



Light Vehicle Policy

Classification:	Council Policy
Version Number:	2
Review Frequency:	Term Of Council unless the annual internal review by DIO identifies changes to the policy.
Last Reviewed:	January 2024
Review Due:	January 2028
Responsible Officer:	Director Infrastructure & Operations
Applicable Legislation:	Local Government Act 1999
Related Policies/Procedures:	<ul style="list-style-type: none"> • Procurement Policy • Smokefree Workplace Procedure • Drug and Alcohol Procedure • Kingston District Council Enterprise Agreements • Employment Agreements

1. PURPOSE:

The purpose of this policy is to provide a framework for the procurement, provision and operation of Council's light vehicle fleet.

2. LEGISLATIVE CONTEXT:

In compliance with Section 49 of the Local Government Act 1999 (Act), Council will act in accordance with its adopted Procurement Policy when acquiring light vehicles.

3. SCOPE:

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

The policy also applies to the Director Infrastructure & Operations who is responsible to the CEO for the procurement and management of Council's light vehicle fleet.

4. USE OF COUNCIL VEHICLES:

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

4.1 *General Use*

Where a council vehicle is specifically used for work purposes.

4.2 *Commuter Use*

A Commuter Use vehicle is defined as any business and private travel to and from work only. 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 of council vehicle is strictly prohibited and no deviation from home to work will be allowed.

A Commuter Use vehicle can only be allocated on the recommendation of the relevant Director and approved by the CEO. The Council vehicle is not available for other private use and must be left at Council for any periods of annual leave, long service leave, periods of unpaid leave such as parental leave, or other absences of more than 5 working days. The sole permitted driver for commuter use is the Assigned Officer.

4.3 *Private Use*

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

5. VEHICLE SELECTION:

Vehicle selection should be based on the following criteria:

5.1 *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.

5.2 *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.

5.3 *Vehicle Safety*

The regional locality of Kingston requires employees and elected members to travel high speed roads, day and night, on a regular basis. The most advanced safety features available for the class of vehicle purchased should be a key consideration. All Council vehicles will be equipped with a bull bar / nudge bar, appropriate driving lights., mobile phone boosters and anelectric brake controllerto be fitted to all utilities.

5.4 *Vehicle Comfort*

Given the long distances travelled by employees and elected members, 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.

5.5 *Electric Vehicles*

Council will endeavour to investigate the transition of its fleet to electric, when appropriate & affordable vehicles are available and when sufficient charging stations are accessible.

6. 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 Director of Infrastructure & Operations is responsible for reviewing the vehicle replacement program on an annual basis, to ensure that the replacement schedule is efficient.

7. 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:

7.1 *Road Rules*

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

7.2 *Smoking*

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

7.3 *Alcohol and Drugs*

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

7.4 *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.

7.5 *Safe Operation*

Vehicles are only to be used and operated in accordance with manufacturer's specifications.

7.6 *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.

7.7 *Road Tolls*

All road tolls incurred whilst utilising the vehicle for private use are payable by the employee assigned the vehicle.

7.8 *Accident, Loss or Damage*

The employee shall notify the Manager of Assets and 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.

7.9 *Cleanliness of Vehicle*

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

7.10 *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.

7.11 *Nominated Driver*

Employees 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.

8. 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.

9. AVAILABILITY OF THE POLICY:

This policy will be available for inspection at the Council's principal office, 29 Holland Street Kingston SE, during ordinary business hours and on council's website:

www.kingstondc.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon such payment of the fee set by council.