

Date Adopted March 2000
Date Reviewed-current as at October 2009
To be Reviewed October 2012

*Fully compliant with Victorian
Charter of Human Rights and
Responsibilities Act 2006*



DIRECTIVE TITLE **MOTOR VEHICLE USE**

DIRECTIVE NUMBER **DIR/INFRA503**

PURPOSE

This directive is to ensure the Council owned motor vehicles are used in accordance with the Motor Vehicle Use Procedure (PRO/INFRA503D).

APPLICATION

This directive applies to all staff who have been provided with or use a Swan Hill Rural City Council owned motor vehicle.

DIRECTIVE

The use of Council owned motor vehicles must be in accordance with the Motor Vehicle Use Procedure (PRO/INFRA503D).

RELATED DIRECTIVE/POLICY

Safe Driving – DIR/INFRA501
Fraud Policy/Directive – POL/CORP226 & DIR/CORP226
OH&S Directive – DIR/STAFF107
Staff Code of Conduct – POL/STAFF100

RELATED LEGISLATION

Signed: Dennis Hovenden

CEO

Date: 23/10/09

Date Adopted March 2000
Date Reviewed-current as at October 2009
To be Reviewed October 2012

*Fully compliant with Victorian
Charter of Human Rights and
Responsibilities Act 2006*



PROCEDURE TITLE **MOTOR VEHICLE USE**

PROCEDURE NUMBER **PRO/INFRA503D**

ENABLING POLICY/DIRECTIVE

MOTOR VEHICLE USE – DIR/INFRA503

ENABLING LEGISLATION

Nil

PURPOSE

It is the purpose of this Procedure is to provide guidelines for the use of Council owned vehicles.

APPLICATION

This directive applies to all staff who have been provided with or use a Swan Hill Rural City Council owned motor vehicle.

PROCEDURE

As follows

INDEX

1.1	Policy Outline.....	3
1.2	Private Use	3
1.3	Commuter Use.....	3
1.4	Commercial and Service Use - Business Use Only.....	3
2.	GENERAL FLEET POLICIES – ALL COUNCIL VEHICLES	4
2.1	Drivers Responsibilities	4
2.2	Alcohol And/Or Drug Use When Driving	4
2.3	Smoke Free Environment.....	4
2.4	Servicing and Breakdown Arrangements.....	4
2.5	Vehicle Pooling.....	5
2.6	Traffic Penalties	5
2.7	First Aid Kits	5
2.8	Log Books	6
2.9	Car Rallies and Motor Sports.....	6
2.10	Other Commercial Activities.....	6
2.11	Council Logos	6
2.12	Council Image.....	6
2.13	Vehicle Inspection.....	7
2.14	Accidents/Collisions Reporting	7
2.15	Fringe Benefit Tax (FBT)	7
3.	FUEL PURCHASING	7
4.	VEHICLE SPECIFICATIONS AND ENTITLEMENTS.....	8
4.1.1	Salary Packaged, Private Use.....	8
4.1.2	Other Passenger and Commercial Vehicles	8
4.2	Optional Equipment	9
4.3	Standards of Equipment.....	9
5	REPLACEMENT AND DISPOSAL.....	10
6	USAGE CATEGORIES AND VEHICLE USE GUIDELINES	11
6.1	Vehicle Selection Categories	11
6.2	Private Use	11
6.3	Charges for Private Use.....	13
6.4	Commuter Vehicles Usage	13
6.5	Charges for Commuter Use	14
6.6	On Call	15
6.7	Annual Cost adjustments	15
6.8	Agreement Duration	15
6.9	Agreement Termination.....	16
7	COMMERCIAL/SERVICE VEHICLE USAGE	16
8.	VEHICLE ALLOWANCE	16
9.1	Parties To The Agreement	18
9.2	Commencement Of Operation.....	18

Date Adopted March 2000
Date Reviewed-current as at October 2009
To be Reviewed October 2012

*Fully compliant with Victorian
Charter of Human Rights and
Responsibilities Act 2006*



9.3 Execution Of The Agreement.....	18
10. COMMUTER USE AGREEMENT REGULAR & TEMPORARY.....	19
11. SAFETY.....	20
12. USE OF CITY LINK – E-TAGS.....	20
13. MOTOR VEHICLE ACCIDENT PROCEDURE.....	21
13.1 Personal Safety Is To Be Your First Priority.....	21
13.2 Accident Details (To Be Recorded On Attached Sheet)	21
13.3 Action At The Accident Scene	22
14. MOTOR VEHICLE ACCIDENT DETAILS.....	24

1. INTRODUCTION

Council owned vehicles represent:

- (a) a means of undertaking work to achieve Council's goals;
- (b) an asset which needs to be managed in its own right

Council is involved in vehicles in the following ways:

- (a) primarily, as an owner of vehicles to enable employees to carry out their **business** activities
- (b) secondarily, as an owner of vehicles to provide employee benefits in line with market conditions.

The only staff who have an **entitlement** to private use of a Council owned vehicle are staff members who have such an entitlement expressed in their contracts or letters of employment.

Where there is a **business need** for vehicles, Council may approve commuter use or private use, in accordance with this policy.

1.1 Policy Outline

Overall responsibility for the Fleet will rest with the Director Infrastructure through the Manager Corporate Operations. Where circumstances arise that fall outside of this policy document, the Director Infrastructure will refer the matter to the Chief Executive Officer for determination.

Motor vehicles provided by Council for use by Council staff will be divided into three categories:

1.2 Private Use

Use of Council supplied vehicle for private use 365 days annually. Costs defined as part of employment agreement and charged through salary sacrifice arrangements.

1.3 Commuter Use

Use of Council required vehicle for travel to and from workplace and principal place of residence. No other private use permitted. Costs are defined as part of employment agreement and charged through salary sacrifice arrangements.

1.4 Commercial and Service Use - Business Use Only.

Additionally, provision is made within this policy for vehicles owned by staff to be used by Council and paid for by Vehicle Allowance.

Conditions of use and operational details with respect to each of the categories are included below.

The conditions and restrictions associated with the various categories of use are for the normal day to day use in the service of the Council. In an emergency the driver of a Council vehicle

should take a common sense approach to the situation and render whatever assistance is appropriate to the circumstances.

2. GENERAL FLEET POLICIES – ALL COUNCIL VEHICLES

2.1 Drivers Responsibilities

- The driver/operator (employee) of the Council vehicle must be the holder of a current driver's licence endorsed to drive the class of vehicle being used. Ensuring licences are current is the responsibility of all driver/operators (employee's). Licence infringements and licence suspensions must be reported to the *Manager Corporate Operations*. Disciplinary action may be taken against any employee found in control of a vehicle without a current licence or with their current licence under suspension.
- The driver/operator (employee) assigned to the Council vehicle shall be responsible for ensuring proper and adequate care, usage and maintenance of the vehicle.
- Vehicles are to be properly secured at the principal place of residence, preferably off-street or in on-street parking areas, with doors locked and keys removed.
- All drivers must understand that the vehicle they are driving can develop problems where oil, water, brake or clutch fluid levels, tyre condition and pressures, etc can jeopardize the safety or roadworthiness of that vehicle. Therefore, drivers must carry out regular maintenance checks on these items and not rely on warning lights and or gauges.
- Council vehicles may be recognised and drivers shall ensure that they are maintained in a clean and tidy condition.

2.2 Alcohol And/Or Drug Use When Driving

Road Traffic Acts specify limits of blood alcohol content when driving a vehicle. Therefore, you must ensure that you do not breach these limits by the consumption of alcohol and/or drugs in excess of the legal limits. Employees operating a vehicle under the influence of intoxicating liquor and/or the effects of drugs must clearly understand that if by any action they are involved in an accident and are found to be at fault, Swan Hill Rural City Council's insurance company may either invalidate the insurance cover or take recovery action against the employee for the damage incurred. This may be the sole responsibility of the employee and he/she will have to meet the costs of such damage from their own resources. Employees may be also subject to disciplinary action under Councils Disciplinary Policy.

2.3 Smoke Free Environment

Smoking is prohibited in all Swan Hill Rural City Council vehicles and plant.

2.4 Servicing and Breakdown Arrangements

Council vehicles are serviced in accordance with the manufacturers requirements which are detailed in the owner's handbook supplied with the vehicle. The responsibility for ensuring that the vehicle is serviced at the appropriate interval rests with the designated driver of the vehicle.

Date Adopted	March 2000
Date Reviewed-current as at	October 2009
To be Reviewed	October 2012

Fully compliant with Victorian
Charter of Human Rights and
Responsibilities Act 2006



When Council's vehicle requires a service or any unusual symptoms arise in the running of the vehicle, eg tyre wear, steering problems, poor brakes, lack of performance or any other mechanical problems, drivers should notify the Workshop Team Leader where arrangements will be made for the appropriate servicing or maintenance to be carried out at the appointed servicing interval.

Major breakdowns such as engine, transmission or driveline failure should be dealt with by contacting the Council Workshop for assistance. If the breakdown occurs outside of the municipality drivers should contact the Workshop Team Leader who will arrange whatever authorisations and assistance may be required. Outside of normal business hours drivers should contact the appropriate after hours number for either the Workshop Team Leader, Manager Corporate Operations or Council's after hours number for assistance.

Drivers of vehicles who suffer a minor breakdown within the municipality should in the first instance attempt to obtain assistance from the nearest Dealer appropriate to the type of vehicle being driven. Wherever possible the repairs should be performed under warranty. If that is not possible then minor repairs may be authorised by the driver and if payment is required immediately arrangements will be made to reimburse the driver for expenses incurred.

Council will meet the cost of all servicing, maintenance, insurance, and registration.

2.5 Vehicle Pooling

All commuter use vehicles are to be made available for the car-pooling program. Commuter use vehicles are to be used for all normal duties and are to be interchangeable during working hours between employees. Keys must be available at the vehicle pool sign out point.

Private use vehicles are available for use for Council purposes by other staff during normal working hours when the relevant driver does not require the vehicle.

All vehicles will be equipped with a vehicle logbook and users of the vehicle are required to enter the relevant data into the logbook on each occasion the vehicle is used.

2.6 Traffic Penalties

All drivers of Council vehicles are subject to the law and as there is no excuse for breaking the law, any fines, eg speeding, parking, careless driving or any other breach of the law, will be the responsibility of the driver of the vehicle.

In the event of extenuating circumstances with parking fines, you should notify the Manager Corporate Operations who will refer the matter for adjudication of payment responsibility.

If you are convicted of an offence and have your license revoked/suspended, notification must be given to the Manager Corporate Operations immediately.

2.7 First Aid Kits

Where first aid kits are allocated they should be left in the vehicle at all times. Personnel, who use a first aid kit for any reason, should immediately contact their supervisor that the first aid kit needs to be replenished by a Senior First Aid Officer.

2.8 Log Books

Private and Commuter use vehicle holders are required to maintain a logbook continuously for each 12-month period. Completed logbooks are to be returned to the Finance Department. Minor travel, i.e. individual journeys of less than 10kms, at one location, may be consolidated as one daily entry in the vehicle log record. Eg:

Start Date	End Date	Start Time	End Time	Purpose	Destination
18/9/09	18/9/09	10.00am	3.00pm	Various worksite inspections and meetings	Swan Hill

It will be the responsibility of the staff member to whom the vehicle is permanently allocated to determine the driver at the time of any incident or traffic offence.

2.9 Car Rallies and Motor Sports

Under no circumstances are Council's vehicles/plant to be used in a car rally, time trial, or any other similar motor sport event that is inconsistent with the normal intended use of the vehicle.

2.10 Other Commercial Activities

Council vehicles must not be used for unauthorised commercial purposes. Use of Council vehicles shall be consistent with the purpose for which Council acquired the vehicle or for related activities within the terms and conditions of employment. Vehicles shall not be used or employed for any commercial purpose outside of the Council's employment contract without the expressed permission of the Chief Executive Officer.

2.11 Council Logos

All Council vehicles will be identified with a Council logo and Plant number identifier. All commuter and business use items of plant and or vehicles will carry a Swan Hill Council Logo prominently affixed to the front driver and passenger doors. Vehicles used under a private use agreement will be identified with a small Council logo affixed to the bottom left hand corner of the windscreen. Where a logo is to be attached to commercial or passenger carrying vehicles it will be attached in a position and as directed by the Manager Corporate Operations.

Under no circumstances are Council's vehicles/plant logos to be removed or replaced with a magnetic type, once Council's logos are permanently affixed to the vehicle.

2.12 Council Image

Swan Hill Rural City Council vehicles may be recognisable within the community, therefore it is expected that good driving habits, vehicle cleanliness and courtesy to other drivers on the road be a matter of course for Council operated vehicles.

Date Adopted	March 2000
Date Reviewed-current as at	October 2009
To be Reviewed	October 2012

*Fully compliant with Victorian
Charter of Human Rights and
Responsibilities Act 2006*



2.13 Vehicle Inspection

Vehicles are to be made available for inspection by the Manager Corporate Operations when requested.

2.14 Accidents/Collisions Reporting

All accidents or collisions must be reported to the Risk Management Officer as soon as practicable.

Incidental damage, scrapes and bumps should also be reported to the Manager Corporate Operations as soon as possible for rectification.

Council will not meet the cost of the insurance excess where the Employee has clearly acted in a dangerous and reckless manner, disregarded Council policy and procedures, acted outside relevant State laws, or used the vehicle in any manner deemed inappropriate or dangerous. Where this is the case the Council will require payment of the insurance excess from the Employee.

2.15 Fringe Benefit Tax (FBT)

Employees are required to complete all necessary declarations in relation to vehicle usage for FBT purposes, in a timely manner.

3. FUEL PURCHASING

- All Council vehicles will be issued with a Fuel Card, authorised for fuel and top-up oils only. Only those products for which the card is authorized may be purchased. Drivers must ensure that the correct odometer reading is given to the attendant at the time of purchase.
- All particulars on the fuel receipt vouchers must be checked to ensure that registration number, date, odometer reading, fuel type, litres purchased and dollar value are all legible and correct, that voucher must then be retained by the driver for a minimum period of two months after the purchase date.
- If fuel has been purchased using personal cash or credit, sufficient details to substantiate any re-imbusement claim will be required. Reimbursement will be made by forwarding a completed claim form and tax invoice receipts to the Finance Department.
- All Council drivers in control of fuel cards, are to ensure the fuel cards are kept in the glovebox of the appropriate vehicle at all times. At vehicle change over, the fuel card will be returned to the Manager Corporate Operations for renewal or disposal.

4. VEHICLE SPECIFICATIONS AND ENTITLEMENTS

An employee's vehicle category, that is vehicle entitlement from Category 1-5 (see clause 6.1), may also change where management reporting lines change. In this instance, vehicle category change will occur at vehicle replacement. Any and all changes to employee vehicle use category or salary package amounts related to motor vehicle contributions must be notified to Director Infrastructure through Manager Corporate Operations.

Vehicles purchased by Council will be of a standard that ensures the following:

- Appropriate for the task and/or business requirement of Council operations.
- Satisfying the agreed vehicle entitlements documented in staff employment agreements.

Council will have preference for the most economic option of the vehicle entitlement.

4.1 Type of Vehicle Provided

Types and configuration of vehicles will be selected for:

- (a) suitability for intended use;
- (b) whole of life costs and overall cost-effectiveness;
- (c) satisfies the standard stated in the employment agreement, employee salary band category or equivalents.

4.1.1 Salary Packaged, Private Use

Where selection of a vehicle is an entitlement, selection will be from those vehicles indicated in attachment 'A'.

The Director Infrastructure in consultation with the Manager Corporate Operations will periodically review the list and may add or subtract vehicles from time to time in accordance with market conditions and trends.

- Environmental Conditions

In accordance with Council's commitment to improvements in environmental practices, vehicles highlighted (✓) will have a \$1,000.00 concession amount applied to the annual private use charges as described in attachment 'B'.

Where individual vehicle selection is not an entitlement, the vehicle provided will be that which satisfies the intended purpose and provides the most economical and environmental option for Council, based on whole of life costing.

4.1.2 Other Passenger and Commercial Vehicles

Shall be 'purpose' based to suit job requirements.

4.2 Optional Equipment

Additional options and accessory items agreed to in the employment agreement are not transferable between vehicles and charges will be based on the price of the item/s at the time of purchase. Employees will be required to pay for the extras as part of their salary sacrifice based on the annual cost.

Unless specified in the employment agreement, additional options or accessories not directly associated with the business requirement may only be installed at full cost to the employee.

At the time of the vehicles replacement, optional items which can be removed without damage to the vehicle, shall be returned to the employee. Removal will be at the employee's expense. Council will not be responsible for refunds for any items sold with the vehicle.

The Manager Corporate Operations will evaluate all requests for options and provide recommendations to the Senior Program Manager/or Director as to the suitability of the option/s and fitting. Where any dispute as to the fitting of any option the Director Infrastructure will provide final determination.

4.3 Standards of Equipment

Wherever possible and provided there is no material change in the class of vehicle being provided, the minimum OH&S requirement will be ABS, Driver Side Air Bag, Cruise Control and Rear Cargo Barrier (*station wagons*).

Cost effective purchases of vehicles that are of a higher standard that are inclusive of all accessories shall be considered at the time of purchase. Under no circumstances are accessories to be removed prior to the sale of any motor vehicle.

Standard equipment fitted to Council vehicles will include:

- Air Conditioning
- Power Steering
- Passengers Air Bags (where provided as standard accessory)
- Mud Flaps Front and Rear
- Headlight/Bonnet Protectors
- Front Floor Mats
- Tow Bar (where appropriate to the functional requirements of the vehicle)
- Mobile Phone Car Kit (subject to nature of employee's position) used only in accordance with legal and safe practices. See 11.1
- Two-way Radio (subject to nature of employee's position)

Consultation with the Manager Corporate Operations at the time of purchase will confirm the accessories required.

Date Adopted March 2000
Date Reviewed-current as at October 2009
To be Reviewed October 2012

*Fully compliant with Victorian
Charter of Human Rights and
Responsibilities Act 2006*



5 REPLACEMENT AND DISPOSAL

Vehicle replacement will be assessed for cost effective purchase and disposal advantages, excess kilometres, recurrent costs or accident damage. Retention periods may be extended or varied by the Manager Corporate Operations. The decision to replace a vehicle will be taken by the Manager Corporate Operations who will take into account current market trends and other circumstances appropriate to the decision.

6 USAGE CATEGORIES AND VEHICLE USE GUIDELINES

6.1 Vehicle Selection Categories

The following vehicle types shall apply:

Category	Indicative Level
Category 1	Mayor & CEO Specified under employment agreement
Category 2	Directors Choice of vehicle specified under employment agreement
Category 3	Program Managers under SEO agreement and with direct report to Director or CEO. Choice of vehicle from within the category. Or approved substitute *
Category 4 Sedans, Station Wagons and Utes	Other officers with private use. SEO's and Program Managers have choice of vehicle from within the category. Other staff have vehicle determined by business use and/or most cost effective at time of purchase.
Category 5 All configurations	Commuter use

* As approved by Director Infrastructure in consultation with Manager Corporate Operations and the employees Director or CEO.

Note: Staff with vehicle choice may select a vehicle from within and below the allowed category.

Under exceptional personal or business circumstances and where no financial penalty exists to Council, the CEO may approve the selection of a vehicle other than those detailed in attachment 'A'. Detailed proposals should be submitted to Director Infrastructure in the first instance for approval by CEO.

All employees who were employed after 30 June 2007 are considered as Category 4 unless an alternative category is specified in their letter of employment. The Director Infrastructure reserves the right to limit the availability of some vehicle colours and types.

6.2 Private Use

- Private use category applies to those vehicles that have been provided to an Officer as part of his/her salary package and for which a deduction of salary benefit is made to cover

Date Adopted	March 2000
Date Reviewed-current as at	October 2009
To be Reviewed	October 2012

Fully compliant with Victorian
Charter of Human Rights and
Responsibilities Act 2006



the cost of use of the vehicle outside work hours, for non-work related functions, including travel to and from work.

- The amount of salary benefit deducted will be based on the participant's expected/actual private and Council usage, and the additional cost to Council of providing Private Use of the vehicle. Calculations will be reviewed annually or when a significant change in use occurs.
- All authorised participants in the vehicle scheme shall be allowed full unrestricted use of the vehicle, including weekends, and for leave periods. All fuel is to be purchased using Council's fuel card system where possible.
- The vehicle must be available for Council business on all days the employee is at work.
- Outside of the pooling arrangements the responsibility for the safe and legal operation of the vehicle rests with the employee to whom the vehicle is provided. That responsibility extends to any other person the driver authorises to use the vehicle.
- Inside the pooling arrangements the responsibility for the safe and legal operation of the vehicle rests with the driver.
- If the participant is away from Swan Hill for any extended period on business and the vehicle is not required by the employee, the Manager Corporate Operations shall be notified and arrangements for garaging or short term use will be provided.
- The Chief Executive Officer may terminate the scheme with any officer who breaches the conditions of use.
- In case of an emergency (Displan situation), the MERO may recall any vehicle *immediately* for Council usage.

6.3 Charges for Private Use

Calculation of the charges for full private use is calculated on the basis that employees can travel 20,000 km per year on a private use basis and are expected to travel a minimum of 10,000 km each year on a business use basis. See Attachment B

Private usage kilometres above the 20,000km private use threshold will be determined/confirmed in the participants annual logbook.

Private use vehicles that do not achieve 10,000 business kilometres per annum will incur a \$500 penalty.

Any cost, or refund to the employee above the base cost will be calculated as at 1 April each year.

NB. Should the vehicle be unavailable whilst repairs are made, or for any other purpose, every reasonable endeavour will be made to provide a replacement vehicle, however no guarantee can be given. Annual Private Use charges are contained in Attachment B.

6.3.1 Sustainable Travel Practices

Council is committed to leading the way by example; this includes promoting and demonstrating sustainable living practices.

Employees are encouraged to utilise train services to Melbourne, to reduce Council's Ecological Footprint (carbon emissions).

The train ticket to Melbourne includes free travel on buses, trains and trams in Zones 1 & 2 and taxi vouchers are available on request.

If the train option is utilised private use vehicles will be credited with notional 800km towards business kilometres for a round trip.

Train travel tickets can be pre-purchased from Jetset Travel prior to departure or employees will be reimbursed upon presentation of valid train travel ticket. Refer to Accommodation & Travel Directive and Procedure.

Staff are instructed to retain train tickets with their log book when claiming these kilometres. Please note that staff should be careful to ensure that vehicles don't fall below the FBT travel requirements. I.e. Usage Level 1 0-25,000km where the base rate will increase.

6.4 Commuter Vehicles Usage

Commuter use vehicles are generally provided to a specific employee to assist in performance of Council functions, however the overall day to day administration of the vehicle will rest with the relevant Program Manager.

- Council makes available vehicles for commuter use on the basis that the vehicle is critical to the business and direct travel to and from the employee's home and work place. Minor, infrequent and incidental private travel is permitted between the employees home

and office/worksite. No authority for private use is to be inferred and the carriage of any persons at any time, unless directly associated with a work related activity, is the responsibility of the driver. The vehicle must be available for Council and/or pool usage at all times during each day.

- The assigned Officer must ensure that the vehicle is returned to the control of the relevant Senior Manager/Team leader for re-allocation when the employee is, or is likely to be, absent on any leave extending beyond 7 calendar days.
- A new "Commuter Use Agreement" form must be filled in, signed and approved by the relevant Manager nominating a temporary commuter user before the vehicle transfer takes place.
- Council considers any arrangement for commuter use as being mutually beneficial to both Council and the employee. Breaches of these arrangements will be treated seriously. The Director Infrastructure may revoke commuter use at any time.
- In case of an emergency (Displan situation), the MERO may recall any vehicle *immediately* for Council usage.
- A commuter use vehicle may be re-allocated to another staff member if required by the Departmental Senior Manager.

6.5 Charges for Commuter Use

Employees granted commuter use, as part of their salary package shall have the annual value of commuter use deducted from their package. Should the nature of commuter use change, the amount charged to the employee's package shall be recalculated. Where, transitional non cash components apply recalculation will occur in accordance with Section 1.1 of this policy.

Charges will be calculated under the following formula.

Commuter Distance (distance from principal place of residence to workplace) between 0 - 10 km .

Refer to attachment 'B'

Commuter Distance (distance from principal place of residence to workplace) between 10 - 32 km

See Attachment 'B'

Commuter use will not be offered to staff that reside at a distance (distance from principal place of residence to workplace) in excess of 32km. When a staff member with commuter use is on planned leave for **any period exceeding 7 calendar days**, the vehicle must be returned to the Manager Corporate Operations. The vehicle will then form part of a vehicle pool until the staff member returns to their work duties.

Date Adopted	March 2000
Date Reviewed-current as at	October 2009
To be Reviewed	October 2012

Fully compliant with Victorian
Charter of Human Rights and
Responsibilities Act 2006



6.6 On Call

Employees who are provided with a commuter use vehicle and are 'on call' are considered to be those employees provided with the vehicle to enable them to carry out a function of Council outside the span of normal hours.

Where staff are employed on the basis that they are 'on call' and offered a commuter use vehicle, the commuter use component of their package will be provided at 50% of the value of the standard commuter use rate for that employee as detailed in this policy.

Employees who are provided with a commuter use vehicle under the 'on call' arrangement are not permitted to use the commuter use vehicle for any other purpose than travel between their principal place of residence and their place of employment (or start location).

Note: The "on call" package deduction is only applicable to commuter use vehicles.

6.7 Annual Cost adjustments

Council reserves the right to adjust the cost of commuter use and private use vehicles on an annual basis to reflect CPI changes and increases in the cost of operational and maintenance aspects of these vehicles.

Written advice and authority will be provided by CEO regarding all cost changes.

Increases applied after the adoption of this policy will not be eligible for 'non cash' adjustments. That is, any annual increases will be a salary sacrifice component of an employee's salary.

6.7.1 Non Cash Adjustments:

Where an employee terminates employment with Swan Hill Rural City Council through any circumstance, amounts referred to in their salary package documents as being an adjustment to the package under the terms of the 2006 Motor Vehicle Policy 'non cash' adjustment, will not have the non-cash adjustment included in any calculation of salary entitlement.

In addition, any amounts referred to in the 2006 Motor Vehicle Policy, as a 'non cash' adjustment will not be used in the calculation of any other employee benefits.

Should an employee elect to no longer participate in the Swan Hill Rural City Council Motor Vehicle Policy or change to a different category of the policy, amounts referred to in their salary package as a 'non cash' adjustment cannot be taken as a cash component or utilised to off-set any other salary sacrifice benefit. Where such an election is made the 'non cash' component will be removed from their package.

6.8 Agreement Duration

Generally the private use agreement will remain valid for the life of the vehicle as determined from time to time by the Manager Corporate Operations through the whole of life cost analysis.

Should an officer elect to terminate their agreement earlier than the life expectancy of the vehicle, the full cost of any financial implications to Council will be charged directly to the employee.

6.9 Agreement Termination

Council may terminate the use of a vehicle where an officer has breached the policy guidelines or, in the case of commuter use, where a vehicle is deemed surplus to requirements.

The CEO may effect termination upon recommendations from the relevant Director.

7 COMMERCIAL/SERVICE VEHICLE USAGE

- Council makes available vehicles for general business, on call and emergency purposes. Where an employee is on call or an emergency has been declared or where an employee finishes or commences work away from their normal place of work; direct travel between the employee's home and the workplace is authorized. No authority for private use is to be inferred and carriage of any persons at any time, unless directly associated with a work-related activity, is not permitted.
- The driver must ensure that the vehicle is returned to the control of the relevant Senior Manager/Team leader or Council Depot at the completion of the business activity.
- The carrying of passengers, other than passengers engaged in Council business in Council's service vehicles is prohibited.
- No salary sacrifice is required for Commercial/Service Vehicle Usage.

All conditions of the General Fleet Policy do apply.

8. VEHICLE ALLOWANCE

- In certain, limited cases, the CEO may approve that an agreed amount of an employee's salary package be paid as a car allowance in return for Council use of the employee's private car by the employee. This will only be available where the functionality of Council will not be affected due to the loss of a vehicle from the fleet.
- The vehicle to be used must be of an appropriate standard and maintained accordingly.
- Any costs incurred by Council in relation to the employee's vehicle must be reimbursed by the employee to Council within 14 days.
- The allowance will be paid through the payroll system and will appear as a non-taxable allowance on the employee's payment summary.
- The employee is responsible for all taxation and record keeping requirements in relation to the vehicle.

Date Adopted March 2000
Date Reviewed-current as at October 2009
To be Reviewed October 2012

*Fully compliant with Victorian
Charter of Human Rights and
Responsibilities Act 2006*



-
- The vehicle will **not** normally be available to be driven by other employees for Council purposes, however, other employees can be passengers in the vehicle.
 - If the vehicle is unavailable for an extended period of time, the employee will be responsible for the provision of, and the cost of a replacement vehicle.
 - The employee is responsible for **all** costs in relation to the operation and provision of their vehicle.
 - The arrangement will be reviewed and adjusted, if necessary, in the event of changes to relevant legislation and/or at each staff review.
 - The vehicle remains the property of the employee at all times.
 - The employee is responsible for arranging the purchase and financing of the vehicle. No Council assistance will be given, and access to Council's fleet discounts are not available.
 - The employee shall produce, if required, evidence of a current motor vehicle insurance policy.

Date Adopted March 2000
 Date Reviewed-current as at October 2009
 To be Reviewed October 2012

Fully compliant with Victorian
 Charter of Human Rights and
 Responsibilities Act 2006



9. PRIVATE VEHICLE USE AGREEMENT

9.1 Parties To The Agreement

Swan Hill Rural City Council

The Officer being:

COUNCIL PARTICIPANT

Name:

Address:

.....

Position:

Licence No. Expiry:

9.2 Commencement Of Operation

The agreement shall commence on

OTHER REGULAR DRIVERS

Name	Relationship	Licence No.

9.3 Execution Of The Agreement

The parties agree to the terms and conditions of the Private Use Agreement.

The employee in signing this agreement acknowledges that Council reserves the right on an annual basis to vary the cost to employees of Private and Commuter Use agreements.

N.B. In case of an emergency (Displan situation), any vehicle may be recalled *immediately* for Council usage.

Signed: Employee

Signed: Chief Executive Officer

Date: Approved

Copies To:

- Employee
- Category
- Personnel File
- Manager
- Fleet Manager
- 6

Office Use Only

Approved Vehicle Selection

(circle one only)

Category: 1 2 3 4 5

Date Adopted March 2000
Date Reviewed-current as at October 2009
To be Reviewed October 2012

Fully compliant with Victorian
Charter of Human Rights and
Responsibilities Act 2006



10. COMMUTER USE AGREEMENT REGULAR & TEMPORARY

(Regular & Temporary Transfer)

VEHICLE INFORMATION

Make/Model Rego. No. Plant No.
Regular/Temporary Employee Name:
Licence No.
Commuting arrangement From: To:
Department:
Position Held:
Address and Phone Number where vehicle will be garaged:
.....

I, accept responsibility for the vehicle and agree to the terms and conditions as stated.

The employee in signing this agreement acknowledges that Council reserves the right on an annual basis to vary the cost to employees of Private and Commuter Use agreements.

N.B. In case of an emergency (Displan situation), any vehicle may be recalled *immediately* for Council usage.

Signed: Employee
Signed: Senior Manager
Authorised:
Endorsed:

Copies To:
Employee
Manager
Records Commuter File (original)
 Personal File
Fleet Manager

11. SAFETY

All drivers must comply with State Laws and this includes the relevant State Laws if you are interstate. Drivers must hold relevant licences for special vehicles or plant and also drive within the condition of their licence i.e. corrective lenses (wearing glasses, contact lenses, etc).

A copy of your licence(s) will be placed in your personnel file. If an employee's licence is suspended or cancelled for any reason you must immediately notify the Manager Corporate Operations. (Refer also 2.1)

All occupants of the vehicle must wear a seatbelt at all times.

A driver must not operate or be in charge of any Council vehicle whilst in excess of the prescribed level of drugs or alcohol. Smoking is not permitted in any of the Council vehicles. The driver must not operate the vehicle if they are not familiar with the vehicle or if they are fatigued.

11.1 Mobile Phones, GPS and other in car systems

Using a mobile phone while driving is prohibited except if:

- The phone is secured in a commercially designed holder fixed to the vehicle, or it can be operated by the driver without touching any part of the body of the phone.
- The driver is making or receiving a phone call on a hands free unit.
- All other functions (including video calls, texting and emailing) are prohibited.

In addition, holding the phone (whether or not engaged in a phone call) is prohibited. Holding the phone includes resting it on the drivers lap.

Learner and P1 drivers are not permitted to use a mobile phone while driving at all.

Additionally, a driver must not drive a motor vehicle with a visual display unit operating if any part of the screen is visible to the driver or is likely to distract another driver, unless it is a drivers aid.

A drivers aid (such as GPS) must be an integrated part of the vehicle design, or be secured in a commercially designed holder fixed to the vehicle (excluding motorcycles).

For further information on safe driving, refer to Council 'Safe Driving Policy'.

12. USE OF CITY LINK – E-TAGS

There are a selected group of vehicles which have Council funded E- tags assigned to them. If you are travelling to Melbourne, and obviously more importantly if you are using City Link, you will need to know that your vehicle is equipped with an E- tag device to avoid the quite substantial fines.

All drivers must ensure they have an E-tag or day pass if going to Melbourne and intending to use City Link roads. If you do inadvertently use City link without an E- tag you must contact the City Link offices and make arrangements for a valid pass. Passes can be validated up to 12 noon on the day immediately following the day of travel. Costs for the purchase of a City Link day pass associated with all business travel, will be reimbursed upon presentation of the City Link pass and a valid tax invoice.

Infringements for the use of City Link without a valid pass is the responsibility of the driver. Staff are entitled to apply for their own E-tag for a Council vehicle however the responsibility for the E-Tag and all associated costs will be borne by the staff member.

13. MOTOR VEHICLE ACCIDENT PROCEDURE

If you are involved in an accident while driving a Council vehicle the following procedures should be followed at all times:

13.1 Personal Safety Is To Be Your First Priority

- Take all precautions necessary to safeguard yourself, casualties and bystanders against any further injury.
- Turn off ignition in crashed vehicles, and if petrol leakage is apparent in the accident area, ensure there are no other ignition sources near the vehicle.
- Attend to emergency needs, such as first aid, sending for ambulance, police and fire brigade on telephone **000**.

You should then endeavour to obtain the following information, which is needed by Council's Risk Management Officer and if necessary, a police report.

13.2 Accident Details (To Be Recorded On Attached Sheet)

Other Vehicle(s) and Other Driver(s) and/or property

- Name and address of owner
- Name and address of driver
- Licence number of driver
- Vehicle registration number
- Vehicle make and model
- Other parties Insurance Company
- Damage to vehicles and property

Swan Hill Rural City Council Vehicle

- Your name and address
- Business Unit and position
- Your drivers licence number
- Vehicle registration number
- Vehicle make and model
- Location of accident
- Date and time of accident
- Damage to vehicle

Also obtain the following information

- Names and addresses of any witnesses
- Details of personal injuries to any party
- Sketch a brief plan/map of the accident including streets, distances from kerb/corners, stop signs, direction of travel and skid marks of all vehicles involved.

13.3 Action At The Accident Scene

- **Do not admit liability**, even if you consider yourself at fault.

Make notes of any conversations between you and other drivers.

- **Do not offer that you or the Council will pay for repairs.**

Terms of Council's Insurance cover is such that our Insurance Company only must be involved in all liability discussions and/or admissions, and any such admission by us would be in breach of Council's policy and could prejudice the claim.

13.4 In the event of an accident which immobilises the vehicle, the following procedure is required

- During business hours, contact your Senior Manager and telephone Council's Manager Corporate Operations on 5036 2518 or Mobile 0418 328272.
- Advise your location and the accident details so that a Council approved tow operator can be authorised to remove the vehicle to an approved crash repairer.
- Outside business hours you should note the name and phone number of the tow operator, and authorise them to transport the vehicle to their nearest secure compound.

Date Adopted March 2000
Date Reviewed-current as at October 2009
To be Reviewed October 2012

*Fully compliant with Victorian
Charter of Human Rights and
Responsibilities Act 2006*



-
- Outside the Municipality you should note the name and phone number of the tow operator and the name, address and phone number of the location where the vehicle is to be stored.
 - **YOU MUST NOT** sign any authorisation for crash services other than an authorization to tow the vehicle to Council's preferred location above, or authorise any party involved to obtain quotations for repairs to Council's vehicle or the third parties vehicle without first contacting Manager Corporate Operations.

If any person is injured, or if any property is damaged or destroyed, and neither the owner of the property or a representative of the owner, or a member of the police is present at the scene of the accident, you must as soon as possible report in person full particulars of the accident at the nearest police station, as it is mandatory under the Road Safety Act 1986.

All accidents no matter how small MUST be reported to Council's Risk Management Officer. A Council "Incident report" must be completed (available on 'G' Drive/Risk Management/Injury Hazard Reporting Form)

The completed form must be returned to the Risk Management Officer within 24 hours or as soon as practicable.



14. MOTOR VEHICLE ACCIDENT DETAILS

Other Vehicle(s) and Other Driver(s) and/or property

- Name and address of owner _____

- Name and address of driver _____

- Licence number of driver _____
- Vehicle registration number _____
- Vehicle make and model _____
- Other parties Insurance Company _____
- Damage to vehicles and property _____

Swan Hill Rural City Council Vehicle

- Your name _____

- Business Unit and position _____
- Your drivers licence number _____
- Vehicle registration number _____
- Location of accident _____

- Date and time of accident _____
- Damage to vehicle _____

This is an accident report guide for information only, and an official motor vehicle accident report form MUST be filled in Other Information:

Date Adopted March 2000
Date Reviewed-current as at October 2009
To be Reviewed October 2012

Fully compliant with Victorian
Charter of Human Rights and
Responsibilities Act 2006



Additional information:


- Name and address of witnesses

Sketch plan

N

W E

S



Signed: _____ **Driver** **Date:** _____

Signed: Dennis Hovenden **CEO** **Date:** 23/10/09

Date Adopted March 2000
 Date Reviewed-current as at October 2009
 To be Reviewed October 2012

Fully compliant with Victorian
 Charter of Human Rights and
 Responsibilities Act 2006



ATTACHMENT A

Make	Category 1	Category 2	Category 3	Env	Category 4	Env	Category 5
Holden	Statesman Sedan ULP	Calais 'V' Sedan & Wagon ULP	Berlina Sedan & Wagon LPG		Omega Cruze CD Sedan & Wagon LPG Diesel	√	Vehicle determined by business needs only.
	Ford	Territory Ghia Wagon ULP	G6E Sedan LPG Territory TS Wagon ULP	G6 Sedan LPG Mondeo Zetec Hatch & Wagon ULP/Diesel Focus TDCi Hatch Diesel	√	Falcon XT Sedan LPG Mondeo LX Hatch & Wagon ULP Focus CL Sedan ULP	
Mitsubishi		Pajero VRX Wagon Diesel Outlander XLS Wagon ULP	Outlander XLS Wagon ULP Pajero GLS Wagon Diesel			Lancer ES Sedan & Hatch ULP	
	Toyota	Aurion Presara Sedan ULP Prado GXL Wagon Diesel Kluger Grande Wagon ULP	Aurion Sportivo ZR Sedan ULP Camry Grande Sedan ULP Prado GX Wagon Diesel Kluger KX-S Wagon ULP	Aurion Prodigy Sedan ULP Camry Ateva Sedan ULP		Aurion ATX Sedan ULP Camry Altise Sedan ULP Corolla Ascent Sedan & Hatch ULP	
			SUV and Sports models- Restricted to total fleet numbers indicated				
			SUV - total number in fleet: 5 Ford Territory TX Toyota Kluger KX-R Mitsubishi Outlander LS				
			Sports Models - total number in fleet: 4 Holden SV6 Ford XR6 Aurion Sportivo SX6 Camry Sportivo				

ATTACHMENT B

Private Use

Usage Level	Total Distance Travelled Per Annum (inc business)	Base cost to employee				
		2007/08 Base Year	2008/09 Year 2	2009/10 Year 3	2010/11 Year 4	2011/12 Year 5
1	0 – 25,000 km	\$9,800	\$10,100	\$10,480	\$10,700	\$10,990
2	25,001 – 40,000 km	\$8,200	\$8,450	\$8,770	\$8,955	\$9,200
3	> 40,001km	\$7,100	\$7,300	\$7,580	\$7,740	\$7,950
	Additional Private Use Kilometres above 20,000	35 cents p/km	36 cents p/km	37 cents p/km	38 cents p/km	39 cents p/km

Commuter Use

Commuter Distance (distance from principal place of residence to workplace) between 0 - 10 km.

- \$2,000 pa Base Year - 2007/08
- \$2,060 pa Year 2 - 2008/09
- \$2,135 pa Year 3 – 2009/10
- \$2,180 pa Year 4 – 2010/11
- \$2,240 pa Year 5 – 2011/12

Commuter Distance (distance from principal place of residence to workplace) between 10 - 32 km.

- \$4,000 pa Base Year – 2007/08
- \$4,120 pa Year 2 – 2008/09
- \$4,270 pa Year 3 – 2009/10
- \$4,360 pa Year 4 – 2010/11
- \$4,480 pa Year 5 – 2011/12