

SHIRE OF CARNARVON POLICY



| | | |
|--------------------------------|----------------|--------------------------|
| POLICY NO | C003 | |
| POLICY | MOTOR VEHICLES | |
| RESPONSIBLE DIRECTORATE | CORPORATE | |
| COUNCIL ADOPTION | Date: 27.5.14 | Resolution No. FC 5/5/14 |
| REVIEWED/MODIFIED | Date: 29.7.14 | Resolution No. FC 3/7/14 |
| | Date: 25.8.15 | Resolution No. FC 4/8/15 |
| | Date: 26.4.16 | Resolution No. FC 3/4/16 |
| LEGISLATION | Nil | |
| RELEVANT DELEGATIONS | | |

OBJECTIVES:

This Policy seeks to:

- Address all requirements relating to the issue and use of Shire motor vehicles;
- Ensure the Shire's fleet is managed in a cost-effective manner providing maximum benefit to employees and the Shire;
- Provide a market competitive vehicle benefit.
- Provide framework for the allocation, operation and management of the vehicle fleet including an increased awareness and responsibility on the part of the employee for appropriate levels of maintenance of the vehicle over its life cycle.
- To outline the assigned level of private use of a Shire motor vehicle to a Shire employee.
- To ensure that the organisation's Fringe Benefits Tax obligations are met.

DEFINITION/S:

Assigned Employee means an employee of the Shire, their partner and others as authorised by the CEO in accordance with this Policy.

CU means Commuter use to and from an employee's residence only, based on the most efficient and effective route.

Drivers Licence means a Western Australia Class 'C' drivers licence issued the Department of Transport.

RU means restricted private use within a 500-km radius of the Carnarvon CBD or as determined by Contract. Does not include periods of leave.

Tool of Trade Vehicle means a vehicle purchased by Council to meet a particular business need, including pool vehicles.

UWA means unlimited use within Western Australia or as determined by Contract. Written approval from the CEO required interstate.

POLICY STATEMENT/S:

1.0 General – Drivers

- 1.1 Drivers of Shire vehicles must hold a valid driver's licence with their current residential address recorded through the Department of Transport and indicated on the license.
- 1.2 Employees must advise their line supervisor and/or Director as soon as possible, if their driver's license is cancelled for any reason.
- 1.3 Operating a Shire motor vehicle whilst disqualified from driving may subject the employee to serious disciplinary action that may include termination of employment.
- 1.4 The driving of the vehicle provided under this policy shall be limited to employees of the Shire unless the designated usage is UWA or RU which allows for the driving of the vehicle by the assigned employee's spouse or partner. Details of the spouse or partner must be provided to Council's insurer to enable coverage to be arranged.
- 1.5 Smoking is prohibited in all Shire vehicles.

2.0 General – Vehicle Use

- 2.1 All employees allocated a vehicle are held responsible for ensuring that the vehicle is maintained in a clean and roadworthy condition at all times, safeguarding the security and value of the Council asset and for minimising unnecessary insurance claims and repair costs.
- 2.2 Specifically the employee allocated a vehicle is responsible for:
 - a) Ensuring that the vehicle is washed and cleaned internally and externally and is kept clean and tidy at all times.
 - b) Checking tyre pressure on a regular basis in accordance with tyre pressure recommendations.
 - c) Checking engine oil, radiator coolant and battery levels on a regular basis.
 - d) Arranging servicing of the vehicle through the Shire Fleet Management System.
 - e) Ensuring the vehicle is only driven by authorised drivers in accordance with this policy.
 - f) Payment of all fines relating to traffic offences.
 - g) Monitoring usage and recording of log book details.
 - h) Ensuring any financial costs incurred due to the unlawful operation of the motor vehicle during business hours or private use is paid by the offending employee.
 - i) Ensuring under no circumstances that the vehicle is used for any business of a competitive nature for which the employee derives an income (or not), or, operates in contradiction of the employee's contract of employment.
 - j) Ensuring when using their vehicle so as not to cause any poor public relations in the community for the Shire of Carnarvon.
 - k) Ensuring the vehicle is garaged off the road at the Employee's residence.
 - l) Ensuring the vehicle is to be available for the use of other staff during working hours when not in use by the assigned employee.

3.0 **General - Authority**

- 3.1 The Chief Executive Officer is delegated full authority to manage this policy on behalf of Council, including the oversight of purchasing and assignment of motor vehicles in the interest of 'fit for purpose' and operational effectiveness.
- 3.2 Options not included as standard can be approved at the discretion of the Chief Executive Officer.

4.0 **Fringe Benefits Tax (FBT)**

- 4.1 All employees assigned a work vehicle are required to complete vehicle travel log books from time to time to assist in the correct calculation of Fringe Benefits Tax.
- 4.2 It is the responsibility of the employee to whom the vehicle is assigned to ensure that any change in the vehicle usage pattern or assignment to an officer is authorised in writing by the relevant Director and a copy of this document is provided to the Finance Manager. This authorisation must include the vehicle registration or plant number, changeover odometer reading and new employee's name (where applicable).

5.0 **Fuel**

- 5.1 All employees who drive a vehicle are required to use Council's current appointed distributor(s). Current odometer readings MUST be supplied at all times when refuelling. Officers are required to regularly check water and oil and if necessary refer any problems to the Fleet Manager.
- 5.2 Fuel cannot be taken away in containers without prior authorisation of the relevant Executive Manager.

6.0 **Insurance**

- 6.1 In the event of an accident the Shire will meet the excess of any claim, unless the employee's accident record becomes excessive or the circumstances warrant a payment, in full, or part by the employee.
- 6.2 In the event an officer's behaviour (traffic offence, e.g., drink-driving) invalidates the Shire's insurance, then the employee will become liable for the total damage claim to both the Council vehicle and other property involved. The same will apply for malicious damage when proven.
- 6.3 The employee contribution in accordance with Statements 6.1 and 6.2 above shall be at Chief Executive Officer's discretion and will be subject to the provision of a police report if so required.

7.0 **Vehicle Change Over**

- 7.1 All motor vehicles will be ready for change in accordance with Council's plant replacement program maintained and updated by the Infrastructure Services Directorate.
- 7.2 Fleet Management Department

- 7.3 Prior to any change-over of vehicles it is incumbent upon the fleet manager to undertake an analytical test to consider the following –
- * whether lease or purchase is the most appropriate way to obtain a new vehicle;
 - * whether the outgoing vehicle is in condition to make its purchase appropriate for use in other areas;
 - * the balloon cost at the end of any proposed lease.
- 7.4 All the above information must be provided in a timely manner to inform the following year budget deliberations.

8.0 Private Use

- 8.1 All Shire vehicles (other than a partial novated vehicle – refer to Policy E021) are deemed to be ‘pool vehicles’ during normal business hours and are not exclusive in use to the respective assigned employees.
- 8.2 The following applies under this policy:
- Group A: Chief Executive Officer (Remuneration Band 1)
No Shire logo, choice of colour
Max. value of vehicle \$65k (exc. GST)
Use during periods of all Leave
Usage – UWA
Option to revert to partial novated vehicle – refer to Policy E021
- Group B: Executive Managers (Remuneration Band 3)
No Shire logo, choice of colour
Max. value of vehicle \$45k (exc. GST)
Use during periods of Exec. Days Off (EDO’s) and Annual Leave
Usage – UWA
Option to revert to partial novated vehicle – refer to Policy E021
- Group C: Authorised Managers (Remuneration Band 4)
No Shire logo, colour white
Max. value of vehicle – \$35k (exc. GST)
Use during Rostered Days Off (RDO’s) only
Usage – RU
- Group D: Authorised Supervisors/Officers (Remuneration Band 5, Band 6, Band 7)
Logo, colour white
No use during periods of leave
Usage - CU
- 8.3 Employees are not permitted to use a Shire vehicle for any purpose relating to the earning of income outside of Shire employment, or for any purpose which could be deemed to project an unfavourable or biased perception of Council.
- 8.4 Shire fuel cards are to be used for the purchase of fuel and oils only.

- 8.5 Unless otherwise specified in an employment contract, partners may only drive a Shire vehicle when accompanied by the authorised employee.
- 8.6 For Group C and D vehicles, each Executive Manager may reassign the vehicle when the assigned employee is on Leave (including RDO's). Group D vehicles may also be reassigned for operational need as determined by the respective Executive Manager.
- 8.7 The fleet manager is responsible for oversight of the vehicles and should report to the CEO any vehicles not being properly maintained.

9.0 Termination of Employment

- 9.1 Upon termination of Shire employment, an employee allocated a motor vehicle shall surrender all entitlements under the program effective on the day of separation from the Shire.
- 9.2 The employee must return the vehicle in a clean and tidy condition.
- 9.3 In the event an employee is transferred to a position that is no longer entitled to a motor vehicle, they will relinquish all their entitlements under the motor vehicle policy at a time determined by the Chief Executive Officer.

10.0 Logos

- 10.1 All Group D motor vehicles not assigned unrestricted or restricted private use shall display the badge of the Shire (Logo) on the left and right front doors.

11.0 Variations to Contracts

- 11.1 Any variation to an Employee's current contract of employment or remuneration package that may be necessary to comply with this policy are to be negotiated as part of any classification / remuneration review and incorporated in a revised package. Any change in the standard of vehicles issued to an assigned employee will be undertaken at the normal vehicle replacement intervals.

12.0 Assignment to Others

- 12.1 The CEO has delegated authority to temporarily assign the use of a Shire vehicle to a Councillor or Contractor to assist in performing works for the Shire of Carnarvon.

EXPLANATORY NOTES:

APPLICATION/S: