



Light Vehicle Policy

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Strategic Plan:	
Classification:	Finance and Administration
First Issued/Approved:	July 2017
Review Frequency:	Annually
Last Reviewed:	New Policy
Next Review Due:	2018
Responsible Officer(s):	Manager Assets & Infrastructure
Council File Reference:	9/63/1.1
Applicable Legislation:	Local Government Act 1999
Relevant Policies:	<ul style="list-style-type: none"> • Elected Member Code of Conduct • Employee Code of Conduct • Procurement
Related Procedures:	<ul style="list-style-type: none"> • Drug and Alcohol • Smoke Free Workplace
Delegations:	

KINGSTON DISTRICT COUNCIL
LIGHT VEHICLE POLICY

1. Purpose

The purpose of this Policy is to provide a framework for the procurement, provision and operation of Council's light vehicle fleet and to ensure that vehicle usage is transparent and accountable to the community.

2. Scope

This Policy applies to employees, Councillors and other drivers of vehicles under Council's control and ownership for which usage is granted.

The Policy also applies to the Manager of Assets and Infrastructure who is responsible to the CEO for the procurement and management of Council's light vehicle fleet.

3. Use of Council Vehicles

There are three (3) situations in which a Council vehicle may be used. They are:

General Use

Where a Council vehicle is specifically used for work purposes.

Commuter Use

Where an employee has the private use of a vehicle limited to travel between home and work within the Kingston District Council Area. The purpose of this use is to ensure a Council vehicle is immediately available to staff members who are required for general and emergency call outs.

Private Use

Where an employee contract of employment stipulates private use of a fully maintained vehicle as part of their employment remuneration.

4. Vehicle Selection

Vehicle selection should be based on the following criteria:

Suitability

The vehicle must be suitable or 'fit for purpose'. For example, when the vehicle is required to regularly travel on unsealed roads or needs to gain access to an off-road environment, a 4x4 vehicle would be considered the most appropriate vehicle, or when passengers have restricted mobility an SUV may be considered more appropriate.

Lifecycle Cost

In general terms, the 'lifecycle cost' of a vehicle is the purchase price minus the trade-in value at the end its operating period. When selecting a vehicle, the 'lifecycle cost' should be a key consideration. The best lifecycle cost is usually a high demand vehicle that holds its value over time.

Vehicle Safety

The regional locality of Kingston requires employees and Councillors to travel high speed roads, day and night, on a regular basis. The safety features of the vehicle should therefore be a key consideration. Advance safety features such as additional airbags, collision warning systems, blind spot alert, lane assist, roll over mitigation, radar cruise control, bull bars and driving lights, are important safety considerations for all Council vehicles.

Vehicle Comfort

Given the long distances travelled by employees and Councillors, consideration should be given to the level of comfort for the driver and passengers. Vehicles should therefore be of a suitable size and standard that ensures appropriate levels of comfort for long distance travel.

Smart Phone Connectivity

Travelling for work often requires the making and receiving of business related telephone calls. It is very well documented that using a mobile phone whilst driving significantly increases the risk of an accident. It is therefore important that all Council vehicles are fitted with an integrated voice activated hands-free phone system. Drivers intending to use their phone whilst travelling must connect to the vehicle's hands-free device.

5. Replacement Schedule

Light vehicles will generally be replaced at 80,000km or three (3) years, whichever comes first. It is however acknowledged, that the marketplace can change and thus, the vehicle replacement program may need to be adjusted to ensure continued efficiency. The Manager of Assets and Infrastructure is responsible for reviewing this policy on an annual basis, to ensure that the replacement schedule is efficient.

6. Operation of Council Vehicles

There are a number of Council Policies and Procedures that relate to the operation/use of a Council vehicle. Relevant Policies and Procedures must be reviewed prior to operating a Council vehicle. The following is provided as a summary of vehicle use requirements:

Road Rules

Council vehicle must be operated in accordance with the Australian Road Rules at all times.

Smoking

Smoking is not permitted in or on any Council vehicles or equipment.

Alcohol and Drugs

All drivers must comply with Council's Alcohol & Drug Procedure requirements

Authorised Users/Driver's Licence Requirements

All drivers who are required to drive Council vehicles must hold an appropriate and current Australian Driver's Licence (including any conditional licences where the conditions of such licence are observed during use). Employees who require a licence to carry out their work and who have their licence cancelled either fully or partially, shall immediately notify their Manager in writing.

Safe Operation

Vehicles are only to be used and operated in accordance with manufactures specifications.

Penalty Notices

Traffic infringement fines incurred are the responsibility of the driver at the time of the infringement. The allocated driver (responsible for the vehicle) must be able to identify whether it was an alternative driver.

Road Tolls

All road tolls incurred whilst utilising the vehicle for Private Use are payable by the employee assigned the vehicle.

Accident, Loss or Damage

The employee shall notify the Manager of Assets & Infrastructure of any accident, loss or damage relating to the vehicle and its equipment and shall without delay give full information as to the circumstances of such accident, loss or damage and of all claims which may be made and/or threatened, and where possible, the names and addresses of witnesses.

Cleanliness of Vehicle

The employee will ensure that the vehicle is maintained in a clean state and acceptable condition at all times.

Scheduled Servicing and Maintenance

The employee shall notify Council's Mechanic when a vehicle is due for a scheduled service or when there appear to be mechanical issues with the vehicle.

Nominated Driver

Employee's who have authorised use of a Council vehicle, may authorise another licensed person to drive the vehicle. The employee will however remain fully responsible for the vehicle and its use in accordance with this Policy.

7. Termination/Variance of Agreements

The Chief Executive Officer may rescind a decision to provide a vehicle or vary the type of vehicle to be provided at any time, to ensure the interests of the Council are being met.

8. Adoption and Review Schedule

Action	Date	Resolution Number
Adopted by Council	21 July 2017	9858