



CITY OF VINCENT

POLICY NO. 4.1.16

VEHICLE MANAGEMENT POLICY

(Adopted at the Ordinary Meeting of Council held on 10 June 2008)

VEHICLE MANAGEMENT

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POLICY NO: 4.1.16

VEHICLE MANAGEMENT

OBJECTIVES

The objectives of this policy are to:

1. provide guidance for the management of the City of Vincent's ("City") vehicles;
2. ensure the City's transport requirements associated with the City's business operations are met;
3. provide guidance for the acquisition and disposal of the vehicles to maximise the City's asset;
4. ensure that vehicles are allocated and used by the City's employees, as part of an employees overall salary package;
5. prescribe requirements and conditions for the driver of a City vehicle;
6. promote an environment which;
 - reduces fleet costs;
 - satisfies operational requirements;
 - optimises the use of a vehicle through car sharing/pooling; and
 - gives consideration to the environmental sustainability impact of vehicle use.

POLICY STATEMENT

The purpose of the policy is to:

- (i) minimise vehicle ownership costs to the City in line with industry best practice, whilst ensuring provision of a suitable fleet for use by the City's employees to undertake their duties;
- (ii) provide a vehicle in employment packages in order to attract and retain high quality professional employees; and
- (iii) provide for the management and use of vehicles, in accordance with the Guidelines and Policy Procedures for the Vehicle Management Policy.

1. PURCHASING METHOD

- (a) Light vehicles shall be purchased in accordance with this Policy.
- (b) All vehicle prices are determined utilising the Council Purchasing Services of the Western Australian Local Government Association (WALGA) using the State Government Fleet Policy Guidelines. The vehicle must be available to be purchased from the vehicles listed in the State Governments Fleet Sale range.

2. DISPOSAL METHOD

- (a) Light vehicles should normally be disposed of via auction at a public auction house or trade in, where this is expected to give a higher return.
- (b) Vehicles may also be sold by the tender process in order to gauge resale values by this method.

3. VEHICLE SPECIFICATION/CLASS

- (a) The selection of vehicle class and specification should be carried out where ever practicable with consideration to minimising “whole of life” cost to the City.
- (b) It is noted that analysis of vehicle ownership costs has indicated that purchasing a higher standard type of vehicle, than actually required by the City, may provide in many cases, a greater cost effective outcome than purchasing the more standard type vehicle.

4. VEHICLE SAFETY

- (a) The Australian Government operates the Australian New Car Assessment Program (ANCAP) and allocates each tested vehicle a rating from zero (0) to five (5) stars.
- (b) When available, vehicles shall have a rating of four (4) stars or more.
- (c) Where ANCAP has not rated a vehicle, the safety rating from the European NCAP or American NCAP can be used for an equivalent make and model.
- (d) Preference will be given to vehicles with front, side and head air bags and an electronic stability system.

5. ENVIRONMENTAL

- (a) The Australian Government provides a Green Vehicle Guide which provides information on fuel consumption and the air pollution standard to which vehicles have been certified.
- (b) The Greenhouse Rating takes into account the amount of carbon in various fuel types and is considered the most appropriate measure.
- (c) Where possible, a rating of at least 4 stars is specified for fuel efficiency and greenhouse gas emissions and at least 3 stars for air pollution.

6. REPLACEMENT

- (a) Vehicles will be replaced at appropriate intervals to minimise whole of life costs.
- (b) Replacement intervals will take into account the class of vehicle, operational needs and the second hand vehicle market and budget allocations.
- (c) The Director of Technical Services is authorised to carry out vehicle replacements and will review the replacement intervals on an annual basis.

7. APPLICATION AND MANAGEMENT OF POLICY

- (a) The Chief Executive Officer is responsible for the administration of this Policy and for the determination of the use and categories of vehicles together with application of conditions of use.
- (b) The Guidelines and Policy procedures for the City's vehicles apply to all persons using a City vehicle.
- (c) The right to use of a City vehicle may be suspended with immediate effect in relation to any employee, at the absolute discretion of the Chief Executive Officer, if the employee:
 - (i) is convicted of a serious driving offence or has their driver's licence cancelled;
 - (ii) is charged by the Police for allegedly driving a City vehicle with a blood alcohol level of more than 0.05 or driving under the influence of alcohol or a mind altering substance;
 - (iii) is deemed to have incurred excessive insurance claims in respect to a City vehicle;
 - (iv) has not maintained the City vehicle in a suitable manner;
 - (v) has breached any of the agreed conditions; or
 - (vi) has, in the opinion of the Chief Executive Officer, behaved in a manner which adversely impacts on the professionalism, integrity or public image of the City of Vincent.
- (d) The Chief Executive Officer, as well as the employee concerned, has the right to terminate the use of the vehicle for any reason, by giving one month's notice in writing to the other party. The arrangement will be automatically terminated by the Chief Executive Officer should the vehicle no longer be required to fulfil the business of the City, if the employee leaves or changes duties to a position not entitled to a vehicle covered by this Policy.

Date Adopted:	10 June 2008 (This policy replaces the original policy adopted on 22 September 1997 and amended on 29 August 2001)
Date Amended:	28 September 2010
Date Reviewed:	
Date of Next Review:	September 2015

GUIDELINES AND POLICY PROCEDURES FOR VEHICLE MANAGEMENT – POLICY NO 4.1.16

1. GENERAL CONDITIONS

The use of City vehicles is defined by these Guidelines and Policy Procedures and by the General Conditions of employment and more specifically as follows:

1.1 The Chief Executive Officer:

- (i) will determine the vehicle use status applicable to employees or positions within the City;
- (ii) shall review the applicability of this status regularly for existing users and determine applicability to vacant positions should there be a substantial change to the position;
- (iii) will determine any changes required with respect to vehicle allocation;
- (iv) will determine whether a employee is in breach of this policy, and will subsequently determine whether restriction or withdrawal of the use of the vehicle will be imposed;
- (v) may determine and require rotation of motor vehicles among employees to ensure that all vehicles are used to a similar extent each year and Fringe Benefits Tax is minimised; and
- (vi) will ensure that during working hours the vehicle will be available for use by other employees, when not required by the employee to whom the vehicle is allocated.

2. EMPLOYER RESPONSIBILITIES

2.1 In providing a vehicle to employees, the City has a responsibility to ensure that it:

- (a) meets vehicle safety and Road Traffic Act/regulation requirements;
- (b) provides a safe “work place” in terms of Occupational Safety and Health requirements;
- (c) meets the organisation’s needs;
- (d) is adequately insured and registered;

2.2 Vehicles that fall into the following categories will be fitted with a First Aid Kit and hand held fire extinguisher:

- (a) all vehicles used to regularly transport fuel powered plant;
- (b) all trucks;
- (c) all Ranger vehicles; and
- (d) all vehicles and plant used to service other vehicles or carry fuels.

- 2.3 The Director of Technical Services is responsible and accountable for managing the technical aspects of the City's vehicle fleet in accordance with this policy.

Note:

- (i) Advice regarding the interpretation of technical specifications should be directed to the Director Technical Services;
- (ii) Advice regarding the interpretation of conditions of use should be directed to the Manager Human Resources; and

3. EMPLOYEE RESPONSIBILITIES

- 3.1
- (a) Only authorised person's holding an appropriate current driver's licence are permitted to drive City vehicles. Probationary drivers are permitted to drive City owned vehicles for business purposes.
 - (b) It is the responsibility of the employee to ensure that he or she has a current Driver's Licence applicable to the class of vehicle which they are driving.
 - (c) If a person becomes aware that their driver's licence has been cancelled, they shall not use/drive a City vehicle until their licence has been renewed.

3.2 The driver is responsible for:

- (a) complying with all relevant traffic legislation (Road Traffic Act 1974-1982 and Road Traffic Code 2000); and
- (b) any traffic or parking infringements, whether or not on City business.

In addition, the employee responsible for a City vehicle shall:

- (a) personally issue the keys of the vehicle to another employee who may wish to use the vehicle during the day.
- (b) ensure a Register is to be kept of all persons who use the vehicle including Name, date, time out, time in and signature. If the person wishing to use the vehicle **does not** fill in the register, **the keys of the vehicle are not to be handed over.**
- (c) be aware of the times they are using the vehicle and should also complete the register.
- (d) keep/file the completed Register for a minimum of 12 months and make this Register available to the Director Technical Services, or nominated officer, as and when required.

If a traffic infringement is received by the City, the infringement notice will be provided to the person responsible for the vehicle. It is the responsibility of the employee to provide details of who was driving the vehicle at the particular time and fill in the relevant details on the infringement notice.

(Note: The City will not be responsible for any infringement notices received.)

- 3.3 City vehicles are considered to form part of the workplace. As such, all vehicles owned by the City, regardless of allocated use, are designated smoke free environments. Persons shall not smoke in a City vehicle.
- 3.4 All employees are required to abide by the Road Traffic Act requirements in relation to drugs and alcohol consumption and driving. It is the responsibility of each employee to ensure that no nominated driver has control of a City vehicle while exceeding the alcohol blood level readings as prescribed by legislation.
- 3.5 Employees driving vehicles whilst acting on behalf of the City is classified as "City Business Use".
- 3.6 It is the responsibility of each employee, to whom the vehicle is assigned, to ensure that the vehicle is maintained in a safe, clean and roadworthy condition consistent with manufacturers' warranty requirements and that:
- (a) the vehicle is to be made available for maintenance and repairs and when directed by the Director Technical Services;
 - (b) the vehicle is delivered to and picked up from the place where mechanical servicing and repairs are effected; and
 - (c) mechanical defects are to be reported to the Director Technical Services; as soon as practicable.
- 3.7 (i) The employee is responsible for ensuring the correct operation of the vehicles in accordance with the vehicle operating manual, at all times, including ensuring all of the following are maintained at all times:
- (a) petrol, diesel, LPG
 - (b) coolant (radiator water)
 - (c) oil
 - (d) battery water (where required)
 - (e) hydraulic fluid and/or other
- (ii) The vehicle air conditioning is used for a minimum of ten (10) minutes per week.
- 3.8 Non-City Employee Use of a City Vehicle

In addition to the above responsibilities, when the vehicle is being driven by a non-City employee (e.g. City contractor), as authorised by this Policy, the City employee to whom the vehicle has been allocated to, is to ensure that the driver;

- (a) is the holder of a current Western Australian driver's licence for the class of vehicle;
- (b) understands their responsibilities as a driver;
- (c) is authorised by the City employee to drive the vehicle; and
- (d) provide receipts for fuel used during periods where that person has been required to purchase fuel.

3.9 Availability of Vehicles and Keys

- (a) Each Section is to maintain a pre-booking system for the vehicle usage, in order to optimise the usage (pooling) of the fleet.
- (b) Each Section is to maintain access to vehicle keys in such a manner as to facilitate ease of use of vehicles by other employees for business purposes.
- (c) A spare set of keys for all vehicles will be held by the City's Technical Services Directorate.

3.10 Recording of all Vehicle Use

It is the responsibility of all vehicle users to accurately maintain a record of the use of the vehicles allocated to them. This record is to detail (as a minimum requirement), the date, time and driver information related to use of the vehicle.

- ### 3.11
- The interior and exterior of the vehicles shall be kept clean at all times. All employees are responsible for the regular cleaning of their assigned vehicles in their own time and at their own expense. Vehicles shall be washed at least once a month (or more often if required) and the interior regularly cleaned/vacuumed.

3.12 Accidents and General Damage

It is the responsibility of the employee to whom the vehicle is assigned or other persons who uses a City vehicle to:

- (a) Report as soon as practicable any involvement in a motor vehicle accident, to the Director Technical Services.
- (b) Drivers shall:
 - (i) Complete all claim forms appropriate within forty-eight (48) hours of the damage occurring, or as soon as practicable, should the driver of the vehicle sustain injury.
 - (ii) Attend a Police Station and file a Police Accident Report.
 - (iii) Complete an Accident/Incident Report.
- (c) Report "general damage" (where an insurance claim for damages form is not appropriate for the vehicle) as soon as practicable to the Director Technical Services.

3.13 Security

All employees allocated with a City vehicle are responsible for the security of the vehicle at all times whilst the vehicle is being used by them. This includes;

- (a) Ensuring that the vehicle is under the employee's control whilst not being used on City business and not allow it to be driven by an unlicensed person or any other person not authorised by the Chief Executive Officer.

- (b) The security of the vehicle at all times, including:
 - (i) Always locking the vehicle and ensure windows are closed when the vehicle is not in use or occupied.
 - (ii) Not leaving keys in an unoccupied vehicle.
- (c) Properly housing and securing the vehicle. Preferably park in a residential driveway and if no driveway is available on the verge immediately outside the employee's residence.
- (d) Ensuring the security of City equipment contained in the vehicle. Should it be necessary to leave equipment in an unoccupied vehicle, it should be stored in the glove box or boot. Employees should never leave valuables (including; laptop computers, cameras, mobile phones or fuel cards), confidential or sensitive documents in an unoccupied vehicle.

4. VEHICLE TYPE AND REPLACEMENT

4.1 Operational vehicles must be "fit-for-purpose" to be able to do the task required of them. However, a like-for-like replacement is not always necessarily appropriate. Both vehicle capabilities and operational needs change over time, making it necessary to carefully assess new vehicle selections. Vehicle selection is to be guided by this policy and should provide overall "best value for money" – taking account of whole of life costs and relevant operational, financial, environmental and safety considerations:

4.1.1 Four Cylinder Vehicles

Four-cylinder vehicles generally produce lower greenhouse emissions than either petrol or LPG-powered 6 cylinder vehicles. They may also have lower operating and FBT costs. In most cases, therefore, a four-cylinder vehicle is likely to be the best choice for both economic and environmental reasons. Vehicles carrying several passengers or bulky/heavy equipment, may still have (but should not automatically be assumed to have) a credible need for a larger engine.

4.1.2 Liquid Petroleum Gas (LPG)

New or replacement six-cylinder passenger or utility vehicles, that have a dedicated LPG model variant available, are to be replaced by an LPG-powered vehicle, except where there is clear justification to the contrary.

4.1.3 Vehicle Safety

There is a duty of care to provide a safe workplace. Fleet vehicles are considered an extension of the workplace and therefore should be as safe as is reasonable and practical. This policy promotes and supports selecting vehicles with enhanced safety characteristics. The selection of safer vehicles, and the fitting of vehicle accessories that promote occupant safety and the safe operation of fleet vehicles should be considered in conjunction with operational requirements, environmental issues and whole of life costs in the acquisition of vehicles.

4.1.4 Light Commercial Vehicles

Due consideration should be given to smaller engines, where operationally appropriate, and note the continuing requirement for six-cylinder utilities and passenger vehicles to be replaced with LPG-powered vehicles.

5. VEHICLE ALLOCATIONS

- 5.1 The City's employees indicated may be assigned a City owned/leased vehicle which complies with the following standards:

CATEGORY 1: Senior Employees – according to Contract of Employment

“Senior Employees”

5.1.1 Chief Executive Officer

According to Employee Contract of Employment. Ford Falcon LPG “G6E” series/ Holden Calais (LPG) or equivalent standard of vehicle as per WA Government Fleet Policy Contribution **Category Rate C** Class **Executive 2**.

5.1.2 Directors

According to Employee Contract of Employment. Ford Falcon LPG G6/Subaru 2.5i Premium or equivalent standard of vehicle as per WA Government Fleet Policy Contribution **Category Rate B**. Small/medium passenger vehicle – Class **Executive 2**.

CATEGORY 2: Unrestricted Private Use within Western Australia

- 5.2 Managers; in accordance with individual employee Contract of Employment**:

- Ford Falcon XT Basic Sedan/~~Holden Omega (LPG)~~ or equivalent model; or
- Vehicle as per WA Government Fleet Policy Contribution **Category Rate B**. Small passenger vehicle – Class **Executive 1**.

**The vehicle type/Model shall be determined at the sole discretion of the Chief Executive Officer (in liaison with the Director Technical Services) taking cognisance of re-sale value, fuel efficiency, environmental rating and other relevant matters. (Amended 12/11/2008).

CATEGORY 3: Restricted Private Use – In accordance with Letter of Offer/Contract of Employment**

CATEGORY 4: Commuting Use**

CATEGORY 5: “On Call/Call Out” Use**

**The vehicle type/Model shall be determined at the sole discretion of the Chief Executive Officer (in liaison with the Director Technical Services) taking cognisance of re-sale value, fuel efficiency, environmental rating and other relevant matters. (Amended 12/11/2008).

5.3 Coordinator Parks Services; Co-ordinator Planning (Statutory); Principal Building Surveyor; Supervisors; Assistant Supervisors; or an employee who is allocated a vehicle in accordance with their Letter of Offer**:

- Four (4) cylinder vehicle as per WA Government Fleet Policy Contribution **Category Rate A**. Small passenger vehicle – Class **Operational (GSV Level 8)**; or
- Dual or single cab utility. (As approved by the Director Technical Services).

Note: Station wagons may be supplied where their use to carry out certain functions in the course of their duties can be justified and as approved by the Chief Executive Officer.

6. VEHICLE ACQUISITION/REPLACEMENT

6.1 Vehicle Selection

- (a) Operational requirements shall be the primary consideration in the acquisition of a vehicle or its replacement.
- (b) Environmental, operational, financial and safety considerations, ease of servicing shall also be considered when selecting the most appropriate vehicle for the intended use.

6.2 Vehicle Replacement

- (a) The Director Technical Services is responsible for determining when a vehicle is to be replaced. This will be reviewed on an annual basis, as part of the City’s Budget process – Light Vehicle Replacement Programme.
- (b) Category 1 vehicles may be replaced at an interval of approximately 40,000 kilometres or 24 months whichever may occur first, at the discretion of the Chief Executive Officer.
- (c) All other vehicles shall be replaced at approximately 60,000 kilometres or approximately three (3) years whichever may occur first.

* Clause 6.2(b) amended 6 September 2011.

6.3 Vehicle Accessories

(a) Standard Accessories

The following features are to be included as appropriate accessories on all vehicles purchased for the City;

- (i) power steering;
- (ii) automatic transition – (wherever possible);
- (iii) air conditioning;
- (iv) air bags – as provided by the vehicle manufacturer;
- (v) tinted window film – as approved by the vehicle manufacturer;
- (vi) “hands free” mobile telephone car kits; and
- (vii) mud flaps.

(b) Extra Accessories

The Director of Technical Services may approve the following accessories:

- (i) leather seats (for Chief Executive Officer/Directors only)
Amended 12/11/2008; and
- (ii) tow bar – as approved by vehicle manufacturer.

Note: Sunroofs will not normally be approved.

(c) Accessories – Employee Purchase

Any employee who has Unrestricted Private Use of a vehicle as part of an agreement may purchase additional accessories at their own expense on the understanding that the accessory will be installed and, if necessary, removed, at the employee’s own expense. The City will accept no cost or other responsibility for the transferability to a replacement vehicle of any accessory purchased in this manner. Upon leaving the employment of the City or change to an employee’s vehicle entitlements, the employee will make good the vehicle to the original specifications and standard of the vehicle at the time of the initial purchase of the vehicle. This agreement is subject to approval by the Chief Executive Officer.

6.4 Colour

All operational vehicles are to be supplied in white. Vehicles allocated for “Private use” may be chosen from the colour range as approved by the Director Technical Services and consideration may also be given by the Chief Executive Officer to the supply of coloured vehicles for employees who have limited private use.

7. CATEGORIES OF VEHICLE USE

The use of City vehicles either private or otherwise is at the complete discretion of the Chief Executive Officer and will have regard for but not restricted to the position or nature of work of the employee.

7.1 **Category 1** – Senior Employees - according to Contract of Employment.

“Senior Employee” use is currently granted to the following “senior” employees:

- Chief Executive Officer;
 - Directors.
- (a) “*Senior Employee*” use is defined as a vehicle that is provided to the Chief Executive Officer or a Director for 52 weeks per annum, with the City covering all costs associated with the running of the vehicle.
- (b) A spouse/partner or nominated driver may use the vehicle.
- (c) Other persons with a valid driver’s licence may drive the City vehicle provided the employee is present as a passenger in the vehicle at all times or in an emergency only.
- (d) Off-road use is not permitted, except where the vehicle is designed for such use.
- (e) A fleet fuel card is provided with the vehicle and details must be recorded at the time of purchase of fuel.
- (f) The value placed on the vehicle component incorporated as part of a remuneration package (as specified by WALGA and as approved by the CEO) shall be able to be converted to cash or salary sacrificed, if the employee chooses not to be provided with a City vehicle.
- (g) If a lesser vehicle than those specified in clause 5 is chosen, the lesser vehicle benefit value, as specified in clause 7.1(f), may be salary sacrificed as part of the total remuneration package.
- (h) Novated Lease Option – “Senior Employees” may elect to take a cash component and convert that to a novated lease option. Novated lease options must comply with this policy, which effectively limits the range of vehicle types to the standard prescribed.

The City will not salary sacrifice novated lease options associated with “luxury vehicles”. This includes for example; Mercedes, BMW, Audi, Volvo, Porche. Senior Employees wishing to pursue novated lease options will assume full responsibility for making all enquiries and negotiations on vehicle choice and finance arrangements and assume full responsibility for Fringe Benefit Tax (FBT) liability. The City will facilitate the appropriate salary sacrifice arrangements to satisfy legislative requirements in this regard.

7.2 Category 2 – Unrestricted Private Use within Western Australia

In accordance with individual employee Contract of Employment and/or Letter of Offer.

- (a) Unrestricted private use is granted to the following employees:
- Managers;
- (b) “*Unrestricted private use*” is defined as a vehicle provided with the City covering all costs associated with the running of the vehicle, subject to the following;
- (i) Private use in Western Australia, south of the Tropic of Capricorn and west of Kalgoorlie is permitted.
 - (ii) Private use whilst on annual leave, approved leave without pay, personal leave (where it does not exceed two (2) weeks [10 working days]), worker’s compensation (not exceeding one (1) week) and Long Service Leave, shall be subject to the approval of the CEO. **Amended 23.8.13**
 - (iii) If the vehicle is driven beyond that specified in this clause (where approved), the cost of fuel will be the responsibility of the employee.
 - (iv) The employee shall pay a contributing amount per annum, which will be calculated as a fortnightly rate and will be deducted from the employee’s salary each fortnight except during periods of leave when the vehicle may not be available to the employee. This fee will be subject to a review and any increases shall be in line with the Consumer Price Index (Perth) at the beginning of each financial year. **(Fee can be made available by contacting the Director Corporate Services).**
- If the vehicle is not being used by the employee during a period of leave as mentioned in clause (ii) above, the employee’s contributions for that vehicle will be suspended during that period.
- (c) When the vehicle is used for private purpose, outside the employee’s normal work hours, their spouse (or approved partner) is permitted to drive the vehicle. It is the responsibility of the employee to ensure that his/her spouse/partner has a current driver’s licence for the class of vehicle driven, and that where the Terms and Conditions of this Policy apply to the employee, they are equally adhered to by the spouse/partner.

- (d) Where an employee does not have a spouse, the employee's accompanying partner will be permitted to drive the City vehicle provided the employee is also in that vehicle at that time. A "once off" prior approval of the relevant Director is to be obtained.
- (e) The vehicle shall have affixed a permanent adhesive "Council Logo" on the front doors near the side vision mirrors. The size of the logo shall be determined by the Chief Executive Officer.
- (f) Off-road use is not permitted except where the vehicle is designed for such use.
- (g) A fleet fuel card is provided with the vehicle and details must be recorded at the time of purchase of fuel.
- (h) The value placed on the vehicle component incorporated as part of a remuneration package (as specified by WALGA and as approved by the CEO) shall be able to be converted to cash or salary sacrificed, if the employee chooses not to be provided with a City vehicle. The employee may only exercise this option prior to when a vehicle is to be replaced or entering into a Deed of Contract of Employment or a Letter of Offer (which includes the use of a Council Vehicle) is made. If approved the Chief Executive Officer reserves the right to impose any conditions which may have a financial impact on the City and the employee cannot change the agreed terms and conditions for the remainder of the duration of the Contract of Employment or unless approved by the Chief Executive Officer. (* Amended 5 December 2008).
- (i) If a lesser vehicle than those specified in clause 5 is chosen, the lesser vehicle benefit value, as specified in clause 7.2(h), may be salary sacrificed as part of the total remuneration package.

7.3 Category 3 – Restricted Private Use – In accordance with Letter of Offer/Contract of Employment

Restricted private use of a vehicle shall be allocated to an employee at the recommendation of the Director and shall be approved at the sole discretion of the Chief Executive Officer.

- (a) "*Restricted Private use*" is defined as a vehicle provided, with the City covering all costs associated with the running of the vehicle subject to the following;
 - (i) Use is limited to radius of 250 kilometres from the Perth GPO. Approval to drive beyond the 250 kilometre distance shall be subject to the prior approval of the relevant Director.
 - (ii) Restricted Private use whilst on annual leave, approved leave without pay, personal leave (where it does not exceed one (1) week [5 working days]), worker's compensation (not exceeding one (1) week) and Long Service Leave, shall be subject to the approval of the Director.

The prior approval of the CEO is required where the leave specified in clause (ii) exceeds five (5) working days.

Amended 23.8.13

- (iii) If the vehicle is driven beyond that specified in this clause (where approved), cost of the fuel will be the responsibility of the employee.
- (iv) the employee shall pay a contributing amount per annum, which will be calculated as a fortnightly rate and will be deducted from the employee's salary each fortnight except during periods of leave when the vehicle may not be available to the employee. This fee will be subject to a review and any increases shall be in line with the Consumer Price Index (Perth) at the beginning of each financial year.

If the vehicle is not being used by the employee during a period of leave as mentioned in clause (ii) above, the employee's contributions for that vehicle will be suspended during that period. **(Fee can be made available by contacting the Director Corporate Services).**

- (b) When the vehicle is used for private purpose, outside the employee's normal work hours, his/her spouse/partner is permitted to drive the vehicle. It is the responsibility of the employee to ensure that his/her spouse/partner has a current driver's licence for the class of vehicle driven, and that where the Terms and Conditions of his Policy apply to the employee, they are equally adhered to by the spouse/partner.
- (c) Where an officer does not have a spouse, the employee's accompanying partner will be permitted to drive the Council vehicle provided the employee is also in that vehicle at that time. A "once off" prior approval of the relevant Director is to be obtained.
- (d) The vehicle shall have affixed a permanent adhesive "Council Logo" on the front doors near the side vision mirrors. The size of the logo shall be determined by the Chief Executive Officer.
- (e) Off-road use is not permitted except where the vehicle is designed for such use.
- (f) A fleet fuel card is provided with the vehicle and details must be recorded at the time of purchase of fuel.
- (g) Employees will be provided with a vehicle as approved by the Chief Executive Officer.
- (h) The value placed on the vehicle component incorporated as part of a remuneration package shall **not** be able to be converted to cash.

7.4 **Category 4 – Commuting Use**

Commuting use of a vehicle shall be approved by the relevant Director, subject to a vehicle being available.

- (a) “*Commuting use*” is defined as a vehicle available for commuting purposes to and from the employee’s place of work and home only, subject to the following;
 - (i) use of the vehicle entitles the employee to travel directly to work and from work to their private residence and enables an employee to go direct from work to an educational, sporting, social or other events and then drive home. Arrangements to be approved by the relevant Director; in these circumstances, prior to the actual event;
- (b) Only City employees will be permitted to drive a City vehicle, except under the following circumstances;
 - (i) where an employee is representing the City at an official function that employee’s accompanying partner will be permitted to drive the City vehicle to and from the function, providing the City employee is also in the vehicle at the same time.
 - (ii) where permission has been granted by the relevant Director.
- (c) In the event of an emergency, the vehicle may be used beyond this guideline for incidental use, each occurrence of which must be reported, in writing, to the employee’s supervisor no later than the next working day after the event.
- (d) Off road use is not permitted, except where the vehicle is designed for such use.
- (e) A fleet fuel card is provided with the vehicle and details must be recorded at the time of purchase of fuel.
- (f) In the event of a change of duties or change to the nature of the work for which the employee is employed, the Chief Executive Officer reserves the right to withdraw the provision of a vehicle.
- (g) The vehicle will not be available to the employee during annual leave or long service leave, leave without pay or sick leave periods of three (3) days or more.
- (h) The vehicle will be equipped with a medium sized “Council Logo” (eg 120mm x 120mm) located in the top centre of the two front door panels.

7.5 Category 5 – “On Call/Call Out” Use

- (a) “*On Call/Call Out*” is defined as a vehicle available for commuting use to and from the employee’s place of work and home only whilst the employee is on roster for call outs/on call, in accordance with an employee’s conditions of employment.
- (b) During working hours or when the employee is on call-out, the City’s logo must be displayed on the vehicle.

8.1 Relieving Duties – Entitlement

Relieving Employees carrying out relieving duties do not automatically assume the motor vehicle entitlements of an employee on leave.

8.2 Out of Hours Vehicle Use – Emergencies

Out of hours use of City vehicles by employees who do not have private or commuter use is not permitted, except in an emergency. Any emergency use is to be reported to the relevant Director as soon as practicable.

8.3 Miscellaneous

All changes of conditions of use as stated in this policy, whether permanent, temporary or “one-off”, are to be approved by the Chief Executive Officer prior to the variation being implemented.

CITY OF VINCENT

VEHICLE AUTHORISATION FORM

CONDITIONS OF USE

1. Other than in exceptional circumstances only employees authorised by the Vehicle Management Policy are permitted to drive a City vehicle. Such exceptional circumstances would normally be limited to those instances when:
 - (a) in the course of the vehicle's normal use it is necessary to entrust it to the custody of another party (e.g. mechanic/service employees)
 - (b) illness or other indisposition of the authorised employee driver whilst actually using the vehicle necessitates that another party takes over.
2. Employees with commuting use of a City vehicle must normally have the vehicle off the road by 8.00pm, unless on authorised business.
3. Vehicles are not to be used by, or loaned to other employees, for private use. Only with the approval of the Director, and/or Section Manager may an employee borrow vehicles for authorised business.
4. Ignition keys are not to be left in parked vehicles at any time.
5. Covering of the City logo on vehicle doors is not permitted and will not be tolerated under any circumstances.
6. In NO circumstances should any person drive or permit another to drive a City vehicle who:
 - (a) does not hold a valid driver's licence for the type of vehicle concerned;
 - (b) has been refused motor vehicle insurance or continuance thereof by any insurer;
 - (c) drive whilst under the influence of alcohol or mind altering drugs.
7. Drivers are personally liable to pay all fines imposed for parking and traffic offences committed whilst the motor vehicle is in their control. All traffic offences, other than parking infringements, are to be reported to the Director Technical Services (refer to Policy/Procedure and Guidelines clause 3.2.)
8. Upon any City vehicle involved in an accident the driver is to:
 - (a) render necessary assistance to any injured person and report details of the accident to the Police if there has been harm caused to any person;
 - (b) report the accident to the nearest Police Station within 24 hours if the damage to the City vehicle and/or other vehicles or property involved is considered to be more than \$1,000;
 - (c) secure the necessary details regarding other person or vehicles involved, complete accident detail form and present it to the City's Director Technical Services;
 - (d) complete any necessary insurance claim forms or other documentation immediately with the City's Insurance Officer;
 - (e) under no circumstances admit liability for causing the accident.

9. All fuel must be obtained from an approved Service Station outlet.
10. In the event of a breakdown during normal working hours, employee's shall call the Customer Service Officer, Technical Services Division who will arrange for emergency repairs or towing service. After hours, arrange for necessary assistance. Personal costs associated with the repairs will be reimbursed.
11. The City will be responsible for the payment of running costs incurred whilst the vehicle is being used on official business. Any expenses incurred are to be supported by proper invoices.
12. When travelling outside the metropolitan area no expenses for repair in excess of \$100 are to be undertaken without approval from the Director Technical Services or if unavailable their relevant Director.
13. The authorised driver is to ensure that the vehicle is:
 - (a) to be kept clean (internal and external) and be washed on a regular basis;
 - (b) kept adequately maintained in accordance with the vehicle manufacturer's instruction handbook;
 - (c) condition and/or operation of tyres, wheels, steering, brakes driving and signalling lamps, engine, transmission and body is checked at least once a month and report any defects noted during such check or becoming apparent at any other time and have all such defects rectified before further use of the vehicle; and
 - (d) stored in a secure place, in accordance with clause 3.13.
14. Use of a vehicle whilst in an unsafe condition can void indemnity otherwise granted by insurers and render the driver personally liable for any damage sustained.
15. The allocation and distribution of vehicles is at the absolute discretion and approval of the Chief Executive Officer.

EMPLOYEE DECLARATION:

I, _____ hereby
declare:

1. I am the holder of a current motor vehicle driver's licence and have no knowledge of any circumstances which could cause its cancellation or suspension.
2. I have not been refused motor vehicle insurance or continuance thereof by an insurer.
3. I acknowledge and understand the Conditions of Use of City Vehicles set out above.

Employee Signature _____ Date _____

EMPLOYEE DRIVER LICENCE DETAILS

State issued _____ No. _____ Class _____ Expiry Date _____

Conditions or Endorsements (if any) _____

**RESTRICTED PRIVATE USE OF A VEHICLE
 AUTHORISATION FORM**

TO: CHIEF EXECUTIVE OFFICER

I _____, have been offered and wish to accept the use of a City supplied motor vehicle in accordance with Clause 7.0 – Categories of Vehicle Use of the Vehicle Management Policy.

I have read, understand and agree to the conditions of Clause 7.0 of the Private Use of the Vehicle Management Policy. Should my application be approved, I authorise the stated contribution to be deducted from my salary.

EMPLOYEE'S SIGNATURE		DATE: ____/____/____
POSITION TITLE		

**The offer of *Unrestricted/Restricted Private Use is recommended
 * delete which is not required**

RECOMMENDED BY MANAGER		DATE: ____/____/____
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I endorse the recommendation

ENDORSED BY DIRECTOR		DATE: ____/____/____
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The recommendation for Private Use (as above) is -

- APPROVED**
 NOT APPROVED

CHIEF EXECUTIVE OFFICER		DATE: ____/____/____
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**Please forward this request to Corporate Services
 Payroll Office Use Only**

ADJUSTMENT MADE TO EMPLOYEE'S SALARY		DATE: ____/____/____
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