

Document Control

Document Name	Document Register Number	Review Date
Use of Private Vehicles for Council Business Policy	GOV.POL.0020.001	November 15
Date Adopted	Minute Number	Summary of Changes
20 November 2013	3621	New policy

Purpose

This policy is intended to clarify the circumstances under which it is acceptable for employees to use a private vehicle when travelling on Council business and the approval is necessary to be obtained prior to the commencement of travel.

Scope

This policy is subject to the terms outlined in the Local Government (State) Award 2010, Clause 14(ix).

It applies to all Council employees, casual and temporary staff.

Definitions

Council maintains a fleet of vehicles for the purpose of meeting the transport needs of staff who may be required to travel periodically on Council business. This fleet of vehicles are called either tool of trade vehicles including pool cards or employee benefit vehicles such as leaseback vehicles. Fleet vehicles are selected according to safety standards, environmental impact, cost and fitness for purpose.

Work purposes – where an employee uses their own vehicle in, or in connection with, the performance of their duties for official business.

Motor vehicle allowance – as per the Vehicle Allowance provisions in the current Local Government (State) Award.

The Award – Local Government (State) Award 2010.

Policy Content

Employees should use available Council pool vehicles at all times, however it is recognised that on occasions it is mutually convenient to both parties for an employee to use their own private motor vehicle for work purposes. Private vehicle use must be intermittent, irregular or on a casual basis as Council will not be liable for the minimum quarterly payment as listed in the Award. The following options for vehicle use are to be followed (in order of priority):

1. A pool vehicle
2. A salary packaged vehicle of another employee
3. Public transport
4. The employee's own vehicle. If an employee is using their own vehicle there is to be no other persons in the vehicles including staff, clients, volunteers, contractors or members of the public.

Employees who use their private motor vehicle for work purposes, must have the prior written consent of their supervisor/manager. Written consent may include email.

Private motor vehicles used by employees for work purposes must be fully registered and comprehensively insured at the time of use. The onus is on the employee to ensure all registration and insurance is up to date. Private motorcycles or similar type vehicles are not permitted to be used for work purposes.

Any motor vehicle accident in a private motor vehicle being used for work purposes must be reported the manager/supervisor as soon as practicable after the accident and an Incident/Hazard Report must be completed by the employee. Council is not liable for any accident damage, mechanical breakdown costs, fines, penalties, liability costs or traffic infringement costs that are incurred while the employee is using their vehicle for work purposes.

Links to Policy

Work Health & Safety Policy

Links to Procedure

Nil at the time of policy adoption

References

Nil at the time of policy adoption

Responsibility

Director Corporate & Community Services

Relevant Legislation

Local Government (State) Award 2010

Associated Records

Use of Private Vehicles for Council Business Checklist