



**GOVERNANCE POLICY**  
**USE OF COUNCIL VEHICLES**

Policy Number  
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HR.04  
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October 2010  
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9.63.1.1

## **USE OF COUNCIL VEHICLES**

### **POLICY**


The purpose of this policy is to provide guidelines for the use of Council Vehicles and Plant by employees and Elected Members.

#### **1. Council Vehicles**

- 1.1 Council Vehicles are provided for business use only. No private use is permitted except as noted in 1.2 or 1.3.
- 1.2 A Council vehicle may be used to travel to and from work and for the purpose of parking / garaging the vehicle overnight, due to the employee having to be available for after hours work, if stated in an individual contract of employment or requested on a casual basis by the Chief Executive Officer or Director of Works.
- 1.3 Individual contracts of employment may provide for private use of a vehicle (either limited or unlimited) e.g. Chief Executive Officer.
- 1.4 Council Vehicles shall be available as 'pool' vehicles during normal work hours, unless required by the person "assigned" to a vehicle.

#### **2. Conditions of Use**

- 2.1 The Chief Executive Officer reserves the right to restrict use of any vehicle or plant if any condition of this Policy is breached.
- 2.2 Elected Members using Council Vehicles and Employees using Council Vehicles and Plant shall:
  - 2.2.1 Hold a current appropriate class licence and not have a suspension or suspension pending
  - 2.2.2 Obey all Australian Road Traffic Rules and especially drive within the posted speed limit or plant limit (Remember – 50 kph within townships and 100 kph on country areas if no speed limit posted)
  - 2.2.3 Conduct routine pre-operation checks which includes:
    - Tyres
    - Water
    - Oil
    - Any other as specified for each vehicle or plant
  - 2.2.4 Have a minimum of 15 minutes rest after every 2 hours of continuous driving / operation (preferably 30 minutes if driving)
  - 2.2.5 Not drive vehicles between half an hour before sunset and half an hour after sunrise unless approved by the Director of Director of Works or Chief Executive Officer
  - 2.2.6 If driving in the period in 2.2.5 with approval, must not drive over a maximum speed of 90 kph outside of a 100 km radius of Adelaide. If the sign posted speed within a built up / township area is over 90 kph then travelling at the posted speed is allowed
  - 2.2.7 Item 2.2.6 does not apply to Highway One when travelling between Port Augusta and Adelaide.
  - 2.2.8 Only engage 'cruise control' on sealed road surfaces
  - 2.2.9 Not engage 'cruise control' on sealed or unsealed road surfaces in wet weather conditions
  - 2.2.10 Ensure that the Vehicle / Plant is kept clean and tidy, having regard to its daily use

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- 2.2.11 Advise travel plans and gain approval from the Director of Director of Works or Chief Executive Officer and check-in on departure and arrival
- 2.2.12 No vehicle is to be driven interstate without the express written permission of the Chief Executive Officer
- 2.2.13 Item 2.2.9 does not apply to local travel to and from work, however the speed restrictions outlined in 2.2.5 and 2.2.6 must still be adhered to.

2.3 Authorisation for learner permit holders to drive any Council Vehicle is at the discretion of the Director of Director of Works or Chief Executive Officer. This permission will only be given if the Council Vehicle is engaged on official Council business and the learner driver is a Council employee who is under the supervision of a licensed driver who is also a Council employee.

2.4 Smoking is not permitted in Council Vehicles or Plant.

2.5 Blood alcohol reading whilst driving vehicles or operating plant must be 0.

2.6 The consumption of alcohol and / or the use of any prohibited substances, including marijuana, and prescribed medication which may cause drowsiness are strictly prohibited, when the Council Vehicle / Plant is being driven by any person permitted by this Policy to drive that vehicle.

### 3. Parking Fees / Tolls / Infringements

3.1 All parking fees / tolls incurred by Elected Members and Employees engaged on Council business, will be reimbursed as travelling costs.

3.2 Payment of any fines or expiations resulting from an infringement (parking or traffic offence) will be the responsibility of the Elected Member or Employee who is driving the Council Vehicle / Plant at the time of the infringement.

### 4. Accidents / Incidents

All incidents involving a Council Vehicle shall be appropriately reported to the Director of Director of Works or Chief Executive Officer within 24 hours of when it occurred, and to the Police as required by law.

## RESPONSIBILITIES

The Chief Executive Officer is accountable for ensuring the proper operation of this policy.  
All Elected Members and employees of Council are bound by the contents of this Policy.

## LEGISLATION

*Road Traffic Act 1961*

## REFERENCES

Nil

## REVIEW

This Policy shall be reviewed at least every 24 months or more frequently if legislation or Council needs changes to the content.



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Adopted by Council      9 November 2010  
Resolution 272/2010

Review Date	Version Number	Change	Resolution
March 2012	2	Rebranded	N/A
August 2013	3	Nil	181/2013
December 2014	4	Inclusion of additional reference to Elected Members as drivers of Council owned vehicles	255/2014
June 2015	5	Inclusion of 2 additional clauses under 2.2 (2.2.8 and 2.2.9) in relation to use of 'cruise control'	196/2015
13 February 2018	5	Reviewed by PRRC 30Jan18 – No changes	020/2018
19 April 2022	6	Minor grammar and formatting changes and job title updates	65/2022