



**MOTOR VEHICLE  
MANAGEMENT**

**Motor Vehicle Policy for all Bunbury Harvey Regional Council (BHRC) Employees that are required to use a BHRC Motor Vehicle.**

Version 1

Policy Name	Motor Vehicle Management
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## **Policy**

The intent of this policy is to provide clear direction to all staff employed by Bunbury Harvey Regional Council (BHRC) undertaking activities that require them to use any motor vehicle owned by BHRC. This includes cars, light vehicles, trucks and heavy machinery.

It is the responsibility of all drivers to read and comply with this policy.

This policy specifically excludes the Chief Executive Officer recognising that it is the practice of BHRC to have a separate contract agreement for the Chief Executive Officer.

## **Ethic and Integrity**

All BHRC employees shall observe the highest standards of ethics and integrity in undertaking activities and to act in an honest and professional manner that supports the standing of the BHRC in compliance with the BHRC's Code of Conduct Policy.

## **Policy Detail**

Any vehicle deemed to be in an unsafe condition will not be used and shall have repairs carried out so that it is in a safe condition.

Drivers of any motor vehicles must have a current, unrestricted driver's licence or Certificate of Competency acceptable in Western Australia and valid for the vehicle for which they are required to operate.

An employee whose licence has been suspended shall immediately advise their Supervisor and arrange for the vehicle to be returned. The Supervisor is to notify the CEO immediately.

Drivers will be held accountable for the condition of their vehicle, daily prestart inspections and its operation.

A Vehicle Register listing all vehicles will be maintained by BHRC.

## **General Information**

Vehicles remain the property of the BHRC at all times.

No employee is allowed to operate a motor vehicle whilst over the legal alcohol limit or whilst under the influence of drugs before, during or after normal working hours.

If an employee is convicted of driving a BHRC vehicle under the influence of alcohol or drugs, it is considered to be contravening this Policy.

An employee is deemed to have committed a serious driving offence if they:

- Incur excessive insurance claims.
- Incur excessive offences under the Road Traffic Act.
- Have not maintained the vehicle in a suitable manner.
- Have breached any of the agreed vehicle guideline or policy conditions.
- Use the vehicle to derive income from outside business.
- Have acted in a manner deemed inappropriate by the CEO.

All vehicles are designated as work places and shall be used in accordance with BHRC's Quality Management Systems Policies including but not limited to, Smoking in the Workplace and Code of Conduct.

### **Council Responsibility**

Annual Registration, Insurance and FBT payments relevant to the vehicle shall be the responsibility of BHRC.

The vehicle is serviced and maintained by BHRC with BHRC accepting all costs associated with running the vehicle.

A fuel card is to be provided and used when purchasing fuel and oil only.

BHRC may charge a fee for private use/commuter use of a vehicle, to be reviewed from time to time by the CEO.

The vehicle will be replaced at intervals according to BHRC's Vehicle Replacement schedule.

### **Employees Responsibilities**

All persons driving a BHRC vehicle shall hold a current Western Australian Driver's Licence or relevant Certificate of Competency valid for the vehicle which they are required to operate. *(A copy is to be provided to BHRC and placed onto the employees personnel file.)*

Employees shall be responsible for ensuring an allocated vehicle is operated in a responsible manner and in accordance with the law at all times. The designated driver of a BHRC vehicle will be responsible for paying for any damage that occurs when a vehicle has been deemed to have been used inappropriately.

It shall be the responsibility of the person to whom the vehicle has been allocated to ensure that:

- The person is familiar with the conditions of this policy and that all forms relating to the allocation of the vehicle are provided to the CEO.
- Where a vehicle is fitted with a first aid kit, it is the responsibility of the designated driver to ensure that the kit is adequately stocked at all times and replacement stock is ordered.
- The vehicle is housed in a secure and or off street location, and kept locked at all times when not in use.
- The vehicle will be available for BHRC business on a daily basis (excluding approved periods of leave).
- Employees are to ensure that passengers and load limits are not exceeded at any time.
- No PETS shall be allowed in any vehicle.

An employee assigned a vehicle that may be used out of normal working hours shall:

- Provide the CEO with a signed Motor Vehicle Allocation form.

Detailing and repair costs at changeover may be recovered from staff if the vehicle is excessively damaged through negligence.

Travel beyond 200km from the BHRC Administration building or the Perth metropolitan area shall require the CEO's approval; fuel costs will be at the employee's expense.

## **Maintenance and Cleaning**

General maintenance of the vehicle is the responsibility of the employee to whom the vehicle is assigned. This will include:

- Regular check of oil, water and tyres.
- The vehicle is to be maintained in a clean and tidy condition (internal and external).
- The vehicle is serviced as required.
- Mechanical defects are to be reported to the supervisor, as soon as practicable.

## **Accident or Damage**

In the event of an accident or damage to a vehicle it is the responsibility of the employee to:

- Report immediately to their supervisor.
- Report all accidents in a motor vehicle to the Police where required by law.
- Not accept or acknowledge any liability on behalf of BHRC arising from an accident.
- Complete as soon as practical after the accident, the appropriate claim form and in consultation with the employee's supervisor, the incident report form, and return them to the Workplace Safety Advisor.

Employees found to be driving a BHRC vehicle under the influence of drugs or alcohol will be held personally liable for all repairs or legal action resulting from any accident in which they are involved. Disciplinary action will also be taken against the employee and may lead to the termination of their employment. Similar conditions shall apply to damage occurring as a result of inappropriate behaviour. Full costs relating to damage will be recovered from the employee.

The employee would not normally be liable for any insurance excess costs involved if damage to the vehicle occurs in circumstances defined within authorised use.

## **Testing for Alcohol and other drugs (Post Accident/Incident)**

If a person has been directly involved in an accident or incident he/she will be requested to provide a sample for testing. Such samples should be taken as soon as practicable after the event.

Testing will be conducted by an independent, accredited agency selected by BHRC and in accordance with:

- AS/NZS 4308: 2008 *Procedures for Specimen Collection and Detection and Quantitation of Drugs of Use in Urine or*

BHRC will bear the cost for testing.

## **Infringements**

BHRC will not be liable to pay any fines or costs incurred by the driver of a BHRC vehicle if that person infringes against Road Traffic Regulations, the Local Laws of any Local Government with respect to parking restrictions, or any other regulation that relates to the use of vehicles.

The obligation for payment of an infringement and costs resides with the person driving the vehicle at the time of the infringement.

### **Authorised Drivers (*Private Use Vehicles Only*)**

In general, it is not permissible for any person other than the employee, or nominated person(s) to drive the vehicle. However, where circumstances warrant, the employee may authorise a person other than a nominated person as a relief driver provided that they are accompanied by the employee.

In the case of employee with private use, nominated persons are permitted to drive the vehicle without the employee being present outside working hours. The nominated person is restricted to spouse or partner.

Where an employee has allowed persons to drive a vehicle other than those nominated and without written consent of the CEO, in the event of damage to the vehicle, all insurance excess will be payable by the employee.

### **Global Positioning System**

Surveillance may be deployed within the workplace in order to protect the assets and equipment of BHRC and improve community and employee safety and to assist in planning and management of mobile plant and equipment.

BHRC will ensure that the use of workplace surveillance complies with the requirements of the relevant legislation including the Surveillance Device Act 1998 (WA).

Global Positioning System (GPS) devices may be utilised in vehicles or equipment where the operator is often required to work alone, where there is risks associated with the task being carried out by an employee or where BHRC has a need to monitor and protect that vehicle or equipment.

### **Statutory Compliance**

#### **LEGISLATION AND OTHER REFERENCES:**

- *Local Government Act 1995*
- *Local Government Act (Functions and General) Regulations 1996*
- *Surveillance Device Act 1998 (WA).*

#### **REGISTERS, FORMS & PROCEDURES:**

- *Security Surveillance Policy*
- *Motor Vehicle Allocation Form*
- *Quality Management System Policies and Procedures*