



CHERBOURG ABORIGINAL SHIRE COUNCIL

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Workplace Vehicle Usage, Management and Administration

Section 1 – Policy Statement

1. Purpose

1.1 Cherbourg Aboriginal Shire Council (CASC) provides vehicles to enable its employees to perform their duties efficiently and in a cost-effective manner. The use of CASC vehicles in an improper or unsafe manner endangers the well-being of CASC employees and members of the community whom we serve. The “*Cherbourg Aboriginal Shire Council Workplace Vehicle Usage, Management and Administration Policy and Procedures*” will govern the use of vehicles owned or controlled by the council by CASC employees.

2. Commencement

2.1 This Policy will commence on and from 24th July 2018. It replaces all other policies or dealing with Vehicle Usage, Management and Administration (whether written or not).

3. Policy Scope

3.1 This policy applies to all employees, agents and contractors (including temporary contractors or subcontractors) of CASC (and its related entities). This policy also applies to other drivers who have been granted usage for any vehicles owned by, or under the control of, CASC (and its related entities).

3.2 This policy applies during work hours and outside work hours.

4. Policy Objectives

4.1 The objectives of the *Cherbourg Aboriginal Shire Council Vehicle Usage, Management and Administration* policy are:

- to ensure that vehicles owned and/or controlled by CASC are utilised to meet operational requirements; and
- to ensure that vehicles owned and/or controlled by CASC are properly maintained and are functional for long-term use; and
- to enable CASC employees to perform their duties effectively and efficiently; and
- to ensure the fair and proper administration of vehicles to users; and
- to ensure the safe and proper use of vehicles owned and/or operated by CASC; and
- to ensure transparency and accountability for all users.

Section 2 – Procedures

5. Vehicle Ownership

5.1 All vehicles remain the property of CASC. CASC is responsible for paying vehicle registration, insurance and third-party property insurance.

6. Vehicle Driver Requirements

6.1 All drivers of vehicles must hold an appropriate and current Australian Driver's Licence (including any conditional licences where the conditions of such licence are observed during use).

6.2 A “L” plate driver shall not use any vehicle without written approval and authorisation from the relevant CASC manager.

6.2.1 Where an “L” plate driver has received written approval and authorisation from the relevant CASC manager they shall be accompanied by a person holding the appropriate and current Australian Driver's Licence.

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- 6.3 All drivers of vehicles shall immediately report to the relevant manager if their licence is, or will be, cancelled fully or partially and forfeit their right to use the vehicle.

7. Vehicle Usage Administration

- 7.1 All employees or persons wishing to use any of CASC's vehicles shall make a formal request and await approval and authorisation from the relevant CASC manager before using the vehicle.
- 7.1.1 All employees and persons requesting vehicle usage shall provide accurate information regarding their intent.
- 7.1.2 The relevant CASC manager reserves the right to deny, rescind authorisation and approval of vehicle usage or vary the type of vehicle provided at any time.
- 7.1.3 The provision of inaccurate or misleading information at any stage of the vehicle usage request process may result in disciplinary action.
- 7.2 Authorised drivers shall conduct pre-start checks to identify actual or suspected faults or damages.
- 7.3 Authorised drivers shall maintain an up-to-date and accurate account of their vehicle usage in a "log-book" for monitoring and Fringe Benefits Tax purposes.
- 7.3.1 Authorised drivers shall maintain an up-to-date and accurate account of the duration of their vehicle usage, the distance travelled and fuel consumption.
- 7.3.2 Failure to maintain an up-to-date and accurate account, or the wilful provision of incorrect or misleading information may result in disciplinary action.

8. Vehicle Usage Restrictions

- 8.1 Unless provided for by other provisions of this policy, vehicles can only be used by an employee who has been authorised to use the vehicle.
- 8.2 Unless previously authorised, vehicles shall not be used for private purposes and shall be used only for work purposes by authorised council employees only.
- 8.3 Where authorisation is provided for private use, this is restricted to use within a 60km radius of Cherbourg QLD and does not allow for towing of leisure craft such as boats, jet skis etc. Company vehicles are also not permitted to be driven through bottle shop drive throughs, transporting alcohol or illegal substances, or similar use due to CASC's stance on alcohol provision and Cherbourg's alcohol restrictions. Any requests to contravene this policy must be made in writing to the CEO.
- 8.4 Vehicles shall not be used:
- 8.4.1 for competition or rally; or
- 8.4.2 for commercial purposes; or
- 8.4.3 for farming practices (unless authorised); or
- 8.4.4 for an unlawful purpose/s; or
- 8.4.5 for other purposes prohibited by the relevant CASC manager.
- 8.5 The driver of the vehicle must not wilfully or knowingly misuse, mistreat or damage the vehicle.
- 8.6 Smoking or the use of e-cigarettes is prohibited in or on any vehicles.
- 8.7 The use of mobile phones whilst driving is prohibited. The vehicle must be legally parked prior to the use of a mobile phone occurring.
- 8.8 Drivers of vehicles, or persons accompanying "L" plate drivers, shall comply with the relevant traffic legislation and regulations.

9. Vehicle Maintenance

- 9.1 CASC is responsible for ensuring that all vehicles are in a roadworthy condition and is safe for use.
- 9.2 CASC is responsible for communicating and ensuring that authorised drivers are aware of any serious faults before the vehicle is used.
- 9.3 The CASC fleet service workshop shall immediately notify the Chief Executive Officer or their relevant supervisor where the vehicle is faulty, damaged, inappropriately used or not being properly maintained.
- 9.4 Authorised drivers have a responsibility and duty of care to the vehicles provided. This includes:
- 9.4.1 ensuring that vehicles are kept clean and presentable (this includes ensuring that the interior and exterior of the vehicle is clean and presentable); and

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- 9.4.2 ensuring that any faults and/or damages (suspected or actual) are brought to the attention of the relevant CASC manager; and
- 9.4.3 ensuring that the vehicle is ready for use by the next authorised driver; and
- 9.4.4 conducting pre-start checks to ensure that the vehicle is functional, safe for use and actual or suspected faults can be identified; and
- 9.4.5 ensuring that the appropriate fuel is used when refuelling the vehicle; and
- 9.4.6 taking reasonable steps to ensure that the vehicle is stored in a safe place to prevent theft, loss or damage, such as graffiti or physical damage.

10. Liability

- 10.1 A driver who is found to be under the influence of alcohol or illegal drugs in association with a crash and/or incident shall be liable for all costs associated repair of vehicles or compensation for damages.
- 10.2 Incursion of any traffic infringement fines are the responsibility of the driver at the time of the infringement.
- 10.3 CASC is not liable, nor responsible, for any damages, repairs, compensation or traffic infringements fines arising from the use of vehicles by persons other than the authorised driver.
- 10.4 CASC is not liable, nor responsible, for any damages, repairs, compensation or traffic infringements fines arising from the use of vehicles by authorised drivers who have their licence either fully or partially cancelled.
- 10.5 CASC is not liable, nor responsible, for any damages, repairs or compensation where the vehicle has been used beyond the driver’s capabilities or the vehicle’s functional capabilities or for a purpose that the vehicle was not designed for.

11. Financial Management

- 11.1 CASC will ensure the supply of fuel for all vehicles.
- 11.2 CASC reserves the right to set preferred fuel suppliers.
- 11.3 CASC shall not be financially liable for any road toll fees if the toll fee incurred was not connected to work for CASC.

Acknowledgment by the employee:

I have received a copy of the above policy which I have read and understood.

Signature: Date:

Warren Collins
Chief Executive Officer



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