



# Light Vehicle Fleet Operational Policy

## 1. POLICY STATEMENT

Council will provide a fleet of light vehicles to conduct its business and to provide private use to employees as approved within this policy or where approved as part of employment contract.

## 2. PRINCIPLES

- Promote operational capacity and efficiency with Council.
- Optimise the capital and operational cost of vehicles to Council.
- Provide fit for purpose vehicles.
- Promote the attraction and retention of staff.
- Achieve consistency in the provision of vehicles.

## 3. SCOPE

This policy applies to all Councillors and Council employees of Balonne Shire Council (BSC), including permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students.

The purpose of this policy is:

- To provide Councillors and employees guidance on the operation of the light vehicle fleet in connection with their duties whilst representing BSC.
- To provide guidance on the suitable replacement of fleet.
- To support BSC's commitment to open and transparent governance.
- To outline requirements to minimise any risks of breach of Council's Code of Conduct.

The provisions in this policy are not retrospective and arrangements current at the adoption of this policy will be maintained whilst those employees are under their existing employment arrangements unless otherwise agreed by both parties.

## 4. RESPONSIBILITY

Chief Executive Officer, Finance and Corporate Services, Infrastructure Services

## 5. DEFINITIONS

Commuter use - is to provide a vehicle to a responsible officer for home garaging to allow for work related activities out of normal business hours and on-call use as approved by the relevant Manager.

Fleet Committee – A committee made of Council appointed portfolio Councillors supported by selected Council officers.

Driver – Person authorised to operate the vehicle either by this policy or by direct authority of the Chief Executive Officer.

Pool Vehicle – Means an unassigned vehicle available for staff use by a booking arrangement.

Private Use – Is the provision of a fully maintained vehicle as per this policy and employment arrangements.

Responsible Officer – Is the person to whom the vehicle is allocated.

Responsible Officer means a Council employee who has charge of a Council vehicle as approved by the relevant Manager.



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## 6. POLICY

### 6.1 Fleet Committee

The Fleet Committee will be responsible for giving guidance as to vehicles types to be purchased, vehicle replacement frequency and reviewing process within the management of Council's Light Vehicle Fleet. This guidance will be used by Council officers in relation to Light Vehicle Fleet Operations. For current replacement frequency and vehicle type to be purchased see Attachment A.

The Fleet Committee will convene quarterly and will be chaired by the relevant portfolio Councillor.

### 6.2 Satellite GPS Monitoring

All of Council's light vehicle fleet will be fitted with a Satellite GPS monitoring unit to improve safety and for duty of care. By driving the vehicle the responsible officer/driver acknowledges that Council may monitor the location and driving manner of the vehicle at any time.

### 6.3 Driver

Drivers authorised by this policy are the responsible officer, spouses and immediate family of the responsible officer during private use and employees (including permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students) as required fulfilling directed duties.

### 6.4 Licensing, Road Rules & Infringements

Drivers must hold the appropriate licence for the particular fleet vehicle being operated. Drivers operating fleet must do so in a responsible manner and in accordance with road rules in force at time.

The driver is responsible for any infringement incurred during operation of Council fleet. The driver, not Council, will be liable for any fines resulting from infringements incurred during operation of Council fleet. If the driver is unable to be identified the responsible officer will be liable for penalties and/or cost involved, in the event that the fleet vehicle is a pool vehicle with no responsible officer the obligation for restitution will be at the discretion of the Chief Executive Officer.

Drivers must advise Council if they no longer hold the appropriate licence to operate the fleet vehicle they are responsible for or required to operate, to complete their duties. Council will review this case-by-case as it may lead to termination if the driver can no longer operate a vehicle required to fulfil their duties.

### 6.5 Damage & Insurance

Council fleet are insured under a comprehensive policy covering its fleet, drivers and passengers. In the event of an incident drivers must follow legislative requirements, notify supervisor and workshop supervisor, and promptly complete required forms.

Insurance may be unable to be claimed if the driver is not in possession of a valid driver's licence and/or is convicted of being under the influence of alcohol or any other prohibited substance. In such cases the driver may become liable for damages. Where the driver is involved in an accident during private use and is convicted of an offence under the Transport Operations (Road Use) Management Act 1995, Council reserves the right to recover and expenses incurred as a direct result of the accident.

Where the driver or any passenger intentionally, recklessly or negligently damages Council's fleet Council may require the employee to pay for the cost of the damage and may result in vehicle withdrawal and/or disciplinary action.

### 6.6 Maintenance & Housekeeping

Council will provide its fleet fully maintained. The responsible office and/or driver must ensure that oil, water and tyres are checked regularly in accordance with the log book. The exterior and interior of the vehicle must be kept in a clean and reasonable condition. Smoking is not permitted in Council vehicles at any time. The responsible officer must ensure that scheduled servicing is maintained in accordance with the manufacturer's requirements. The Workshop Supervisor will book-in required scheduled services or maintenance on advice from responsible officer. In the event of a breakdown the Workshop Supervisor is to be notified.



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## 6.8 Vehicle Use

The driver must operate the vehicle in a safe and responsible manner. The vehicle is not to be driven in an abusive manner that would cause undue wear and tear nor used in a way other than it was designed for. Under no circumstances will Council's fleet be used to conduct personal business operation or be used in any form of competition.

The driver must ensure that the vehicle logbook is completed for each journey and the required visual and prestart checks are completed. Use of a fuel card for refuelling must be carried out in accordance with Council procedure.

If the allocated light vehicle is not required during periods of leave and/or there is no private use, the vehicle shall be returned to Council for operational purposes for the period.

Table 1 – Light Vehicle Fleet Standard Use Schedule

Position	Usage
Councillor/s	A Pool Vehicle prioritised for Councillor/s use.
Chief Executive Officer	Unlimited business use and full private use within the Country
Directors	Unlimited business use within the Country and private use limited to 40,000kms /Annum within the Country
Manager (with Vehicle approved in position)	Unlimited business use within the Country and private use limited to 20,000kms /Annum within the Country
Senior Supervisor	Unlimited business use within the Country and private use limited to 10,000kms /Annum within the Country
Supervisors + Mechanic WHS officer	Unlimited business use within the Country and private use limited to 5,000kms/ Annum within the Country
On-Call Officer	Business use within the Shire and Limited Private use within Town-limits (mobile range) whilst on-call only. Business use outside of shire on approved job with Supervisors permission.
Other Officers with allocated vehicles (i.e. grader/town officers)	Business use within the Shire and Commuter Use. Business use outside of shire on approved job with Supervisors permission.
Other Officers without allocated vehicle	Pool/available vehicle business use only as an approved by direct supervisor.

Usage outside of the above schedule shall only permitted by written approval of the Chief Executive Officer.

## 6.9 Withdrawal of Vehicles

The Chief Executive Officer may withdraw fleet allocated under this policy or a contract of employment where the employee breaches this policy (other disciplinary action may be initiated due to breaches in the policy.) or where the operation needs of Council change. If Council's operational needs change and fleet has been withdrawn, unless provided under an employment contract, no compensation or other entitlement will be payable.

## 7. ASSOCIATED DOCUMENTS

Balonne Shire Council Code of Conduct  
 Local Government Act 2009  
 Transport Operations (Road Use Management—Road Rules) Regulation 2009



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## **ATTACHMENT A**

### **A1. Replacement Frequency**

The Plant Committee has recommended that Council's light vehicle fleet be replaced at 200,000km or 6 years, whatever comes sooner.

### **A2. Vehicle Rotation**

Council will rotate equivalent vehicles between staff within Departments and within the Senior Leadership Group with the exemption of the Chief Executive Officer on an approximate quarterly basis to ensure consistency in the utilisation of all council vehicles.

### **A3. Vehicle Types**

The Plant Committee has supported officer recommendations that a 4x4 dual cab be selected as the main work vehicle due to its versatility and resale value. The Plant committee also has supported officer recommendations that Toyota's be preferred due to the only dealer in town being Toyota, this is to ensure ease of warranty claims, quick replacement of parts as well as stocking consistent parts and a strong resell value.





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Table 1 – Light Vehicle Types

Position	Minimum Specifications
Councillor/s	An executive style, 4-cylinder, diesel, air-conditioned, automatic, cruise control, 4WD – 7-seater wagon with leather seats, tow bar and break controller. (Prado or similar).
Chief Executive Officer	An executive style, 6/8-cylinder, diesel, air-conditioned, automatic, cruise control, 4WD – 7-seater wagon with leather seats, tow bar and break controller. (Landcruiser or similar)
Directors	An executive style, 4-cylinder, diesel, air-conditioned, automatic, cruise control, 4WD – 7-seater wagon with tow bar and break controller. (Prado or similar)
Manager – FCS, CES (with Vehicle approved in position)	A 4-cylinder Petrol Hybrid, 5- seater, high clearance vehicle AWD. (Rav 4 or similar)
Manager – IS Senior Supervisor Stream A – Infrastructure Services Staff, WHS Advisor CES Staff as operationally required	A 4-cylinder 5- seater, Dual Cab Utility vehicle 4WD, with tub tray and liner, long range tank, hard top cover, dual cigarette plug in tray, tow bar, revolving light and brake controller (Hilux or similar). All utes shall be capable of towing 3.5 tonne towing capacity.
Supervisors	A 4-cylinder 5- seater, air-conditioned, Dual Cab Utility vehicle 4WD, with suspension upgrade, manufactured tray, cigarette plug and angel plug in tray and revolving light (Hilux or similar). All utes shall be capable of towing 3.5 tonne towing
On-Call Officer	A 4-cylinder 5- seater, air-conditioned, Dual Cab Utility vehicle 4WD, with suspension upgrade, manufactured tray, cigarette plug and angel plug in tray and revolving light (Hilux or similar). All utes shall be capable of towing 3.5 tonne towing
Grader Operator, Mechanic and Mechanic Supervisor	An 8-cylinder, diesel, 4WD – 5 -seater Dual Cab with suspension upgrade, manufactured tray, tow bar, break controller, cigarette plug and angel plug in tray and revolving light . (Landcruiser 70 Workmate or Similar)
Town Officers / Other Officers without allocated vehicle	A 4-cylinder 5- seater, air-conditioned, Dual Cab Utility vehicle 4WD, with suspension upgrade, manufactured tray, cigarette plug, and angel plug in tray and revolving light (Hilux or similar). All utes shall be capable of towing 3.5 tonne towing
All Vehicles	All Council Vehicles shall have the following fittings as standard: air-conditioner, maximum legal tinting, driving lights, dash mat, floor mat, bull bar with side rails and steps (subject to availability), mobile booster, UHF, seat covers (water proof) and snorkel (subject to availability).
Any addition / removal of accessories to the vehicle require the CEO approval.	