



Vehicle Usage Policy

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.
- 1.2 The use of Council vehicles in an improper or unsafe manner endangers the well-being of CASC employees and members of the community whom we serve.
- 1.3 The “Cherbourg Aboriginal Shire Council Workplace Vehicle Usage Policy” will govern the use of CASC vehicles.

2. Commencement

- 2.1 This Policy will commence on and from 01 January 2021. 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 Council are utilised to meet operational requirements; and
 - ❖ to ensure that vehicles owned and/or controlled by Council are properly maintained and are functional for long-term use; and
 - ❖ to enable Council 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 Council;
 - ❖ And to ensure transparency and accountability for all users.

5. Vehicle Ownership

- 5.1 All vehicles remain the property of Council. Council is responsible for paying vehicle registration and insurance.

6. Vehicle Driver Requirements

- 6.1 All drivers of vehicles must hold an appropriate and current Queensland Driver’s Licence (including any conditional licences where the conditions of such licence are observed during use). Drivers are to show their licence to CASC and a copy kept on file for HR and WHS purposes.



- 6.2 An “L” plate driver shall not use any vehicle without written approval and authorisation from the relevant Council manager.
- 6.2.1 Where an “L” plate driver has received written approval and authorisation from the relevant Council manager they shall be accompanied by a person holding the appropriate and current Queensland Driver’s Licence.
- 6.3 All drivers of plant and 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 plant and/or vehicle.

7. Vehicle Usage Administration

- 7.1 All employees or persons wishing to use any of Council’s vehicles shall make a formal request and await approval and authorisation from the relevant Council 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 CEO, Fleet Manager or Department 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.
 - 7.2.1 There are three main categories for vehicle issue 1) Position Issued Vehicles such as CEO, and Department Managers 2) Roll Requirement Vehicles Garbage truck, glassier truck, Spray Rig, Mechanic etc. 3) Pool vehicle, work trucks, work utes and vehicles used for transport for meetings and training.
 - 7.2.2 Keys for position issued vehicles are kept by the person issued with a specific vehicle
 - 7.2.3 Keys for Roll requirement and Pool Vehicles are to be kept by the Fleet Manager and Spare with the Operations Manager. These Keys are to be issued prior to use and then returned after use.
- 7.3 Council reserves the right to purchase, install and activate vehicle tracking devices on any of its assets. Assets are to be managed by the Fleet Manager and the respective department manager.
 - 7.3.1 Inappropriate use of Council assets or interfering with the tracking unit may result in disciplinary action being taken by Council.

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 Council'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;
 - 8.4.5 or for other purposes prohibited by the relevant Council 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 Council is responsible for ensuring that all vehicles are in a roadworthy condition and is safe for use.
- 9.2 Council is responsible for communicating and ensuring that authorised drivers are aware of any serious faults before the vehicle is used.
- 9.3 The Council 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
 - 9.4.2 ensuring that any faults and/or damages (suspected or actual) are brought to the attention of the relevant Council 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;



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



Variations

The Cherbourg Aboriginal Shire Council reserves the right to vary, replace or terminate this policy from time to time.

Policy version and revision information

Policy Authorised by: Chatur Zala

Original issue: 12 May 2021

Review date: 12 May 2022

Workplace participant acknowledgement

I acknowledge that:

- *I have received the CASC Policy;*
- *that I will comply with the Policy; and*
- *That there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Employee Name:

Signed:

Date:

Chatur Zala
Chief Executive Officer

Matthew Bock
Workshop/ Fleet Manager