

**VEHICLE USAGE**

<b>DIVISION</b>	<b>BUSINESS UNIT</b>	<b>RESPONSIBILITY AREA</b>
Works and Services	Infrastructure	Plant and Machinery

**OBJECTIVE**

To provide clear guidelines regarding the use of Shire of Plantagenet fleet vehicles.

**POLICY**

1. Scope

This policy applies to all drivers of Shire of Plantagenet fleet vehicles.

2. Legislation

Road Traffic Code 2000

3. Definitions

Designated driver Any employee of the Shire of Plantagenet who has been assigned the vehicle as part of their employment.

Authorised driver Any employee or Councillor, other than the designated driver, who is required to drive the vehicle as part of their duties and responsibilities;

or

The designated driver's spouse or partner, if specified in the employee's employment agreement.

or

Any other person provided a designated driver is physically present in the vehicle.

4. Application of Policy

4.1. All drivers of Council owned vehicles must comply with the following general conditions:

- a) Drivers must hold a current Western Australian driver's licence appropriate for the vehicle;
- b) The motor vehicle shall be operated responsibly and legally, observing all road rules and traffic regulations;
- c) The driver is financially responsible for any fines and/or infringements received during the operation of the motor vehicle;

- d) Smoking is strictly prohibited within Council motor vehicles at all times;
  - e) Vehicles must be parked in a safe and secure place and be properly secured when unoccupied;
  - f) Vehicles must be examined prior to use for any damage, operation of lights and indicators, tyre pressure etc;
  - g) Any motor vehicle accident or damage to the vehicle must be reported immediately (or as soon as practicable) to the Chief Executive Officer or Manager Works and Services;
  - h) No confidential material or valuables are to be left in vehicles. Any personal items left in Council vehicles are solely the responsibility of the owner of the personal items; and
  - i) Any designated driver or authorised driver shall immediately advise the Chief Executive Officer if his/her driver's licence is suspended or cancelled.
- 4.2 Designated drivers shall comply with the following additional conditions in respect to the motor vehicle in his/her care:
- a) All Council owned vehicles shall be available for use by Council employees and Councillors when required for Council purposes;
  - b) Advise the Council's Works and Services section when scheduled servicing of the motor vehicle is due or repairs are required;
  - c) Ensure that the motor vehicle has a sufficient amount of fuel/lubricant, water and correct tyre pressure in between scheduled servicing;
  - d) Where the motor vehicle has been equipped with a first aid kit or fire extinguisher, it is the responsibility of the designated driver to ensure that those items are adequately stocked or charged at all times or replacement stock is ordered through the Council's Works and Services section when used/expired;
  - e) Vehicles must be kept in a clean and tidy condition; and
  - f) No towing is permitted during private use without prior approval from the Chief Executive Officer.

**ADOPTED: 10 APRIL 2007**

**LAST REVIEWED: 30 JANUARY 2018**