

VEHICLE USE POLICY

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Classification: Fleet Management		
Strategic Plan link: A Council that is actively responsive to community needs and delivers financial sustainability, governance and leadership		
References and related Policies, Procedures and Forms: <i>Local Government Act 1999 (SA)</i> <i>Local Government (Financial Management) Regulations 2011</i> <i>Work Health and Safety Act 2012 (SA)</i> <i>Road Safety Act 1961 (SA)</i>		

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PREAMBLE

The District Council of Streaky Bay has Council owned motor vehicles available for use in order to meet its operational needs. Council may also provide opportunities for employees to salary package private use of such motor vehicles as part of an employment package. This policy outlines the conditions applicable to the use of a Council provided vehicles.

SUMMARY AND DUTIES

The District Council of Streaky Bay has a duty of care to take all reasonably practicable steps to protect the health and safety of its elected members, employees and volunteers under Work Health and Safety legislation. This duty includes the provision of a safe working environment and includes the motor vehicles owned by The District Council of Streaky Bay.

The District Council of Streaky Bay General Managers have an obligation under the WHS Legislation to ensure adequate training and supervision is available for the District Council of Streaky Bay employees to safely carry out their duties and The District Council of Streaky Bay Employees must follow Council policies for safe work practices, including not creating a risk to their own safety or the safety of others in the workplace. This duty extends to the operation of a District Council of Streaky Bay owned motor vehicle.

OBJECTIVES

The policy is intended to ensure the safety and wellbeing of vehicle users and the wider community, by ensuring:

- That vehicle users comply with legal requirements;
- The integrity, reliability and good performance of the District Council of Streaky Bay motor vehicles; and,
- The motor vehicle is used in a safe and efficient manner.

BACKGROUND

The District Council of Streaky Bay provides services in a large geographic area and has approximately 20 vehicles to service the region, including special purpose vehicles such as Buses graders and water trucks. Travel includes sealed, unsealed and unformed roads and road and weather conditions can vary for a range of reasons, including rain, wind, harsh temperatures, flooding, bush fires and wild animals. As a result of the vast distances and harsh conditions, this policy intends to be an overview and the relevant employee must exercise appropriate care over their driving.

POLICY STATEMENT AND SCOPE

The Council will maintain and promote a safe work environment by:

1. Implementing this Vehicle Use Policy to meet the regions requirements;
2. Fitting Vehicle Monitoring System to Council vehicles to ensure safety via monitoring driver or vehicle performance
3. Monitoring and improving existing safe work environments and procedures through consultation with relevant stakeholders; and,
4. Adjusting procurement and staff training to achieve best outcome.

MANAGER ROLES AND RESPONSIBILITIES

- Ensure all journeys have been planned and steps taken to ensure that any risk is minimised.

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- Ensure the District Council of Streaky Bay elected members, employees and volunteers have the appropriate training, experience and qualification prior to undertaking driving duties.
- Ensure the vehicle and equipment provided is appropriate for the specific trip and that the vehicle is roadworthy and properly registered.
- Ensure the employee is familiar with emergency and breakdown procedures.
- Ensure that the District Council of Streaky Bay employees in their department who have the responsibility for the selection of vehicles, consider what the vehicle is going to be used for and where the vehicle is travelling to, and ensure that additional safety features are equipped as required.

BREAKDOWN OR ACCIDENT

In the event of a breakdown or accident in a remote area, the driver and passengers should remain near the vehicle (keeping a reasonable distance away in case of fire or explosion) as it provides a visible landmark for searchers and to avoid theft. As soon as possible, notify your manager or a responsible person of your safe arrival.

If the vehicle is stolen or damaged in an accident, drivers shall comply with all legal and insurance requirements, including:

- Assessing and making the area safe;
- Notifying the Police and relevant authorities in accordance with all other relevant laws;
- Assisting the injured until appropriate help arrives;
- Obtaining particulars of the other parties involved;
- Notifying your relevant Manager; and,
- Submitting the applicable Incident Form to WHS.

INSURANCE

Losses or damage to any personal property carried or kept in a District Council of Streaky Bay vehicle remains the responsibility of that officer, unless such property is used in connection with official business.

TERMS AND CONDITIONS OF VEHICLE USAGE

- Drivers must not drive at night without the prior written consent from their manager. Staff with the contracted personal use of vehicles are an exception to this rule.
- Maximum of 12 hours driving per driver per day whilst in a District Council of Streaky Bay vehicle
- Vehicles determined as unroadworthy by the CEO must receive CEO approval prior to being driven again.
- Drivers must have a valid driver license for the type of vehicle they are operating and must follow their driving license conditions when they are in charge of the vehicle.
- Council officers (the driver) shall be required to use the Council motor vehicle in a lawful manner at all times.
- Any fines or charges imposed on a vehicle will be the responsibility of the driver at the time of the incident.
- Drivers must have zero alcohol and illicit drug levels during normal business hours and when “on-call” and private users (commuter or full private) must be within the legal limits.
- Vehicle users must obtain medical advice regarding the effect of prescription medication on driving ability and provide this medical advice to their direct Manager before taking possession of a District Council of Streaky Bay vehicle.
- The use of a District Council of Streaky Bay vehicle for the purposes of recreational hunting is prohibited.

- Off-roading is not permitted unless authorized by the Manager or CEO.
- Smoking is not permitted in Council vehicles at any time.
- Running sheets must be completed fully for each journey or change of driver, including the vehicle checks and services.
- Kilometres or time entered on the running sheet at the beginning of a journey should be taken from the odometer and should match the finishing kilometres or time of the previous run.
- All parking fees incurred by officers engaged on Council business, will be reimbursed as travelling costs.
- All parking fines incurred by officers will be the responsibility of the respective officer.
- Where possible, vehicles are to be refueled at the Council depot during working hours. Unleaded fuel is not available at the Council depot.
- Fuel cards provided to Council Officers must only be used for the fueling of Council vehicles.
- A Worker commits a serious breach of this policy if they:
 - a) obstruct, tamper or attempt to obstruct or tamper with any IVMS;
 - b) fit any device or instrument that interferes with any IVMS; or
 - c) tamper or attempt to tamper with any data or video footage collected via an IVMS.

IVMS – In Vehicle Monitoring System

In Vehicle Monitoring System or IVMS means the systems fitted to Council vehicles that are designed to monitor driver or vehicle performance. IVMS delivers a range of benefits across a number of areas, including work health and safety; risk management; customer service; work scheduling and allocation; record keeping; fatigue management; route planning; emergency response; and security and protection from litigation.

The IVMS generates daily reports of vehicle usage statistics, and driver behavior reports. Council also receives real time alerts about driver behavior events.

Data Usage Security and Access

- The data will only be used by Council for purposes connected with the supply of services, or in connection with suspected illegal activity or misuse of our vehicles or resources.
- Data on usage of vehicles will be monitored centrally. The system may be monitored live or accessed intermittently, to check driver behavior, book and allocate jobs, respond to urgent customer issues, and locate Workers.
- The detail and summary reports may be used as part of Council's performance appraisal process to:
 - a) monitor the efficiency of Workers to ensure that both capital and human resources are being used productively; and
 - b) ensure compliance with Road Use Law and Council policies and procedures.
- Data collected may also be used by us as part of investigations for disciplinary purposes and as evidence during any disciplinary interviews. If an incident or complaint against a Worker is made by a member of the public, Council may access data and historical reports to investigate claims in the interests of maintaining the integrity of our activities.
- Council will take all reasonable steps to protect the data we collect and the information

we hold from misuse and loss from unauthorized access, modification or disclosure.

- Different levels of access will be granted to the IVMS within Council. Steps will be taken to restrict access to the information to only those Workers who require access, and to develop an audit trail to detect any unauthorized access.

Disclosure

Council will not use or disclose a Worker's personal information collected via an IVMS for a purpose other than as outlined in this policy.

Council may disclose a Worker's personal information collected via an IVMS if:

- a) the Worker consents;
- b) the personal information is requested by a member or officer of a law enforcement agency for use in connection with the detection, investigation or prosecution of an offence or suspected offence; or
- c) the personal information is required for use or disclosure for a purpose that is directly or indirectly related to civil or criminal proceedings.

MAINTENANCE, PARKING AND CLEANING OF MOTOR VEHICLES

- All costs associated with the maintenance and operation of the Council's motor vehicles, shall be borne by Council.
- Council officer's with any level of private use of a Council motor vehicle shall be responsible for the provision of appropriate safe and secure "off street" parking of the motor vehicle, and ensure that the motor vehicles is locked when not in use.
- Council officer's with any level of use of a Council motor vehicle shall be responsible for satisfactorily maintaining the motor vehicle in a clean and tidy condition at all times, which is to include both the inside and the outside of the motor vehicle.
- Council officers are to report to the office any maintenance/service required.

LEVELS OF PRIVATE USE

Full Private Use

Full Private Use – means the employee has full and unrestricted private use of a fully maintained vehicle within the State of South Australia except during periods of unpaid leave or paid leave greater than three (3) weeks unless appropriate approval has been obtained as detailed hereunder: -

- The Chief Executive Officer may approve private use of the vehicle outside of South Australia and during periods of unpaid leave or for paid leave greater than three (3) weeks for other Employees.
- The Mayor or Council may approve private use of the vehicle outside of South Australia and during periods of unpaid leave or for paid leave greater than three (3) weeks for the Chief Executive Officer.
- If approval for interstate use is provided, all fuel procured outside of South Australia should be paid by the user.
- During periods when the vehicle is not available for private use the Chief Executive Officer may allocate the vehicle to other employees for commuter use only, if available.
- The vehicle is to be made available to other staff as a "pool" vehicle during normal work/business hours, unless the Employee is absent on official business or as agreed with the Chief Executive Officer.

- The employee is required to maintain the vehicle in a clean and presentable condition and undertake basic maintenance checks.
- Responsibility for the vehicle remains with the Employee at all times except when submitted to the Council vehicle pool.
- In relation to Private Use Vehicles, only the Officer to whom the vehicle is issued and their direct family member may drive the vehicle.
- Unless provided with a fleet card, Council will reimburse the employee for fuel used for the vehicles private use and fund Fringe Benefits Tax expenses where applicable. While no limit is placed on fuel purchased, usage will be monitored on a regular basis.
- The submission of this vehicle to the central vehicle pool is optional, however the vehicle will generally be available for Council use during business hours when requested.
- The Council logo, magnetic decal, will be displayed on the driver and passenger side door exterior whilst on business use as a pool vehicle.
- At the end of employment, Private cars must be returned clean and in a condition, deemed very good to excellent.

Limited Private Use

Limited Private Use – means that an employee has the unrestricted private use of the vehicle within District Council of Streaky Bay LGA and adjoining Councils, except during periods of paid leave greater than five (5) consecutive working days and periods of unpaid leave. Chief Executive Officer may approve, per instance, private use of a vehicle during paid leave greater than five (5) working days after considering their department's vehicle requirements.

- The private user is to undertake a logbook for a 12 week period to the first FBT period which is the 31st March.
- No private use is available during periods of unpaid leave and the vehicle must be returned to Council.
- During periods when the vehicle is not available for private use the Chief Executive Officer may allocate the vehicle to other Employees for commuter use only.
- The vehicle must be available for use within Council during all normal duties of the Employee and other Council staff when necessary.
- The vehicle must be available for use in the central vehicle pool unless the Officer is on leave or absent on official business or as agreed with the Chief Executive Officer.
- Responsibility for the vehicle remains with the Employee at all times except when submitted to the Council vehicle pool.
- The vehicle cannot be used for other business purposes, outside of Council operations.
- In relation to Private Use Vehicles, only the Officer to whom the vehicle is issued and their direct family member may drive the vehicle.
- Council will provide fuel for the vehicles private use in District Council of Streaky Bay Local Government area only. Use outside the District Council of Streaky Bay Local Government Area is subject to approval from the Chief Executive Officer. The cost of fuel purchased outside of the District Council of Streaky Bay area, whilst on private use, is to be paid by the Employee. The Employee should submit the receipt /invoice for fuel costs to Council's Finance section for Fringe Benefits Tax purposes.
- Council will fund Fringe Benefits Tax expenses where applicable.
- The Council logo, magnetic decal, will be displayed on the driver and passenger side door exterior whilst on business use. Decal is not to be displayed (where possible) when the vehicle is used for private use, other than while commuting to and from work.
- The vehicle will generally be available for Council use during business hours when requested. The submission of this vehicle to the central vehicle pool is mandatory.

Commuter Use

Commuter Use - means that an Employee has the use of the vehicle limited to:

- a) Travel between home and work on a route that would not be considered a significant deviation from the most direct route, or
- b) Travel that is incidental to travel in the course of performing employment-related duties.
 - Commuter use is restricted to a radius of 10 kilometres from the District Council of Streaky Bay Office, or at the discretion of the Chief Executive Officer.
 - The vehicle is to be driven by a Council Employee only.
 - The vehicle may be allocated to other employees by the Chief Executive Officer or Director/Manager on the grounds that there are sound operational reasons for the vehicle being garaged at home.
 - The vehicle must be available for Council use during all normal duties of the Employee.
 - The vehicle must be available for use in the central vehicle pool unless the officer is on leave for periods less than two (2) working days or as approved by the Chief Executive Officer.
 - The vehicle shall be returned to Council for reallocation to another employee during periods of planned leave greater than two (2) days.
 - The Council logo, magnetic/sticker decal, will be displayed on the driver and passenger side door exteriors at all times.

On-call Use

On-call Use - means that an Employee has the use of the vehicle, for the period that the Employee is officially rostered to be on standby for emergency work outside ordinary working hours, limited to:-

- a) Travel between home and work on a route that would not be considered a significant deviation from the most direct route, or
- b) Travel that is incidental to travel in the course of performing employment-related duties.
 - The vehicle is to be driven by a Council Employee only.
 - These vehicles may be allocated to Employees by the Chief Executive Officer or Manager.
 - The Council logo, magnetic/sticker decal, will be displayed on the driver and passenger side door exteriors at all times.
 - Any Vehicles, whilst position is vacant can be allocated commuter use only by the respective Manager or Chief Executive Officer.

RELATED DOCUMENTS

Workplace Incident Report Form

DCSB-FORM-06-08 Motor Vehicle Accident Form

DCSB-FORM-12-37 Accident Incident, Injury, Near Miss report

EVALUATION AND REVIEW

This Policy is to be reviewed every 3 years, or as required due to legislative changes.

ACKNOWLEDGMENT

I, _____ (*print full name*) have read and understood the District Council of Streaky Bay's Vehicle Use Policy and I agree to abide by this policy which is outlined above.

Employee Signature: _____ Date Signed: _____