

POLICY:	MOTOR VEHICLE
DATE ADOPTED:	Director Corporate Services & Finance's Report #1 Policy 5 December 2012 Council 6 February 2013 Minute Book No. 11477 Director Corporate Services & Finance's Report #1 Policy 2 February 2011 Council 16 February 2011 Minute Book No.11065
ORIGINAL ADOPTION:	Director Corporate Services Report #6 Council 16 November 2005 Minute Book No. 9705
FILE REFERENCE:	11.00003
OBJECTIVE	To establish guidelines for the use of Council's vehicle fleet.

1. STATEMENT OF INTENT

Bathurst Regional Council is committed to providing appropriate transport to enable employees to complete their duties. The Vehicle Policy provides the framework so that Council can maximise the effective use of its resources without compromising the efficient execution of employees' duties.

2. ELIGIBILITY

This Vehicle Policy applies to all Council employees who are authorised to use a Council Vehicle in the execution of their duties.

2.1 Employees are only authorised to use Council vehicles under the following circumstances:

- Must have an appropriate and current licence for the vehicle they are driving
- Where a vehicle is required to allow them to complete the responsibilities of their position
- Where the employee is entitled to the private use of a vehicle as part of their salary package (i.e. a condition of employment)
- Where the employee is entitled to the private use of a vehicle as part of the Council's vehicle lease program (i.e. a discretionary benefit).

Refer to Local Government (State) Award 2010 for method of determining whether the ability to lease a vehicle is being provided as a condition of employment or as a discretionary benefit.

2.2 Categories of employees:

Category A

The General Manager and Senior Staff.

Category B

Managers who currently have a Holden Berlina or equivalent vehicle.

Category C

Managers (defined as Line Managers responsible for a section and reporting directly to a Director) who have a vehicle or staff members who currently have a Holden Acclaim or equivalent vehicle.

Category D

Staff members whose position requires a vehicle and are eligible to apply for the private use of that vehicle and staff members who are provided a vehicle as part of their employment package.

Category E

Staff members who currently have partial private use of the vehicle.

Category F

Staff members whose position requires a vehicle but who are not entitled to any private use of the vehicle.

3. **PRIVATE USE**

3.1 Council will allow employees who are eligible to lease a vehicle under Council's Motor Vehicle Private Use Policy full or partial private use of their vehicle subject to the terms and conditions of that policy.

3.2 A lease fee for the use of the vehicle will be paid by way of a weekly salary deduction. The fee will be calculated in accordance with Council's Lease Back Agreement.

Employees in job share/part time positions are not eligible to lease a vehicle for private use. This may be varied in exceptional circumstances but each individual request would be treated on its merit and would only be allowed with the approval of the General Manager.

4. **VEHICLES**

4.1 Vehicle Allocation

4.1.1 **Category A (Senior Staff)** the level of vehicle allocated will be in accordance with the provisions within their contract of employment.

Category B positions are entitled to a Holden Berlina or a vehicle of equivalent or lesser economic profile. The vehicle must be available on Government Contract.

Category C positions are entitled to a Holden Acclaim or a vehicle of equivalent or lesser economic profile. The vehicle must be available on Government Contract.

Category D positions are entitled to a Holden Commodore or a vehicle of equivalent or lesser economic profile. The vehicle must be available on Government Contract.

Category E positions in this category have a vehicle that suits the specific requirements of the position.

Category F positions in this category are not entitled to any private use.

4.1.2 Eligible employees may also choose a vehicle which is lower in value than their entitlement subject to the approval of the General Manager.

4.1.3 All vehicles will be supplied with

- air-conditioning;
- power steering; (where available)
- ABS brakes; (where available)
- Driver's Airbag; (where available)
- Bonnet protector
- Head light protectors
- Automatic (where appropriate)
- Cruise control (where available and appropriate)

4.2 Infringement Notices

4.2.1 All infringement notices are the responsibility of the employee to whom the vehicle has been leased/allocated or the driver responsible for the vehicle at the time of the infringement. Failure to pay any infringement notice/s will be considered a breach of this policy. (See 13.1 - Breaches).

5. SURRENDER OF VEHICLE

5.1 In accordance with Council's policy, the vehicle will be traded in and replaced as and when required by the employer. The new vehicle will be one similar to that traded, unless Council's requirements for the vehicle specifically alter or due to altered working conditions of the Employee.

5.2 Vehicles will be replaced in accordance with Council's prevailing policy at the time.

6. AVAILABILITY FOR COUNCIL USE

Any council vehicle remains the property of the council and is to be made available for use by Council (including other Council employees) during working hours when the employee is not on leave. Council's requirements for use of the vehicle by

Employees for Council activities will have priority over any private use of the vehicle, during the time when the employee is rostered to work.

7. VEHICLE EXPENSES

- 7.1 Council will provide a fully maintained car and is responsible for all vehicle expenses other than those outlined in Clauses 4.6, 4.7, 5 and 11 of the Motor Vehicle Lease Policy.
- 7.2 The Employee shall be provided with a Fuel Card for the purchase of petrol and oil only. In unforeseen emergency situations or occasions where the employee is unable to attend a service station which accepts the provided fuel card, if fuel is purchased by the employee, documentary evidence is required for reimbursement. Reimbursement will be by way of a cheque request.

8. COUNCIL DIRECTIONS AND RULES

The Employee shall comply with the instructions and rules, including the maintenance of log books, for the general operation of the vehicle from time-to-time given by the General Manager or other Council Officers authorised to give instructions pertaining to the use of the vehicle by the Employee.

9. NOTIFICATION OF DEFECTS/DAMAGE

The Employee shall promptly notify Council in writing of any defects or damage to the vehicle. A written memorandum to that effect shall be submitted to the Director of Engineering Services for the attention of the Plant Superintendent.

10. REPAIR AND MAINTENANCE

The Employee responsible for a council vehicle shall keep the vehicle in good repair and condition by ensuring that the workshop conducts regular services in accordance with the manufacturer's logbook and any maintenance schedules laid down by Council's Plant Superintendent. The Employee shall comply with the guarantee requirements of the manufacturer of the vehicle.

11. INSURANCE

- 11.1 The Council shall take out comprehensive insurance cover on the vehicle, covering private use of the vehicle by an employee.
- 11.2 If the Employee or any person using the vehicle with his/her permission shall breach any of the conditions of the insurance policy of Council, including consumption of alcohol beyond the prescribed limit, and Council's insurance company should fail and refuse to meet the claim for the accident, the Employee shall be liable to Council for
- reimbursement of the cost of repair of the vehicle (and any other vehicle for which Council would be liable for repair)

- and for any other damage suffered by Council as a result of the accident not recoverable from the insurance company by virtue of the breach of the condition of the insurance policy.

11.3 Should the vehicle be involved in an accident:

- The driver must not admit liability.
- The driver should stop and lend assistance to injured persons, if possible. Call for an Ambulance and Police, if necessary.
- The driver should, in accordance with the Motor Traffic Act, report any Accident to the Police within 24 hours. This can be done by either presenting at the police station or phoning the Police Assistance Line on 131 444.
- The driver should obtain all particulars. Record the names of all persons involved including that of the Police Officer, position of vehicles involved, names and addresses of individuals involved, witnesses and any action taken.
- The driver should report all accidents to Council's Human Resources Department who will then report the incident to the person within council responsible for organisation of claims and repairs.
- If a member of the public is injured/known to be injured, the driver should advise the General Manager.

12. ALLOCATION OF NEW VEHICLE

The Council may provide another vehicle, in place of the allocated vehicle, generally of similar size and type (unless the requirements of the position alter) and the Council shall be responsible for the transfer of accessories of the Employee at the cost of the Council. (Any such replacement vehicle shall be deemed to be the vehicle covered by any lease agreement.)

13. BREACHES

Any breaches of the provisions of this policy may lead to the employee (i) losing access to a vehicle, and/or (ii) disciplinary action.

14. POLICY VARIATIONS

14.1 This policy may be reviewed periodically and the use of any vehicle will be in accordance with the adopted policy in force at the time.

14.2 Council reserves the right to revoke the policy