

3800 - MOTOR VEHICLE PROCEDURE

1. PURPOSE>>

The provision of a diverse range of council-owned motor vehicles allows staff to undertake their work effectively and efficiently, and promotes achievement of best practice standards of safety and effectiveness.

2. SCOPE>>

This procedure applies to the provision and use of all council owned motor vehicles by staff members including councillors.

3. RESPONSIBILITY>>

The Chief Executive Officer, Directors and Executive Managers are responsible for ensuring this policy is understood and adhered to by all council staff.

4. DEFINITIONS>>

Accessories/Options are any items not supplied standard or from the list of approved vehicle accessories.

Approval by the relevant Director means a written approval by the particular Responsible Officer's Director. A report of all such approvals must be given by the Director Infrastructure Services to the Chief Executive Officer each quarter.

Leave includes all types of leave including long service, annual, sick, special, bereavement and family leave.

North Queensland Local Government Area is defined as that area of Queensland north of latitude 21:25:00 south (north of Sarina).

Private use vehicles means those vehicles which have been assigned to Council Responsible Officers on a Classification 1, 2 or 3 usage basis (refer to 5.13 *Usage Classifications*).

A **Responsible Officer** is a council employee who is in charge of a council motor vehicle.

Staff members - includes councilors, employees, volunteers and all others who perform work on behalf of council.

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5. PROCEDURE>>

5.1 Vehicle Pooling

Use of council vehicles during office hours, including use by responsible officers, is to be managed through car pool arrangements. Use of council vehicles after hours by council staff other than responsible officers must be approved by the relevant Director.

5.2 Vehicle Types

The type of vehicle supplied will be in accordance with Appendix 2 "Vehicle Types". A vehicle other than an approved type must not be supplied unless:

- it is of a type that is appropriate having regard to a special application (e.g. electric vehicle for parking officers); or
- it is required due to work related operational needs; and
- approved by the relevant Director

5.3 Options/Accessories

If a responsible officer with Classification 1 or 2 usage (refer to 5.13 *Usage Classifications*) would like options/accessories in addition to those supplied as standard, approval must be given by the relevant Director and forwarded to the Coordinator Fleet Management for actioning.

Only options that are dealer supplied and fitted at the time of initial vehicle purchase may be obtained. If the total cost of the vehicle including the extra options/accessories exceeds the recommended retail price of the benchmark vehicle, the responsible officer must pay for the cost of supply and fitting of the options prior to them being fitted. The cost of the options will not be recoverable by the responsible officer when the vehicle is sold. However the cost of similar options fitted to subsequent replacement vehicles issued to that responsible officer will be borne by the council subject to an assessment of cost escalation of the options and effects on resale value.

Responsible officers with Classification 3 and 4 usage (refer to 5.13 *Usage Classifications*) may request additional accessories not on the approved list only if they are required for work related operational reasons. These must be approved by the Coordinator Fleet Management and the relevant Executive Manager or Director. These accessories, when approved, may only be fitted by council's fleet workshops or approved service providers.

5.4 Use of Vehicles

The vehicle is to be available for official purposes during or outside of normal working hours.

Private use vehicles are only to be used in the designated areas commensurate with their usage classification (see Appendix 1). Use of vehicles outside of these areas is only permitted on approval by the relevant Director.

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When a staff member relieves in a position senior to their normal duties or is temporarily allocated a vehicle while the normal driver is on leave, the vehicle usage classification associated with the position is not automatically assigned to the temporary driver.

Temporary allocation of Classification 4 usage can be granted as per 5.12 *Special Conditions Relating to Classification 4 Usage*. Any allocation other than temporary Classification 4 is to be approved by the relevant Director.

With the exception of private use vehicles (Classification 1, 2 and 3), the use of council vehicles outside normal working hours is only permitted with the authority of the Chief Executive Officer or relevant Director.

For responsible officers with Classification 4 usage, transport of immediate family members to or from work or school is permitted provided such journey is undertaken on the way to or from the employee's normal place of work. Short deviations from the most direct route are permitted.

Other than for private use vehicles, prior authorisation must be obtained from the responsible officer's Executive Manager or Director where an invitation has been extended for an official function outside of working hours, or where there is some other alteration to the usual use of the vehicle.

Use of a vehicle outside the conditions of this policy will result in disciplinary action being taken.

5.5 Absence on Leave

Responsible officers with Classification 4 usage must return their vehicles to the departmental vehicle pool while absent on any approved leave, including conference leave. If a responsible officer falls sick and council's vehicle is still at their place of residence, Council may decide to arrange to pick up the vehicle when advice is received regarding the responsible officer's absence. The vehicle will be garaged at the appropriate council location until the responsible officer's return.

5.6 Fuel

Fuel cards will be issued for vehicles used by responsible officers with Classification 4 usage if it can be demonstrated that their use will result in an advantage to council.

Fuel is to be supplied from the bowzers at the Garbutt Operations Centre for responsible officers located at or near the centre. Where this is not possible use is to be made of the supplied fuel card to maintain management records for servicing, replacement and fuel consumption.

All petrol driven vehicles must be filled with E10 if available unless otherwise directed by the Coordinator Fleet Management.

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5.7 Vehicle Usage Administration

The administration of approvals in relation to usage classification of responsible officers (other than temporary Classification 4 usage) is the responsibility of the Human Resources Department. All classifications issued must be reported to the Coordinator Fleet Management for the updating of fleet management records.

Usage outside the normal allocations detailed in this policy may be given by approval of the relevant Director in consideration of special circumstances. When exercised it is specific to the responsible officer only.

5.8 Authorised Drivers

Other than during the car pooling arrangements, it is not permissible for any person other than the responsible officer, or nominated person(s) in Appendix 1, to drive the council vehicle. However, where circumstances warrant, the responsible officer may authorise a person other than a nominated person as a relief driver provided that they are accompanied by the responsible officer or nominated person.

5.9 Smoking

Smoking is prohibited in all council vehicles at all times.

5.10 Vehicle Care

The Coordinator Fleet Management is responsible for reporting to the Chief Executive Officer or relevant Director when vehicles are not being properly maintained or where it is considered that vehicles are being neglected or inappropriately used.

Responsible officers have a responsibility and duty to care for the vehicles provided. This includes:

- ensuring that the vehicles are kept clean (inside and out), and presentable;
- ensuring obvious and suspected faults are brought to the attention of fleet workshops
- ensuring no extraneous items are placed on the vehicles at any time e.g. mascots, advertising or bumper stickers;
- ensuring that vehicles are not used beyond the capacity of the vehicle and driver;
- ensuring that oil, water and tyres are checked regularly;
- ensuring faults are reported to fleet workshops immediately for action; and
- being responsible for the cost of repairs of damage, caused by the direct action of the responsible officer, under 5.18 *Vehicle Insurance and Accidents*, of this procedure (other than accidental damage).

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On-street parking outside a responsible officer's place of residence is acceptable providing the vehicle is locked and otherwise secure. It must be parked legally at all times.

5.11 Miscellaneous

The driver of a vehicle at the time is personally responsible for any fines or penalties resulting from the use of the vehicle including parking infringements but excluding those for overloading in heavy trucks; these are to be referred to the driver's relevant Director for consideration.

5.12 Special Conditions Relating to Classification 4 Usage

A Responsible officer who has been granted Classification 4 usage and is allocated a vehicle for council purposes, is allowed to garage the vehicle at home on their rostered day off.

Except for take home privileges granted under Classification 4 usage, all other private use of vehicles by responsible officers with a Classification 4 usage is strictly prohibited except under on call arrangements determined by the relevant Director.

The responsibility to grant temporary Classification 4 usage is delegated to Executive Managers. They will report each temporary privilege to their Director and the Coordinator Fleet Management for their noting. The period of temporary approval must be given in writing and include a start and finish date. This provides for extended working hours circumstances, contract supervision, traffic counts, inspections etc. Such temporary entitlements will be reasonably provided.

5.13 Usage Classifications

The following types of use are authorised at the discretion of the Chief Executive Officer. The conditions of use for each classification are detailed in Appendix 1.

(i) Classification 1

This vehicle usage classification applies to the Chief Executive Officer, Directors and Executive Managers.

(ii) Classification 2

This vehicle usage classification applies to Managers.

(iii) Classification 3

The Chief Executive Officer will determine the positions/responsible officers to which this vehicle usage classification applies.

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(iv) Classification 4

The granting of this vehicle usage classification is by approval of the relevant Director, and should be allocated to responsible officers on stand-by or on call out duties.

Classification 4 usage provides for journeys to and from work, generally in the most direct route. Transport of persons other than family members, unless for council business purposes, is not permitted.

5.14 Value of Usage

Where applicable the contribution made by the responsible officer for the use of a council vehicle may be reviewed from time to time and will be based on market rates. The current contribution for vehicle usage will be negotiated with relevant employees

5.15 Vehicle Types

The following details the categories of vehicles approved for staff usage. Vehicles to be provided in each category will be determined by the Chief Executive Officer. The vehicle will be dependent on the lowest cost of ownership within the categories shown below.

If employment contract conditions allow, a responsible officer may request a variation to the vehicle indicated. In this instance the responsible officer will be required to submit the request to the relevant Director for approval.

If approved, the cost variation for internal charging purposes will be calculated on the basis of council's cost of ownership of the benchmark vehicle compared to that of the nominated vehicle. Cost of ownership calculations in both the above instances will take into consideration the responsible officer's usage patterns.

(i) The Chief Executive Officer

The vehicle supplied will be from the list classified "C" and "S" in Appendix 2, at the discretion of the incumbent.

(ii) Directors

The vehicle supplied will be from the list classified "D" and "S" in Appendix 2, at the discretion of the incumbent.

(iii) Executive Managers

The vehicle supplied will be from the list classified "E" and "S" in Appendix 2 at the discretion of the incumbent.

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(iv) Managers

The vehicle supplied (if applicable) will be from the list classified “M” and “S” in Appendix 2 at the discretion of the incumbent.

(v) Senior and Technical

The vehicle supplied (if applicable) will be from the list classified “T” and “S” in Appendix 2 which, in the opinion of the Manager Operational Support, represents best value for council taking into consideration the operational needs of the incumbent.

(vi) Other Staff

The vehicle supplied will be from the list classified “O” and “S” in Appendix 2 and must be an appropriate vehicle to meet the operational needs of the position.

Passenger and commercial vehicles will be purchased based on best value for council taking into consideration the needs of the incumbent.

5.16 Vehicle Identification

Vehicles, with the exception of those with Classification 1, 2 or 3 usage, are to be identified by the attachment of stick on council corporate logos. These will be placed on both sides of the vehicle and will be in accordance with the corporate image standards.

Approved business unit logos may also be used in addition to the approved corporate logos.

Magnetic logos are available for use on Classification 1, 2 and 3 usage vehicles when they are required to be identified as council vehicles.

5.17 Vehicle Changeover

The changeover period for vehicles will be determined by the Executive Manager Construction and Maintenance.

The period will be based on vehicle type and life cycle costs and will be reviewed by the Manager Operational Support on an annual basis.

With the exception of Classification 1, 2 and 3 usage vehicles, the Coordinator Fleet Management may exchange or rotate vehicles between drivers to minimise the overall cost to council (e.g. FBT costs).

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5.18 Vehicle Insurance and Accidents

All council vehicles are comprehensively insured.

The insurance becomes null and void if the driver does not have a current driver's licence for the vehicle being driven or is under the influence of illegal drugs or alcohol. In such cases, the driver will become liable for damages including third party vehicles, injury and property damage.

If a driver is involved in an accident, the driver must follow the post-accident procedures detailed on the forms placed in the vehicle glove box.

5.19 FBT Log Books

The responsible officer must ensure that FBT log books are completed by all drivers of the vehicle whenever a new vehicle is received. The responsible officer is to forward the log book to the Executive Manager Financial Services after logging the vehicle usage for a three month period (specified by the Finance Department from time to time, but normally in the latter half of the financial year).

5.20 Matters Not Covered

Any matters not covered in this procedure can be resolved at the discretion of the Chief Executive Officer.

6. LEGAL PARAMETERS>>

Local Government Act 2009
Income Tax Assessment Act 1997
Various Industrial Awards and Agreements

7. ASSOCIATED DOCUMENTS

Motor Vehicle Administrative Directive

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 FLEET MANAGEMENT



Appendix 1

	Classification 1	Classification 2	Classification 3	Classification 4
USAGE ALLOWANCE				
Private Use	Yes	Yes	Yes	No. Take home only
Private use permitted area	No restriction	Queensland only	North Qld Local Government area	No
Private use available during leave including parental leave	Yes, no restriction	Yes, no restriction	Available for 5 weeks paid leave. Extension on approval by the Director.	No
Nominated person able to drive the vehicle	Spouse, partner or immediate family members.	Spouse or partner	Spouse or partner	Not applicable
FUEL ALLOWANCE				
Fuel supplied during leave	No restriction	Within 200km radius of Townsville	No	Not applicable
Fuel supplied for private use when not on leave	No restriction	Within 200km radius of Townsville	Only within the Townsville local government area	Not applicable
Fuel Card Supplied	Yes	Yes	No	No
OTHER				
RACQ membership	Yes	Yes	Yes	No
Optional extras other than standard TCC supplied	Available at Responsible Officer's expense (Refer to 5.3 Options/Accessories)	Available at Responsible Officer's expense (Refer to 5.3 Options/Accessories)	No	No
Optional extras for operational Reasons	Yes	Yes	Yes	Yes

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Appendix 2

VEHICLE TYPES

The choice of whether to include a vehicle in an officer's salary package is the decision of Council. Benchmark vehicles for various executive levels have been determined.

With the agreement of the Chief Executive Officer, a Responsible Officer may elect to take a vehicle one level above their relevant benchmark under salary sacrifice arrangements. A Responsible Officer may also elect to take a vehicle below their relevant benchmark.

The vehicles below are indicative of the standard. If equivalent standard/specification vehicles other than those listed below are available on the market these could be purchased subject to policy conditions and at the discretion of the Manager Operational Support. Equivalency will be determined on vehicle specifications together with recommended retail price of the vehicle without accessories.

Where not listed, wagon derivatives are available on justification and approval by the relevant Director.

If it can be demonstrated that four wheel drive vehicles are required for operational reasons, these will be supplied subject to a recommendation by the relevant Director to the Chief Executive Officer for approval.

INDICATIVE VEHICLES BY TYPE CLASSIFICATION

TYPE "C"

Passenger

Holden Calais V series (Benchmark Vehicle)

TYPE "D"

Passenger

Holden Calais (Benchmark Vehicle)

TYPE "E"

Passenger

Holden Berlina (Benchmark Vehicle)

TYPE "M"

Passenger

Holden Commodore Omega (Benchmark Vehicle)

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TYPE “T”

The vehicle make purchased in this type may be different from the examples below and will be determined on a “value for money” basis. The colour of the vehicles will be in accordance with the corporate branding strategy.

Passenger

Conventional Sedans

Hyundai Sonata SLX (4cyl)

Van/People mover

Kia Carnival

Utility

Australian style (e.g. Ford Falcon)

Japanese style (e.g. Mitsubishi Triton).

TYPE “O”

The vehicle make purchased in this type may be different from the examples below and will be determined on a “value for money” basis. The colour of the vehicles will be in accordance with the corporate branding strategy.

Passenger

Conventional Sedans

Hyundai Sonata SLX (4 cyl)

Van/People mover

Kia Carnival

Utility (4 Cylinder only)

Japanese style (e.g. Mitsubishi Triton)

Vans

Toyota HiAce

Other

Vehicles smaller than the ones specified above, which are required for operational reasons, can be approved at the discretion of the Manager Operational Support.

TYPE “S”

Honda Civic

Toyota Prius

Diesel powered vehicles with published fuel economy of less than 6litres/100km (combined: ADR81/01) and with engines manufactured to Euro V standards.

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Council will provide, and encourages the use of, environmental friendly vehicles and will provide these at a subsidised (reduced) package value or lease cost where applicable.

TYPE "MC"

Any road or road/trail bike up to 650cc.

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