

HR6. Use of Shire Vehicles Policy

Policy Objective

To clearly define the level of use of Shire vehicles by employees.

Policy Statement

The use of Shire vehicles by employees is defined by levels in accordance with their employment condition or contract as follows:

- Level One Full private use within the Shire boundary and private use outside the Shire but within the State of WA. Whilst the vehicle is on private use, the employee is to meet the cost of fuel unless otherwise mentioned in their employment conditions or contract of employment. Private use includes periods of annual leave but not long service leave.
- Level Two Full private use within the Shire boundary and private use outside the Shire but only with approval of the Chief Executive Officer. Whilst the vehicle is on private use, the employee is to meet the cost of fuel unless otherwise mentioned in their employment conditions or contract of employment. Private use does not extend to periods of annual leave or long service leave.
- Level Three Restricted use only within the Shire boundaries. Whilst the vehicle is used, the employee is to meet the cost of fuel.
- Level Four Restricted use only within the confines of the Norseman town site.
- Level Five Commuting use only.

The following conditions to private use at levels where specified:

Officers who have negotiated private use of a Shire vehicle may utilise the vehicle in accordance with those negotiated terms and conditions of employment. Where no reference is made within the terms and conditions of employment as to the conditions of use of the vehicle, then the Chief Executive Officer will allocate a Level of usage as outlined above.

Level 1 & 2 vehicles; may be driven by the following persons:

- An authorised officer of the Shire;
- By the spouse or partner of the employee allocated the use of the vehicle during outside of normal working hours.
- The holder of an appropriate and current driver's licence when accompanied by the employee allocated the use of the vehicle if required (i.e. during long distance driving or sickness);

Level 3-5 Vehicles; may be driven by the following persons:

- An authorised officer of the Shire.
- The holder of an appropriate and current driver's licence when accompanied by an authorised officer but limited to emergency or extenuating circumstances only.
- Other persons as authorised by the Chief Executive Officer.

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Vehicle usage will be in accordance with the following conditions:

1. Vehicles are to be brought to the workplace every working day (except those days an officer concerned is on paid leave), to be available and used for normal organisational requirements. The vehicle is to be available for use by other Shire drivers during normal working hours and on occasions, may be required outside working hours.
2. All employees to whom vehicles are allotted are responsible for the vehicles care, including interior and exterior cleaning.
3. No modifications are to be made to the vehicle without the approval of the Shire.
4. The vehicle will not be used to compete in motor sport, rally, competition or the like.
5. At the discretion of the Shire, an authorised person or officer convicted of drink, drug, careless, dangerous or reckless driving following an accident in a Shire vehicle may be required to pay the cost or contribute to the cost of any repairs to the vehicle.
6. The vehicle is to be parked after hours within the employee's property in a secure manner and, when appropriate, in a garage.
7. Discretion is to be used when any Shire vehicle is used for private purposes so as not to cause any poor public relations in the community.
8. In the event of an accident, the employee using the vehicle must report the accident immediately to their supervisor and complete the necessary insurance claim.
9. In the event that an employee fails to comply with any conditions of use of a Shire vehicle as outlined in this policy, the Chief Executive Officer may remove the use of the Shire vehicle. This includes reducing the level of use to commuting use only or removing all private use benefits, subject to any employment negotiated terms and conditions.
10. Employees granted short term use of an officer's vehicle during periods of leave, will have Level 5 usage, unless the Chief Executive Officer approves a higher level of use.
11. Smoking is not permitted in any Shire vehicle.
12. Shire employees with the use of a Shire vehicle are to sign the attached acknowledgement of conditions of use of the vehicle.

I, _____ acknowledge, understand and agree to the conditions outlined above as my usage of the Shire vehicle allocated to my position.

Level allocated: _____ Specified Time From: _____ To: _____

Signed: _____ Date: _____

That level 1 usage is usually allocated to the designated senior employees.

Senior officers may negotiate a vehicle use arrangement as part of their salary package which will be in addition to this policy.

That the policy be noted for reference in future negotiations with employees regarding salary packages.

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