

## Vehicle Fleet Policy and Operational Procedures 2018

<b>Department/Unit:</b> <i>Engineering and Works</i>	<b>First Implemented:</b> <i>December 2005</i> <b>Effective From:</b> <i>21 August 2018</i> <b>Review Date:</b> <i>30 June 2019</i> <b>Version:</b> <b>10</b> <b>Trim Reference:</b> <i>E582 / E3208</i>	<b>Origin:</b> Responsible Officer <i>Infrastructure Manager</i> Authorising Officer: <i>Chief Executive Officer</i>
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### Governance Use Only

#### Action / Status:

- Reviewed by EMT: *Yes*
- Staff consultation undertaken: *No (minor updates required only)*
- Reviewed by Audit & Risk Advisory Committee: *No*
- For endorsement by Council: *21 August 2018*

## PURPOSE/OBJECTIVES

The purpose of Council's vehicle fleet is to cater for the transportation requirements of Council staff in delivering normal Council business in a safe, efficient and cost effective way. The vehicle fleet shall be managed to minimise overall environmental impacts, achieve maximum potential resale price, and minimise procurement, operational and maintenance costs whilst providing an on-going safe work environment for staff.

The objective of the Vehicle Fleet Policy and Procedures is to ensure:

- Council's financial commitment is minimised over the life of the vehicle use
- The Environmental impact associated with Council's vehicle fleet is minimised
- Statutory obligations are observed in regard to OH&S
- The business of Council is delivered efficiently, to the satisfaction of the community

## SCOPE

This policy applies to all Mansfield Shire Council employees, Councillors and volunteers.

## DEFINITIONS

OH&S	Occupational Health and Safety.
RACV	Royal Automobile Club of Victoria, supplying Council's emergency roadside assistance.



ANCAP	Australian New Car Assessment Program, providing Australian and New Zealand consumers with independent vehicle safety information through the publication standardised safety ratings.
Green Vehicle Guide	The Green Vehicle Guide CO <sub>2</sub> Best Variant Rating measures vehicle performance based on greenhouse gas and air pollution emissions. This measure considers fuel consumption, particulate emissions and other emissions that contribute to smog. This rating also allows direct comparison of vehicles that run on different fuels, petrol diesel, LPG and electricity.
AWD	All Wheel Drive – sends torque to all four wheels constantly and does not offer the option to operate in two-wheel drive, i.e. does not have low range.
4WD	Four Wheel Drive - uses a driver selectable system that mechanically engages the drive to all four wheels, i.e. does offer a low range option.
Pool Vehicle Use	A vehicles which may be driven by an appropriately licensed staff member and is required to be garaged on Council premises or an approved designated location.
Private Vehicle Use	A vehicle is provided to an employee as part of their salary package for both private and business purposes and is also available for pool use during normal working hours.
Commuter Vehicle Use	The vehicle is used only for Council business and restricted personal use commuting to and from an employee's place of residence and place of work.
Standard Passenger Vehicles	Vehicles listed in Appendix 1.
Light Commercial	Utilities and small trucks, mostly provided to the depot.
Modified Light Commercial	Definition as above with modifications including but not limited to the with the fitting of additional suspension springs, tool boxes, animal cages, cranes, fuel tanks etc.

## POLICY STATEMENT

The Vehicle Fleet Policy and Procedures is an overarching governance framework relating to the management and operation of Council's vehicle fleet.

This document communicates Council's objectives to perform efficient and effective procurement, management and uses of Council's vehicle fleet in line with State and Federal policies and environmental obligations.

The Policy includes the overall strategic direction of Council in the governance of vehicle assets in accordance with relevant best practice, statutory obligations and probity regulations.



The Procedures provide overall administrative framework and rules to better manage the vehicle fleet on a daily basis, including vehicle allocation, employee obligations and expected driver behaviour.

A vehicle provided for business use is considered to be a workplace and as a road management authority, Mansfield Shire Council is committed to providing strong direction, leadership, coordination and service in road safety. Together with this, Council is committed to providing a safe working environment for all employees when they are driving or a passenger under the requirements of the *Occupational Health and Safety Act 2004*.

Council is committed to purchasing and leasing vehicles equipped only with proven safety features that allow for safer driving. Employees intending to use a council vehicle are required to demonstrate their commitment to safety by practising safe driving behaviours and should observe the Guide to Safe Work Related Driving – a handbook for workplaces published by the Transport Accident Commissions. This handbook is available on line at [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au) or in TRIM ref IN15/22967 and also on the Intranet.

## RESPONSIBILITIES

All Council vehicles form part of Council's fleet and will be made available for use by Council staff on Council business during normal office hours, unless the vehicle is being utilised by the Assigned Officer. The responsibilities of each officer are outlined below.

The Mayoral role has full private use of a vehicle as per this policy.

Council will pay all operating and maintenance expenses, including the cost of fuel, oil, insurance, registration and any fringe benefits tax, as all vehicles are tools of trade-use vehicles in the first instance.

The allocation and/or use of a vehicle shall not be regarded as a condition of employment unless stipulated under an employment contract. Being allocated a vehicle is a privilege and not a right. Any breach of this Policy will be dealt with in accordance with Council's Disciplinary Policy.

The allocation of a vehicle to any particular position does not infer a vehicle will be offered to future incumbents.

It is the responsibility of the relevant Manager (or delegate) to bring the Policy and Procedures to the attention of each staff member under their control that will have access to a Council vehicle. This Policy and Procedure will form part of the employee's induction.

Any Councillor or Council staff member operating a Council vehicle who causes loss through negligence or non-compliance with any Federal or State law, local law or Council Policy is financially and legally responsible for their actions.



Responsible Officer	Responsible for
<b>Chief Executive Officer</b>	<ul style="list-style-type: none"> <li>• Approve the size of Vehicle Fleet on advice and analysis from Fleet Officer.</li> <li>• Approval of annual review and changes to this policy.</li> <li>• Authorise allocation of vehicles with private or commuter use.</li> <li>• Approve any non-Council employees to use a Council vehicle in accordance with this policy.</li> <li>• Authorise by delegation to Fleet Officer the purchase of vehicles.</li> <li>• Discretion to withdraw the allocation of a Council vehicle for breaches of this policy.</li> </ul>
<b>Managers</b>	<ul style="list-style-type: none"> <li>• Accountable for ensuring the allocation and usage entitlements of vehicles are in accordance with this policy.</li> <li>• Authorise temporary reallocation of a Council vehicle due to leave or other reasons.</li> <li>• Consult the Fleet Officer regarding any changes to use, allocations, or modifications.</li> <li>• Disputes arising from this Policy and Procedures will be referred to the direct Manager in the first instance.</li> <li>• Responsible for ensuring all operational requirements of this policy document are met.</li> <li>• Monitor the usage and condition of all Council vehicles.</li> <li>• Ensure that employees operate vehicles in accordance with this policy and procedure.</li> </ul>
<b>Senior Accountant</b>	<ul style="list-style-type: none"> <li>• Calculate and recommend the annual contribution for private use to be authorised by the CEO.</li> <li>• Calculate and recommend the business unit contributions, in consultation with the relevant Manager, as part of the annual budget process.</li> </ul>
<b>Fleet Officer</b>	<ul style="list-style-type: none"> <li>• Administration of the policy and responsibility for interpretation and application.</li> <li>• Annually review this policy and recommend changes to the CEO.</li> <li>• Responsible for the purchase, replacement and temporary re-allocation of vehicles where possible.</li> <li>• Monitor vehicle service intervals.</li> </ul>



<b>Responsible Officer</b>	<b>Responsible for</b>
<b>Staff allocated a Council Vehicle – Private Use</b>	<ul style="list-style-type: none"> <li>• Whilst driving a Council vehicle is responsible for adhering to the requirements detailed in this policy and procedures.</li> <li>• Maintain roadworthiness of vehicle by arranging regular scheduled servicing with the relevant dealership and for the repair of any faults.</li> <li>• Ensure cleanliness of vehicle interior and exterior.</li> <li>• Drive vehicle to and from work every day whilst at work.</li> <li>• Make vehicle available to other staff to undertake Council business during working hours.</li> <li>• Make the applicable employee contribution to offset costs of private usage of vehicle.</li> </ul>
<b>Corporate and Organisational Development Manager</b>	<ul style="list-style-type: none"> <li>• Responsible for employment related elements of this policy and procedures.</li> </ul>
<b>Policy Review</b>	<ul style="list-style-type: none"> <li>• Annually</li> </ul>

## REFERENCES

Vehicle related legislation and policies are listed below and take precedence over this policy.

### Vehicle related governance legislation and policies

<b>Safety</b>	<i>Occupational Health &amp; Safety Act 2004</i> <i>Road Safety Act 1986</i> Road Safety Road Rules 2017 Guide to Safe Work Related Driving – Workplace Australia
<b>Crashes</b>	<i>Transport Accident Act 1986</i>
<b>Environment</b>	<i>Environment Protection Act 1970</i>
<b>Employees including volunteers</b>	Mansfield Shire Council - Employee Code of Conduct Mansfield Shire Council - Drug and Alcohol Policy Mansfield Shire Council - Recruitment and Selection Policy and Procedure
<b>Fleet Policy</b>	Mansfield Shire Council – Vehicle Fleet Policy & Procedure
<b>Employee Contracts</b>	Individual employment contracts Mansfield Shire Council – Vehicle Fleet Policy & Procedure
<b>Procurement</b>	Mansfield Shire Council – Procurement Policy & Procedure



<b>Governance &amp; Legislation</b>	<i>Local Government Act 1989</i> <i>Privacy and Data Protection Act 2014</i> Mansfield Shire Council – Enterprise Agreement 2016 Plant & Vehicle Management Manual 3 <sup>rd</sup> Edition IPWEA
<b>Process</b>	Mansfield Shire Council – 10 steps to Policy Revision

## IMPLEMENTATION

This policy is effective once endorsed by Council.

## REVIEW DATE

This Policy is to be reviewed annually and by 30 June 2019.

Council reserves the right to review, vary or revoke this Policy at any time.

## AUTHORISATION TO IMPLEMENT POLICY

This Policy must be endorsed by the Mansfield Shire Council.

Signed: \_\_\_\_\_

Councillor

Witnessed: \_\_\_\_\_

Chief Executive Officer

**Dated: 21 August 2018**



## VEHICLE FLEET POLICY PROCEDURES

The following procedures are designed to ensure that all decisions relating to this policy are made in a consistent and open manner.

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## 1. KEY PURCHASING CONSIDERATIONS

Vehicle must be purchased in consideration with the following key requirements:

### 1.1 Operational Suitability

Vehicles must be fit for purpose and meet functional business requirements for which they are to be used in terms of size, performance, cargo, towing, terrain, and customer recognition.

The listed vehicle models can be considered for general light vehicle fleet:

- All Wheel Drive (AWD) can be considered where this is the only option for the model within the listed vehicle variants. Two wheel drive vehicles must be selected where there is an option.
- Diesel or petrol can be selected within the listed vehicle variants.

The base models of vehicles to be considered for general light vehicles and can be found in the attached Appendix 1 which will be reviewed annually and approved by the CEO.

Four-wheel drive (low range transfer case) vehicles require CEO approval.

Any departure from the vehicle types and accessories offered in the policy and procedure will require approval from the CEO. A clear business case must be submitted as part of the request. The business case will include operational justification, financial accountability and evidence that alternative solutions have been considered.

Sports cars, large SUV and people movers as a vehicle variant will not be considered under this policy.

### 1.2 Safety

All vehicles will be purchased with consideration to the Australian New Car Assessment Program (ANCAP).

Light commercial and passenger vehicles must have an ANCAP safety rating of 4 or higher.

Light coloured vehicles are preferred on the basis of both safety and bodywork maintenance and uniformity. All field services vehicles will be white.

### 1.3 Environmental Impact

All new light fleet vehicles are considered based on their environmental performance and this is measured by the Green Vehicle Guide.

- Light Commercial vehicles have a Green Vehicle Guide CO<sub>2</sub> Best Variant rating of 180g/km or less.
- Passenger vehicles must have a Green Vehicle Guide CO<sub>2</sub> Best Variant rating of 150g/km or less.



## 1.4 Negotiated Contractual Arrangements

All new contractual arrangements with staff will be in line with this policy. Previous arrangements for vehicle use relating to a specific position that falls outside this policy will not form justification for future 'as of right' use.

Any arrangements that are currently in place and not consistent with this policy will remain in place until such time as the position is vacated.

## 1.5 Employee Vehicle Entitlements & Conditions of Use

A personal use agreement may be entered into with individual officers:

- By approval of the CEO
- In accordance with the policy
- Where there is capacity within the fleet

No employee is permitted to use a Council vehicle for personal use unless they have written authorisation. A copy of the authority must be forwarded to the Corporate and Organisational Development Manager for retention on the employee's personnel file for taxation purposes.

Outside of the pooling arrangements, the responsibility for the safe and legal operation of the vehicle rests with the assigned employee to whom the vehicle is provided. That responsibility extends to any other person authorised to use the vehicle. When using a pool car the responsibility for the safe and legal operation of the vehicle rests with the driver.

The assigned officer (excluding the Mayor) must bring the allocated vehicle to work when in attendance at their designated workplace. If not required by the employee, the vehicle must be made available for pool use by other employees during standard work hours.

## 1.6 Private Use Vehicle

Private Use category applies where a vehicle has been provided to an Officer as part of their salary package for both private and business purposes. Positions that have full private use entitlements are prescribed by the CEO.

An annual salary contribution depending on the size of vehicle selected is required for by those eligible to take up the private use option. The contribution shall be apportioned and deducted from the fortnightly salary.

The contribution per annum amounts will be reviewed and adjusted each time the policy is reviewed to accurately reflect the cost of private vehicle use.

Vehicle Category	Contribution per annum
Small	\$8,000
Medium	\$10,000
Large	\$12,000

An Appendix list of available vehicles within each category is attached to this document (Appendix 1).



The Mayor may select the vehicle of his or her own choice.

The CEO has the option to upgrade two models above the base model with an increase to the contribution per annum of \$1,000.

Private use is unrestricted during periods of annual leave, sick leave and long service leave. Interstate travel is permitted. The vehicle must be returned for periods of leave without pay.

The vehicle may be returned for extended leave periods if the officer does not require it. The salary contribution will only be proportionally adjusted for periods in excess of two weeks.

Full private use entitlements include members of immediate families who shall be allowed use of the vehicle provided they are licensed in accordance with Vic Roads.

All staff entitled to private use of a vehicle as per their employment contract, may elect to provide their own vehicle for travel to and from work and not contribute to the private use benefit provision option, if approved by the CEO.

### **1.7 Commuter Use Vehicle**

This category applies to those vehicles provided to an employee without private use contribution and for business use only.

Council provides vehicles for commuter use on the basis the vehicle is used only for Council business and restricted personal use commuting to and from an employee's place of residence and place of work. When the employee is on planned leave for more than 2 days (not including weekends or public holidays) the vehicle is to be garaged at a Council location. Unplanned leave may require the vehicle to be collected from the employee's residence depending on the work need for the vehicle.

Eligibility for commuter use will be determined by the relevant Manager.

### **1.8 Pool Use Vehicle**

This category applies to all vehicles required to be garaged on Council premises or an approved designated location. These vehicles are Council's pool vehicles and may be driven by an appropriately licensed staff member. Pool vehicles will be fitted with a Council logo. A Manager may authorise the commuter use of the vehicle where an on-the-job start is required. Fuel is to be purchased using Council's fuel card system.

### **1.9 Use of Employee's Private Vehicle**

An employee may use their own vehicle for Council business when no Council vehicle is available. Prior approval must be obtained from their Manager and only after all other options have been exhausted. The employee will be reimbursed travel costs based on the distance travelled in accordance with the Mansfield Shire Council Enterprise Agreement or, where not specified, in accordance with the rates specified in the Local Government Industry Award 2010 and subsequent amendments. These expenses will be costed against the relevant department's budget.



The private vehicle must be covered by a comprehensive private insurance policy, a copy of which must be submitted when seeking approval. Council has an insurance policy to cover the loss of employees, voluntary workers and Councillors for only their insurance “no claim bonus and/or policy excess” up to a sum of \$1,000 in the event of an accident whilst driving their own vehicle for Council business.

### **1.10 Usage Exclusions**

Use of Council vehicles shall be consistent with the purpose for which the Council acquired the vehicle or for related activities within the terms and conditions of employment.

Vehicles must not be used for business activities outside of the employee’s employment contract with Council or any business related activities of any other person with authorisation to use a Council vehicle including family members.

Under no circumstances are Council vehicles to be used in a car rally, time trial or any other similar motor sport event, which is inconsistent with the normal use of the vehicle.

### **1.11 Minimising FBT**

Council reserves the right to manage the fleet to minimise exposure to FBT. Council may require drivers to complete log books to determine use rates.

## **2. SAFE DRIVING AND USE OF COUNCIL VEHICLES**

Employees intending to use a Council vehicle are required to demonstrate their commitment to safety by practising safe driving behaviours.

Table 3 below sets out many of the key issues which address driver safety in the context of OH&S and which Council considers in meeting their obligations to drivers of Council vehicles.

### **2.1 Table 3: Driver Safety**

Safe Work Systems	<ul style="list-style-type: none"> <li>• Ensure driver-initiated reports on vehicles are acted upon</li> <li>• Ensure vehicle service schedule &amp; safety checks are adhered to.</li> </ul>
Education	<ul style="list-style-type: none"> <li>• Provide vehicle familiarisation where a driver has not had sufficient driving experience with a particular vehicle.</li> <li>• As part of Council’s induction all drivers of Council vehicles must be made aware of the Fleet Policy &amp; Procedure and Road Safety Act that concern safe vehicles, safe driving, driver behaviour including driver health and safety.</li> </ul>



Driver Management	<ul style="list-style-type: none"> <li>• In accordance with the Staff Code of Conduct, <i>Occupational Health and Safety Act 2004</i> and the <i>Road Safety Act 1986</i>, all drivers of Council vehicles must exhibit appropriate driving behaviour and safe driving practice.</li> <li>• Where persistent failure to exhibit appropriate driving behaviour and safe driving practice, a staff member will receive counselling and possible re-education. If improvement is not exhibited, that staff member will have approval to drive a Council vehicle withdrawn.</li> <li>• Council will, where practically possible, develop, implement and monitor safe driving-work practices in relation to driver fatigue, health and other stressful repetitive activities.</li> <li>• Drivers incurring an infringement notice for an offence are to receive appropriate driver behaviour counselling.</li> <li>• Ensure all persons who intend to drive a Council vehicle including contractors and family members of private use officers hold a current and appropriate driver licence.</li> </ul>
Driver responsibility	<ul style="list-style-type: none"> <li>• Drivers of Council vehicles must take reasonable care for their own health and safety and for the health and safety of passengers and other road users.</li> <li>• Comply with the applicable provisions of the Vehicle Fleet Policy &amp; Procedures, Staff Code of Conduct, the <i>Road Safety Act 1986</i>, the <i>Road Transport Act (Dangerous Goods) 1995</i> and any other relevant legislation of any applicable jurisdiction.</li> <li>• Co-operate on any action taken to comply with the vehicle Fleet Policy &amp; Procedures or any requirement imposed by relevant legislation.</li> <li>• Drivers of Council vehicles may be required to authorise Council to record and obtain from VicRoads or any other appropriate authority regarding all traffic and vehicle related offences committed while driving a Council vehicle. Information includes the driver's licence details, status and any loss of driver's licence points. This information is to be administered in accordance with the provisions of the <i>Privacy and Data Protection Act 2014</i>.</li> <li>• Safely park the vehicle prior to operating a hand held mobile phone, two way radio, and/or satellite navigation system or any other electronic equipment other than where exempt under the Road Safety (Road Rules) Regulations.</li> <li>• Comply with drug and alcohol laws at all times.</li> <li>• Effectively finalise infringement notices.</li> </ul>



### **3. DRIVER RESPONSIBILITIES**

#### **3.1 General Requirements**

A driver of a Council vehicle must be the holder of a current driver licence endorsed to drive the class of vehicle being used and licence currency is the responsibility of the individual driver. Drivers are responsible for advising the Corporate and Organisational Development Department of any changes to their licence including renewals, cancellations and suspensions. Disciplinary action will be taken against any employee found in control of a vehicle without a current licence or whilst the current licence is under suspension.

Licences may be sighted by a driver's direct supervisor.

The Corporate and Organisational Development Department will confirm licences on employment with a copy to be placed on the employee's personnel file.

The driver (private and commuter use) or department (pool vehicles) shall be responsible for ensuring proper and adequate care, usage and maintenance of the vehicle. This includes daily and weekly checks, scheduled servicing, monitoring of tyre wear as well as the cleanliness of vehicle.

All drivers are responsible for ensuring that vehicles are properly secured, with valuables out of sight, doors locked and keys removed.

All drivers must familiarise themselves with basic maintenance requirements, including oil, water, transmission fluid, brake and clutch fluid levels, tyre condition and pressure. Drivers must carry out weekly checks on these and not wait for warning lights or gauges.

#### **3.2 Speed Limits**

Drivers must obey and remain within speed limits at all times. Drivers must drive at safe speeds for the prevailing conditions, recognising in some circumstances, this may be below the speed limit. When considering what a 'safe' speed is, observance of weather and road conditions, along with potential impacts of a collision with other road users including pedestrians and cyclists.

#### **3.3 Seat Belts & Other Safety Features**

All vehicles purchased will have features promoting safer driving including seatbelt warning devices and automatic daytime running lights.

Drivers should also:

- drive with headlights on when visibility is poor and use light detection sensors if fitted;
- use seatbelts at all times, ensuring all passengers comply;
- adjust headrests so the top of the rest is level with the top of the head.



### **3.4 Alcohol, Drugs & Driving**

Drivers must not exceed the blood alcohol limit of .05 and should refrain from alcohol consumption before and when driving Council vehicles.

Drivers must be aware of the effect and influence of medications or other drugs on responsiveness and driving performance and must mitigate their consumption before or whilst driving.

### **3.5 Fatigue & Driving**

Drivers must:

- Plan realistic driving schedules and avoid tight timeframes;
- Take appropriate rest breaks and 'powernaps';
- Avoid driving during normal sleeping hours;
- Avoid commencement of a long trip after a day's work;
- Avoid driving after 16 hours since last sleep;
- Avoid very early and very late meetings where possible, Managers will authorise overnight accommodation when required.

### **3.6 Use of Mobile Phones**

Drivers must:

- Only use a mobile phone whilst driving if a hands free connection is available. Use of a mobile phone without a hands free function is illegal;
- Minimise hands free mobile phone calls when driving and restrict the length of call time;
- Pull over to use a mobile phone, when safe to do so;
- Allow calls to divert to message bank if unable to answer safely and only respond when safe to do so;
- Not operate a mobile phone when fuelling a vehicle.

### **3.7 Complying with Road Rules**

Drivers of Council vehicles must:

- Carry an appropriate and current Victorian driver licence;
- Comply with all Australian Road Rules.

Drivers are personally liable for the payment of parking and traffic violations when the vehicle is in their care.

Council reserves the right to revoke use privileges where violations are considered serious, jeopardise insurance cover, or repeat offences show a pattern of unsafe behaviour.





If an employee has their licence suspended or cancelled for any reason, and a licence is deemed necessary to carry out the main duties of employment the following issues will be considered:

- Availability of suitable alternative duties;
- Circumstances surrounding the loss of licence;
- Work performance;
- Repeated offence;
- Length of time without a licence.

Redeployment will also be considered, however this may be at a different level of responsibility and pay. After consideration of all issues, disciplinary action in the form of a warning, leave without pay or instant dismissal may apply, at the discretion of the CEO.

### **3.8 Courteous Driving**

Drivers of all Council vehicles shall drive in a courteous manner and be considerate of other road users.

### **3.9 Tolls**

Toll ways (Citylink) connect a number of major freeways and dramatically reduce travel time. All Council vehicles are registered with Citylink and may be used on Toll Roads.

## **4. SMOKE FREE VEHICLES**

Smoking is strictly forbidden in all Council vehicles at any time.

## **5. FIRST AID KITS**

First aid kits are issued for each vehicle and must be left in the vehicle at all times. These are to be transferred to the replacement vehicle on changeover.

Personnel who use a first aid kit should ensure the Fleet Officer or Risk and OH&S Coordinator is advised so as to enable replenishment. First aid kits are to be checked by Council's nominated Contractor at least every two years.

Allocated drivers must report any lost, stolen or misplaced First Aid Kits to the Fleet Officer or Risk and OH&S Coordinator.

## **6. FUEL PURCHASING**

All Council vehicles will be issued with a fuel card, authorised for fuel, top up oils and hydraulic fluids only. No other unauthorised products may be purchased using the fuel card and fuel must not be purchased for other vehicles.

Drivers will ensure the correct odometer reading is given to the fuel outlet attendant at the time of purchase.





In the event that fuel has been purchased using personal cash or credit card, a Tax Invoice is required to substantiate a re-imbursment claim. Re-imbursment will be made by forwarding a completed claim form and tax invoice to the Finance Department, authorised by the appropriate Supervisor/Manager.

Drivers of all Council vehicles are to ensure the fuel card is kept in the glove box, centre console or an available slot on the right hand side of steering wheel, of the designated vehicle at all times. At vehicle changeover time, the fuel card must be returned to the Fleet Officer.

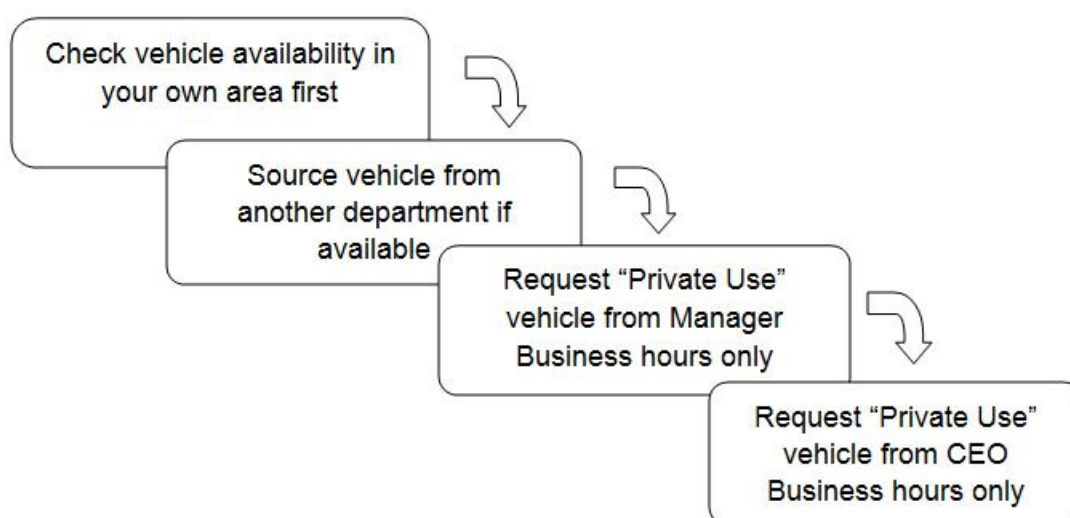
## 7. VEHICLE POOL ARRANGEMENTS

All Council vehicles when not in use by the allocated driver during their normal working hours must be made available for use by other Council employees.

Managers must ensure employees are aware and comply with any vehicle pool arrangements in place for their department or workplace location.

Commuter use vehicles may be temporarily reallocated to accommodate employees on council business involving after hours, overnight and weekends. In these instances every effort will be made to provide an alternative vehicle if possible. Adequate notice will be given (48 hours) so the displaced driver can make alternative arrangements.

### *Sourcing a vehicle for Council Business*



## 8. REPORTING REQUIREMENTS

For the purposes of administering the vehicle fleet, employees are required to complete all necessary declarations in relation to vehicle usage in a timely manner and as directed by the Finance Manager. Vehicle entitlements may be withdrawn with repeated breaches of reporting requirements.



## 9. COUNCIL'S LOGO

Mansfield Shire Council vehicles with a logo attached are recognisable within the community. It is expected that good driving behaviour, vehicle cleanliness, and courtesy to other drivers on the road is observed by all drivers of Council vehicles.

Logos will be fitted to all commuter use and pool vehicles. Logos will not be fitted to private use vehicles.

Under no circumstances are logos to be removed from vehicles unless directed by a Manager.

## 10. INSURANCE

All Council vehicles are insured under a comprehensive policy covering vehicles, drivers, passengers and damage to third parties. Certain circumstances and actions may result in the policy being declared null and void and may include, but are not limited to:

- A driver who is not in possession of the relevant current driver licence or permit;
- A driver who is driving under the influence of alcohol;
- A driver breaking any road traffic law or regulation;
- Where there has been unauthorised modifications made to the vehicle;
- Unauthorised use of the vehicle.

Council's Human Resources Coordinator may be contacted during business hours to clarify insurance matters.

Personal belongings and valuables are not covered under Council's policy in the event of damage or theft.

Council vehicles shall only be operated by employees or family members as authorised under 1.6 of this Policy document.

The Human Resources Coordinator will notify all drivers of any change to the insurance arrangements.

## 11. MOTOR VEHICLE ACCIDENT PROCEDURES

The following procedures should be followed at all times if a Council vehicle is involved in an accident or road incident.

### 11.1 Safety First Priority

- Take all precautions necessary for personal safety, casualties and bystanders against any further injury;
- Turn off ignition and if fuel leakage is apparent in the accident area, vacate the area and stay clear;
- Attend to emergency needs, including first aid, notifying ambulance, police and fire brigade on Emergency Telephone Number **000**.



## 11.2 Action at the Accident Scene

- Do not admit liability even if considered at fault;
- Make notes of any conversations between parties;
- Do not offer compensation for repairs.

Council's insurance company must initiate all liability discussions or admissions, and any made by an employee would be in breach of Council's policy and could prejudice the claim. Other drivers or third parties requiring details of Council's Insurance should be directed to the Human Resources Coordinator.

### **In the event of an accident that immobilises the vehicle, the following procedure is required:**

- Call RACV Emergency Roadside Assist on 1800 686 494. You will be required to quote Council's membership number 5527983. The phone number and membership number are located on the top left hand corner of the windscreen and on the vehicle key ring.
- During business hours, telephone your immediate supervisor as soon as practical. Advise your location and details. If the vehicle has been towed, you will need all details of the tow truck operator and the address of where the vehicle is being taken.
- Outside of business hours you will need all details of the tow truck operator and the address of where the vehicle is being taken.

Employees must not sign any authorisation for crash services other than an authorisation to tow the vehicle to a secure location. Employees must not authorise any party involved to obtain quotations for repairs to Council's vehicle or the third parties vehicle. This will be arranged by Council's Human Resources Coordinator.

If any person is injured or if any property is damaged or destroyed, and neither the owner of the property or a representative of the owner, or a member of the police is present at the scene of the accident, you must as soon as possible report in person full particulars of the accident at the nearest police station. This is mandatory by law.

All accidents MUST be reported to the Human Resources Coordinator and Fleet Officer. The Vero Motor Vehicle Accident Report Form and located on the Intranet, must be completed with 24 hours where possible.

## 11.3 Recording of the Accident Details

The following information is required by the Human Resources Coordinator together with a police report when necessary. In every instance a Vero Motor Vehicle Claim Form must be completed and submitted to the. These forms are available on Council's Intranet and TRIM.



### Accident Details

Other vehicle(s) and Driver(s) and property:

- Name and address of owner
- Name and address of driver
- Licence number of driver
- Vehicle make, model & registration number
- Other parties insurance company
- Damage to vehicle & property

### Relevant to Mansfield Shire Council's vehicle:

- Driver's name and address
- Department and position
- Driver licence number
- Vehicle make, model and registration number
- Location of accident
- Date and time of accident
- Damage to vehicle and property

### Additional Information

- Names and address of any witnesses if available;
- Details of personal injuries to any party;
- Sketch a brief plan of the accident including streets, distances from kerb/corners, traffic control signs, direction of travel and skid marks of all vehicles involved;
- Take photos as necessary by way of a cell phone or digital camera.

## **12. MAINTENANCE, SERVICING & REPAIRS**

### **12.1 Routine Maintenance**

It shall be the responsibility of the driver of any Council vehicle to undertake appropriate routine maintenance inspections of engine oil, water, tyre pressures, battery, brakes, hydraulic fluids, windscreen cleaning. Any staff member unable to perform these checks should ensure Council's Workshop Mechanic carries out these checks on a regular basis.

Routine maintenance checks shall include, but not be limited to, the following:

- All lights and indicators should be working and have no cracks in the lenses;
- Look for any fresh oil or water leaks;
- Check tyres including the spare for wear, inflation level or damage;
- Check steering comfort;
- Check oil, coolant, brake fluid and screen washer levels;
- Check bodywork for scratches and dents, windscreen cracks.



## 12.2 Periodic Servicing

The allocated vehicle driver/department is responsible for ensuring the vehicle is serviced in accordance with the manufacturer's recommended schedules in the vehicle manual. Servicing is to be carried out by the relevant dealership.

Failure to undertake servicing in accordance with the manufacture's requirements may void the vehicle warranty and the vehicle may also become unsafe to drive. Failure to comply may also lead to withdrawal of entitlements attached to the use of the vehicle.

## 12.3 Repairs & Damage

It is the responsibility of the allocated vehicle driver to report to the Fleet Officer and Human Resources Coordinator any vehicle damage or defects. All damage/defects should be reported to the Manager and Fleet Officer as soon as possible and the relevant Report Form completed as per 11.3.

Where insurance is void or not eligible for a claim, the full amount of repairs will be charged to the driver's department.

## 12.4 Replacement Vehicles

A replacement vehicle may be provided if available at the time an allocated vehicle must undergo repairs or servicing. The standard of the replacement vehicle might vary and replacements only provided if another vehicle is available within Council's fleet.

## 13. BREAKDOWN ARRANGEMENTS

All vehicles are registered with RACV. The details are on the top left hand corner of the windscreen and also on the key tag. RACV provide a 24 hour service. Drivers should, where practical remain with the vehicle until assistance arrives. If the problem cannot be fixed roadside, the driver can authorise for the vehicle to be towed to the nearest registered dealership.

## 14. VEHICLE REPLACEMENT PROCEDURES

Replacement vehicles shall conform to the criteria in Section 1. *Key Purchasing Considerations*.

### 14.1 Vehicle Accessories

Accessories requested by an employee shall be purchased and installed at the cost of that employee. If the fitting of an accessory modifies the vehicle in a manner that impacts resale value, the employee shall have no claim on that accessory and it will remain on the vehicle. The following items are considered as accessories at the employee's cost:

- Roof Racks
- Electronic trailer brakes
- Factory window tinting



- Bull bar
- Sports bar
- Driving lights

Tow bars are considered an acceptable accessory at Council's expense on private use vehicles.

Vehicles cannot be modified or upgraded at officer cost.

The purchasing of vehicles shall be carried out through Council's Infrastructure Department. The Infrastructure Manager and Fleet Officer (or their delegate) is the authorised signatory for all vehicle purchases.

## **14.2 Replacement Vehicles**

Replacement of vehicles will be guided in priority order by:

- Availability of capital budget; and
- A replacement timing that minimises net cost to Council

Vehicle replacement should occur approximately as follows:

- Standard passenger vehicles - 80,000 – 100,000kms
- Light commercial - 140,000kms
- Modified light commercial – life of vehicle
- Four Wheel Drive passenger vehicles – 150,000kms

These are guidelines only and each replacement case will be assessed for cost effective purchase and disposal advantages including model changes, excess kilometres, age of vehicle, recurrent costs or accident damage. These replacement periods are at the discretion of the Infrastructure Manager (or their delegate). Field Services vehicle options are listed in Appendix 2.

## **14.3 Inspection and Disposal**

The Fleet Officer shall liaise with the allocated vehicle driver regarding the date of the vehicle changeover. It is the responsibility of the allocated driver or department to ensure the vehicle is prepared in a clean and tidy condition with all personal items removed for inspection/appraisal.

Collection of a new vehicle is arranged with the Fleet Officer and only after all forms and relevant legal documents has been satisfactorily completed and authorised.

## **15. ACKNOWLEDGEMENT OF THE MOTOR VEHICLE POLICY**

Staff members through the induction process are required to acknowledge they have read and agree to abide by the conditions of this policy.



## APPENDIX 1 – REPLACEMENT VEHICLE OPTIONS

### Small

Make	Model	ANCAP
Ford	Fiesta	5
Holden	Barina Sedan or Hatch	5
Toyota	Yaris	5

### Medium

Make	Model	ANCAP
Ford	Focus	5
Holden	Astra	5
Toyota	Corolla	5
Subaru	Impreza	5

### Large

Make	Model	ANCAP
Ford	Escape	5
	Mondeo	5
Holden	Equinox	5
	Commodore	
Nissan	X-Trail 2WD	5
	Qashqai	5
Toyota	Camry	5
	RAV 4 2WD	5
Subaru	Forrester	5
	XV	5



## APPENDIX 2 – REPLACEMENT VEHICLES - FIELD SERVICES

Make	Model	ANCAP
Ford	Ranger	5
Holden	Colorado	5
Nissan	Navara	5
Toyota	Hi-Lux	5

- Tray or Tub
- 2WD
- Twin cab or Space cab
- Tow bar
- White
- 2 or 4 door

Bull Bars are not standard inclusions.