not form part of any employee's contract of employment.

3. SCOPE

Aurukun Shire Council provides a vehicle for externally recruited staff to use for weekend shopping trips to Weipa via the direct route along the Aurukun Access Road and the Peninsula Development Road.

The staff eligible for this privileged use of the pool vehicle are all Aurukun Shire Council Supervisors, Managers and other employees who are externally recruited permanent residents of Aurukun and do not have a private or approved Aurukun Shire Council vehicle. Others eligible for this privilege will be determined by the CEO. Only Aurukun Shire Council staff and their direct families are to travel in this vehicle.

4. POLICY GUIDELINES

(a) Booking:

The system will require a pre-booking arrangement where recurring bookings will not be taken. Only a single pre-booking entry will be accepted. The booking will be done by electronic diary entry, controlled by the Human Resources Manager or Human Resources Officer.

Booking of the vehicle shall only be accepted for one (1) overnight period which includes Public Holiday Weekends

*Example: Friday afternoon to Saturday afternoon
Saturday morning to Sunday afternoon*

Staff requiring the vehicle for an extended period beyond the nominated times, will submit a request which is to be determined by the CEO.

4.2 Fuel and Cleaning:

The vehicle will be provided with a full tank of fuel, any additional fuel required will be at the driver's expense. The vehicle will be supplied in a clean and presentable condition and must be returned in the same condition. Failure to return the vehicle clean will incur a cleaning fee or exclusion from future use.

Refuelling on return of the vehicle will be Council's responsibility, other than:

In the event the vehicle is booked out over the weekend by two separate employees on consecutive days, a fuel card for the public bowser will be provided to the first booking to ensure the car is refuelled for the next day's use. This card must be returned to Reception on the next working day.

4.3 Sharing:

Consideration must be given to other Aurukun Shire Council employees wishing to travel to the same destination. If there is room in the vehicle priority must be given to other Aurukun Shire Council employees requiring transport.

4.4 Alcohol:

The consumption or carriage of alcohol is prohibited at all times. The purchase of alcohol whilst using the vehicle at any bottle shop outlets in Weipa is prohibited.

5. RESPONSIBILITY FOR EXPENSES

If Aurukun Shire Council provides an employee with a motor vehicle, the employee is entitled to use it for reasonable personal use in accordance with Aurukun Shire Council's instructions and subject to the restrictions specified in this Policy.

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

6. OWNERSHIP OF VEHICLE

At all times, the vehicle remains the property of Aurukun Shire Council.

7. MAINTAINING AURUKUN SHIRE COUNCIL'S VEHICLE

An employee who is provided with a vehicle must:

- (a) take good care of the vehicle;
- (b) ensure vehicles are used and maintained in accordance with the Manufacturer's requirements and specifications. The Owner's manual for each vehicle is stored in the vehicle's glove box and drivers are encouraged to familiarise themselves with the features and correct operation of each vehicle by reviewing the contents of these manuals;
- (c) ensure that the provisions of any insurance policy relating to the vehicle are observed;
- (d) not allow the vehicle to be driven by anyone other than the approved Aurukun Shire Council employee.
- (e) not fit any accessories to the vehicle without prior written approval from Aurukun Shire Council;
- (f) pay all parking and traffic infringement penalties relating to use of the vehicle incurred by the employee and provide timely nominations to the appropriate authority for parking and traffic infringement penalties not incurred by the employee;
- (g) ensure that the vehicle is securely locked when left unattended and that any alarm system fitted to the vehicle is turned on;
- (h) ensure that the vehicle is available for use by other employees when required;
- (i) drive and use the vehicle only for the purpose for which it is intended;
- (j) ensure that the vehicle is properly garaged when not in use;

- (k) when required by law, immediately report any accidents involving the vehicle to the police;
- (l) immediately inform Aurukun Shire Council of any faults or damage to the vehicle; and
- (m) keep the vehicle clean and in good order.

8. USE OF VEHICLE WHILE ON LEAVE

Whilst on authorised leave, the vehicle cannot not be booked by an Employee.

9. SAFETY

With respect to the safe use of the Aurukun Shire Council's vehicle, the Employee must:

- (a) obey all relevant road rules and legislation;
- (b) not drive the vehicle if taking any medication that may adversely affect their ability to drive or where the employee is intoxicated through alcohol consumption or illegal drug use;
- (c) ensure that the first aid kit provided with the vehicle is kept fully stocked and that items in that kit which have a 'used by' date are replaced after that date;
- (d) be prepared to undertake an Off Road Driving Course when course becomes available.

When using this vehicle all road laws must be obeyed as well as adhering to all Alcohol Management Plan regulations.

At all times drivers must drive safely and appropriately pursuant to the prevailing conditions and road rules.

If the Employee is involved in any accident as a result of medications use, intoxication, unlawful drug taking, negligence or recklessness, the Employee will be responsible for paying any excess on the insurance and any other amount not covered by the insurance.

10. LICENCE

Employees must maintain a current drivers' licence. An employee must notify Aurukun Shire Council immediately if their licence is suspended or cancelled. If it is a requirement of an employee's employment to drive a motor vehicle, the suspension or cancellation of the employee's licence will end the employment.

The person who signed for the vehicle will be the designated driver of the vehicle and will be appropriately licenced for the type of vehicle. Any other nominated drivers during the booking must be a current Aurukun Shire Council employee and be appropriately licenced.

11. RETURN AND INSPECTION OF VEHICLE

Aurukun Shire Council considers the provision of a motor vehicle as a significant privilege. Accordingly, Aurukun Shire Council reserves the right to withdraw use of the motor vehicle for any employee who is in breach of this Policy. Such breach may also result in other disciplinary action, including, but not limited to, termination of employment. Additionally, Aurukun Shire Council may inspect the motor vehicle at any time without notice.

12. BREACHES OF THIS POLICY

A breach of this policy may lead to disciplinary action including, but not limited to, termination of employment.

Variations

Aurukun Shire Council reserves the right to vary, replace or terminate this policy from time to time.

Associated Documents

- Employee Code of Conduct
- Drug and Alcohol Policy
- Motorised Vehicle Infringement Policy

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

- *Receiving the Aurukun Shire Council Policy: Staff Use of Pool Car Policy;*
- *That I will comply with the Policy; and*
- *That there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*
- *That Council may take action against me to recover any costs associated with damage to the vehicle in the event that it is used in a way that is inconsistent with this policy.*

Employee Name: _____

Signed: _____

Date: _____