



two ways :: one outcome

## RULES FOR VEHICLE USE AND OPERATION

**REFERENCE NUMBER: P14 (A)**

**ORGANISATION UNIT: All**

**RESPONSIBLE POSITION: Director Finance and Corporate Services**

**RELEVANT DELEGATIONS: Nil**

**DATE ADOPTED: December 2013 (CRN 672/2013)**

**NEXT REVIEW DATE: Every four years**

### **Objectives:**

To establish procedures and processes for the use, care and operation for all Central Desert Regional Council's vehicles and plant.

### **1. VEHICLE USE RULES:**

#### **Terms and Conditions: ALL USERS**

- All drivers are to have current and valid licence for the class of vehicle being driven.
- Drivers are to ensure the vehicle is in a safe and roadworthy condition before use. Any damage or fault must be reported to their Manager as soon as practicable.
- No vehicle is to be driven if the vehicle is not in a roadworthy condition.
- No smoking is permitted in shire vehicles.
- No vehicle is to be operated while under the influence of alcohol or drugs.
- Vehicles are not to be used for hunting activities. Guns and other weapons are not to be carried in Council vehicles. Dead animals are not to be carried in a Council vehicle.
- Drivers are to act in accordance with all road rules at all times. All traffic or parking infringements are the responsibility of the driver.
- Vehicles are to be kept clean and tidy state and are to be cleaned as needed at completion of use.
- Vehicles are to be locked and keys secured when not in use.
- Any driver involved in an accident causing vehicle damage, property damage or personal injury is required to stop, render assistance if required and to report the accident to their Manager and the Asset Manager as soon as possible and within 1 working day. Where legal obligations require a police report, the police PROMIS number is to be provided. An *Accident and Incident Report* is to be completed following any incident or accident resulting in injury or property damage.
- Where it is proven that an accident is a consequence of negligence, drugs or alcohol, or where the driver is not appropriately licensed or authorised, Council may hold the driver liable for the cost of repairs or replacement of the vehicle and other property.

- Drivers are personally responsible for payment of all traffic infringement fines incurred by them, including parking fines and speeding fines whilst operating a CDRC vehicle.
- Dogs may only be carried if appropriately restrained in the rear of an open vehicle (i.e. utility).
- All vehicle use is to be undertaken in accordance with the *Vehicle Use Policy and Rules for Vehicle Use and Operation*
- Drivers are under no obligation to stop for people on the side of the road where the driver feels the driver or passengers' safety maybe at risk.
- Drivers may choose to stop for people on the side of the road and render assistance where there is a genuine need to provide assistance.

Refer to Attachment A for further vehicle use rules and conditions applicable to each category of vehicle use

## 2. Pre Start Checklists

- Light Vehicles (Class C licence)
  - As a minimum pre-start checklists must be completed weekly for all light vehicles. The driver is responsible to ensure there is a current pre-start checklist prior to starting the vehicle.
- Plant and Heavy Vehicles (Greater than Class C Licence)
  - The operator is responsible to ensure a pre-start checklist is completed daily prior to works commencing.

## 3. Vehicle Logbooks

- Each vehicle and item of plant (backhoe, loader, grader, bobcat, tractor, truck, etc) must have a current logbook
- A logbook entry must be made each time a driver uses the vehicle with the exception of:
  - where one driver is the only driver of the vehicle for a day a single entry may be made at the completion of the day: or
  - where one driver is the only driver of the vehicle and the purpose of the trip differs i.e. business use to private use
- A log book entry must be made daily or if a change of operator.

## 4. Compliance with Vehicle Policy

- All drivers must comply with the CDRC Vehicle Use Policy and these guidelines.
- Non-Compliance may result in:
  - a) A written warning from the CEO
    - Three written warnings will result in withdrawal of your permission to drive a CDRC vehicle and/or dismissal;

**or:** Subject to the severity of the non-compliance and CEO approval:
  - b) Cancellation of your permission to drive a CDRC vehicle: or
  - c) Dismissal from CDRC employment.

## **ATTACHEMENT A:**

### **ADDITIONAL VEHICLE USE RULES AND CONDITIONS**

#### **BUSINESS USE ONLY**

1. Central Desert Regional Council vehicles are only to be used for authorised activities.
2. Vehicles are only to carry passengers authorised by a Director or RSM/SSM.
3. Vehicles are only to be driven on direct access roads. Vehicles are not to be driven off-road, for sight seeing or for 4WD activities.
4. Vehicles are not to be driven on station roads unless approval to do so has been made in accordance with Council policy.
5. Vehicles are to be garaged at the place of Council business

#### **COMMUTER AND BUSINESS USE**

6. Vehicles are to be used for business use only including travel to and from work.
7. Vehicles are to be garaged at the allocated driver's residence. Vehicles must be garaged in a safe and secure location at all times
8. It is the allocated driver's responsibility to ensure the vehicle is serviced at scheduled intervals and is maintained in a clean, roadworthy condition.
9. The vehicle is not to be driven by spouses, relatives, friends or non-Shire personnel.
10. The vehicle is not to be used during periods of leave (personal, sick, annual etc).
11. At the start of leave, the vehicle is to be left at the CDS Shire Depot in Alice Springs in a clean, roadworthy condition, with keys and fuel card handed to the Fleet Coordinator or other responsible depot staff.
12. Vehicles are only to carry passengers authorised by a Director or RSM/SSM.
13. Vehicles are only to be driven on direct access roads. Vehicles are not to be driven off-road, for sight seeing or for 4WD activities.
14. Vehicles are not to be driven on station roads unless approval to do so has been made in accordance with Council policy.
15. Any variation to these terms and conditions are to be specified in the employees lease agreement and approved by the CEO.

### **Definition of Private Use:**

Private use is defined as use of the vehicle for any non-related business matters not specified in your contract of employment.

### **LIMITED PRIVATE USE**

Limited private use is governed by the following terms and conditions:

16. Permitted private use of the vehicle after normal working hours.
17. Permitted private use of the vehicle on weekends and public holidays.
18. Permitted private use of the vehicle to travel within the Shire boundaries and to relevant local regional centres (i.e. Alice Springs or Katherine/Darwin).
19. It is the allocated driver's responsibility to ensure the vehicle is serviced at scheduled intervals and is maintained in a clean, roadworthy condition.
20. The vehicle is not to be driven by spouses, relatives, friends or non-Shire personnel unless prior approval has been attained from your Director.
21. The vehicle is not to be used during periods of extended leave (personal, sick, annual etc) unless authorised by your Director.
22. At the start of leave, the vehicle to be left at relevant Service Delivery Centre or Shire Head Office in Alice Springs in a clean, roadworthy condition, with keys and fuel card handed to the Fleet Coordinator or other responsible depot staff or relief Shire Services Manager; whichever is most applicable
23. The vehicle must not be used for non-Shire employment or other private commercial purposes.
24. The vehicle must be relinquished for other temporary Shire use, if required, potentially by other employees, during and outside of work hours, including as directed by the CEO.
25. Logbook entries must be maintained. Private use must be clearly indicated and include the time and kilometres for the beginning and completion of each trip. Copies of all log book entries must be handed to the Finance department quarterly.
26. Any variation to these terms and conditions are to be specified in the employee's contract and approved by the CEO prior to use.

### **PRIVATE USE**

27. It is the allocated driver's responsibility to ensure the vehicle is serviced at scheduled intervals and is maintained in a clean, roadworthy condition.
28. All terms and conditions of use must be specified in the employees contract and approved by the CEO and/or Council prior to use