Motor Vehicle Use Policy

1. PURPOSE

1.1 The Motor Vehicle Use Policy (the **Policy**) provides guidelines for fair, equitable and transparent use of Council vehicles, and accountability of vehicle users.

2. SCOPE

2.1 The Policy applies to all motor vehicles owned, leased or otherwise operated under the control of Council, and outlines the responsibilities, procedures and standards for the safe, lawful, and efficient use, maintenance and management of fleet vehicles.

2.2 This policy does not apply to privately owned vehicles used for work travel.

3. LEGISLATIVE FRAMEWORK

The Policy is to be read in conjunction with any relevant legislation, including but not limited to the following:

- *Motor Vehicles Act 1959* (SA);
- *Road Traffic Act 1961* (SA);
- *Australia Road Rules;*
- *Work Health and Safety Act 2012* (SA);
- *Fringe Benefits Tax Assessment Act 1986* (Cth); and
- *Local Government Act 1999* (SA).

4. DEFINITIONS

Elected Member	means a Council Member of the District Council of Karoonda East Murray.
Agreement for Use of Council Vehicle	refers to a document provided to a Council employees who, as a condition of their employment, are allocated a Council vehicle for private or commuter use.
Allocated Council vehicle	refers to a Council vehicle that has been specifically assigned to a Council employee in conjunction with their position, Employment Agreement, or duties.
Commuter use	means vehicles that are allocated for commuting directly to and from work only (via the most direct route) and are not available for private use. The vehicle forms part of the general fleet during working hours.
Council vehicle	means a Council owned or leased motor vehicle (excluding salary sacrificing arrangements through a salary sacrifice provider or heavy machinery).
Council staff/employee	includes employees (full time, part time and/or casual) and authorised persons/contractors who have been assigned a vehicle or are required to use a Council vehicle in the course of undertaking their Council duties.
Fleet vehicles	means a vehicle available for casual use by Council staff or in some situations, Elected Members.
Private use	means a vehicle that is available for full private use by an Council employee in accordance with any corresponding Agreement for Use of Council Vehicle.

5. PROVISION OF COUNCIL VEHICLES

5.1 It is recognised that the District Council of Karoonda East Murray requires its employees to often travel vast distances across the district. Due to this, Council provides vehicles to maximise delivery of services in an efficient and effective manner.

5.2 Council requires each employee to understand and adhere to the manufacturer's safe operating requirements of the vehicle allocated to them, to drive with care and to maintain the allocated vehicle to ensure its safety, reliability and economy.

5.3 Council employees must not exceed the legal alcohol blood limit and/or be under the influence of illegal drugs whilst driving. Council employees must not be under the influence of prescribed medication that will impact on their driving ability. Employees who do not comply with these requirements may be subject to disciplinary action.

5.4 Smoking and/or vaping is not permitted in any Council vehicle. Employees who do not comply with this requirement may be subject to disciplinary action.

5.5 All employees of Council vehicles must hold a current valid Driver's Licence applicable to the class of Council vehicle operated. In the event an employee is disqualified from holding a Driver's Licence, the employee must notify the Chief Executive Officer or General Manager immediately.

6. USE OF COUNCIL VEHICLES

6.1 Unless otherwise stipulated in an employee's Employment Agreement or unless otherwise expressly approved by the Chief Executive Officer in writing:

6.1.1 only Council staff/employees and/or Elected Members may operate a Council vehicle.

6.1.2 Council fleet vehicles should only be made available and utilised for use during business hours.

6.1.3 Fleet vehicles will not be available for use outside of normal business hours.

6.2 Subject to the approved conditions of an employee's individual Employment Agreement, allocated Council vehicles may be driven by a nominated family member of the respective employee.

6.3 Where a current employee has private use of an allocated Council vehicle, in the event that that employee is absent from duties for a period exceeding 30 days, the allocated Council vehicle must be returned to Council until such time that the employee returns to duties.

6.4 Where a current employee has private use of an allocated Council vehicle and terminates their employment with Council, the successor will not necessarily be provided a vehicle.

6.5 Any expiation or fine issued for breaching road rules is the sole responsibility of the driver. Council will not pay any expiation or fine, and any costs incurred by Council in managing the expiation will be on-charges to the employee. The employee responsible will complete a statutory declaration, recognising them as the driver of the vehicle.

6.6 In the event of theft, or an accident occurring in a Council vehicle, employees are to lodge an incident report, advise the Chief Executive Officer or General Manager and South Australia Police (if applicable) as soon as practicable.

6.7 The keys of allocated Council vehicles, when not in use, shall be left with the authorised person responsible for the relevant allocated vehicle.

6.8 The keys for fleet vehicles, when not in use, shall be left in the key safe.

6.9 Booking of allocated Council vehicles must be made at least one (1) hour in advance to with the relevant authorised persons.

6.10 Fleet vehicles must be booked prior to their required use through the Council booking system.

6.11 Employees utilising fleet vehicles, or vehicles allocated to specific employees, must ensure the fuel tank is refilled once gauge reaches the half-way mark.

6.12 A fleet vehicle must not be stored at an employee's or Elected Member's home overnight, unless it would be impractical/unreasonable to return it the same day or when the vehicle is required for an early start from home the next day. In such circumstances, expressed approval from the Chief Executive Officer is required.

6.13 Where a Council fleet vehicle is used for business purposes / travel, all use is to be entered into the Logbook by the vehicle user.

6.14 Drivers must complete a pre-start inspection prior to commencing their journey.

6.15 Council will pay the Fringe Benefits Tax arising from the private use of Council vehicles. The taxable value of individual fringe benefits will be recorded and reported on individual payment summaries in accordance with legislative requirements.

7. PROVISION OF COUNCIL VEHICLE OR ALLOWANCE FOR COMMUTER USE

7.1 In the ordinary course of employment, commuter use Council vehicles will only be offered as part of an employment package where:

7.1.1 there is a demonstrated and documented benefit to Council of the equivalent annual value to Council; or

7.1.2 there is demonstrated and documented need to offer a vehicle allowance or a commuter use vehicle as part of an employment package to attract suitably qualified employees.

8. USE OF PERSONAL VEHICLES FOR COUNCIL BUSINESS

8.1 It is acknowledged that employees may utilise their own vehicle for Council business where a Council vehicle is not practically available or in other reasonable circumstances.

8.2 All use of a private vehicle on Council business must be approved in advance by the Chief Executive Officer or General Manager.

8.3 The route to/from the Council business must be the most direct route.

8.4 The employee's vehicle must be insured privately.

8.5 The rate of reimbursement for person vehicle use for business purposes as set out by the Australian Taxation Office and remunerated through the payroll process.

9. ACCESS TO FLEET VEHICLES BY MAYOR AND ELECTED MEMBERS

9.1 In accordance with Council Members Allowances, Benefits Policy:

9.1.1 The Mayor may have access to a suitable fleet vehicle for attending a function or activity on the business of Council. The Mayor shall arrange with the Chief Executive Officer for the use of the fleet vehicle and will be given priority of its use.

9.1.2 An Elected Member may have access to a suitable fleet vehicle for attending a function or activity on the business of Council. An Elected Member wishing to use a fleet vehicle must submit a request to the Chief Executive Officer at least five (5) days prior to anticipated use, except in exceptional circumstances as determined by the Chief Executive Officer.

10. DOCUMENT AND ADMINISTRATION CONTROL

COUNCIL POLICY	
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