Functional Area: ORGANISATIONAL

POLICY: MOTOR VEHICLE

Purpose
This policy provides clear guidelines to allocated drivers who have business or private use of Barcoo Shire Council vehicles, to ensure that Council's motor vehicle fleet is effectively used in the delivery of Council operations and services.

Policy Statement
Council's motor vehicle fleet will be managed and used in a safe, responsible, and efficient manner that supports the effective delivery of Council operations and services. Vehicles are Council assets and must be operated in accordance with all relevant legislation, workplace health and safety requirements, and Council procedures. Approved drivers are expected to use vehicles primarily for official Council business, with reasonable personal use permitted where authorised.
Council will pay all taxes, insurance premiums, running costs, maintenance and repair expenses associated with the safe and efficient running of the vehicle.

Scope
This policy applies to all Council-owned, leased, hired, or privately owned vehicles used for Council business, and to all employees, contractors, volunteers, and elected members authorised to use such vehicles.
Council motor vehicles are part of the Council fleet, and Council vehicles may be allocated to employees in accordance with Council requirements.

Responsibilities
An employee who is provided with a vehicle must:

- Take good care of the vehicle.
- As required by Council, ensure that it is properly and responsibly maintained and serviced, particularly in accordance with warranty requirements, including the regular check of tyre pressures, oil and water levels.
- Ensure that the provisions of any insurance policy relating to the vehicle are observed.
- Not allow the vehicle to be driven by anyone other than the employee. Permission must be obtained from Council for any other person to use the vehicle.
- Not fit any accessories to the vehicle without prior written approval from Council.
- Pay all parking and traffic infringement penalties relating to their use of the vehicle.
- Ensure that the vehicle is securely locked when left unattended and that any alarm system fitted to the vehicle is turned on.
- Ensure that the vehicle is available for use by other employees when required, including ensuring no less than half a tank of fuel.
- Drive and use the vehicle only for the purpose for which it is intended.
- Ensure that the vehicle is properly garaged when not in use; Unless the vehicle is required for 'on call' duties or special permission has been received from the Chief Executive Officer or a Manager to take the vehicle home, all vehicles must be locked and parked either at the Council depot or at the Council office.
- All unlockable vehicles and open job trucks must be secured at the Council depot to ensure security of tools, fuels etc.
- When required by law, immediately report any accidents involving the vehicle to the police.
- Immediately inform Council of any damage to the vehicle.
- Keep the vehicle clean and in good order.
- The vehicle will be required to be marked with the Barcoo Shire Council's logo.
- Ensure that the no smoking rule applies to the driver and all passengers using the motor vehicle

- Ensure that the vehicle is safe to drive, e.g., all lights work, brakes work, mirrors are intact and that any load is appropriately covered.

Ownership of the Vehicle
At all times, the vehicle remains the property of Council.

Use of vehicle while on authorised leave
Employees must not use the vehicle and must return it to the depot for the leave period.

Private Business use of Council vehicles
The vehicle is not to be used for any private use or in any way for private work to gain payment or reward unless approved by the Chief Executive Officer.

Use of Vehicle by Chief Executive Officer and Directors
As part of the contractual arrangements with the Chief Executive Officer and Senior Managers, a fully maintained, fuelled, insured and registered vehicle is made available.

This vehicle is specifically nominated for use by the Chief Executive Officer and Senior Managers, and is available for private use at all times for the duration of the employment contract of the Chief Executive Officer and Senior Managers, but at all times, the vehicle remains the property of Council.

The Chief Executive Officer and Senior Managers are also required to maintain the vehicle in a presentable, clean state and, where possible, garage the vehicle under cover.

The Chief Executive Officer and Senior Managers are responsible for ensuring the vehicle is serviced by Council's workshop or other qualified service centres as required.

Licence

All persons authorised to operate Council vehicles must:

- Hold and maintain a valid and appropriate driver's licence
- Operate vehicles in a safe, responsible, and courteous manner at all times
- Comply with all road laws, Council policies, and procedures
- Immediately report vehicle incidents, damage, defects, or infringements in accordance with Council requirements

Employees must maintain a current driver's licence. An employee must notify Council immediately if their licence is suspended or cancelled outside of Council hours. If it is a requirement of an employee's employment to drive a motor vehicle, the suspension or cancellation of the employee's licence may be considered by the Chief Executive Officer as grounds for reassignment of duties/role or possible termination of employment.

Breaches of this Policy

Council reserves the right to withdraw vehicle access, apply disciplinary action, or seek cost recovery where vehicles are misused or this policy is breached.

Return and Inspection of Vehicle

- The employee must return the vehicle when their employment is terminated, or at any other time as Council may direct.
- Council may inspect the motor vehicle at any time without notice.

Safety

The employee's obligations with respect to safely using Council's vehicle are:

- To obey all relevant road rules.
- To not drive the vehicle if the employee is taking any medication that may adversely affect the employee's ability to drive, or where the employee is intoxicated through alcohol consumption or illegal drug use.
- To 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.
- If an employee is involved in any accident as a result of medication 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.
- Council employees and contractors travelling in remote areas are to take in-vehicle support for internet access (such as Starlink) to enable communications in remote areas, for safety.

Governing Legislation and Regulations

Local Government Act 2009
Work Health and Safety Act 2011
Transport Operations (Road Use Management) Act 1995 (Qld)
Local Government Regulations 2012
Work Health and Safety Regulations 2011
Transport Operations (Road Use Management—Driver Licensing) Regulation 2021 (Qld)
Transport Operations (Road Use Management—Vehicle Standards and Safety) Regulation 2021 (Qld)

Policy Owner:	Director Works & Services
Policy Reference No.:	BSC - 005
Related Policies:	BSC – 012 Employee Code of Conduct BSC – 010 Workplace Health and Safety BSC – 013 Drug & Alcohol BSC – 018 Corporate credit Card
Related Forms:	
Version:	2
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Review:	Policy is to be reviewed at intervals of no more than two years