



**WUJAL WUJAL ABORIGINAL SHIRE COUNCIL**

# Vehicle Use Policy

## Document Control

Version History:	Jan 2023	File Reference	Magiq 36624
Reviewed and adopted	22 March 2023	Resolution Ref	20230322.01
Next review due	2025		

## **1. Origin / Authority**

Wujal Wujal Aboriginal Shire Council

## **2. Purpose and Scope**

The Wujal Wujal Aboriginal Shire Council provides and maintains a fleet of vehicles which are available for use by authorised personnel for travel associated with the conduct of Wujal Wujal Aboriginal Shire Council business activities. Vehicles are not for contractor, unrestricted or personal use, unless this is a condition of the employee's employment contract.

The purpose of this policy is to ensure that all Wujal Wujal Aboriginal Shire Council employees understand their responsibilities when operating Council vehicles.

## **3. Policy Statements**

### **3.1 Approved Drivers**

- The driver of a Wujal Wujal Aboriginal Shire Council vehicle must be an employee of Wujal Wujal Aboriginal Shire Council and the employee must be fully licensed to drive.
- People who are not employees or employees who are unlicensed or who have a learner's licence are not permitted to drive Wujal Wujal Aboriginal Shire Council vehicles.
- A photocopy of each driver's current licence is to be provided. This will be kept as a record in the employee's file. Employees are to notify Wujal Wujal Aboriginal Shire Council management immediately of any change to the status or validity of their licence.
- If a driver is unfit to drive because of ill health, suspensions or cancellation of licence, the driver must advise Wujal Wujal Aboriginal Shire Council management.

### **3.2 Traffic Offences and Accidents**

#### **3.2.1 Traffic Violation of Offence**

Any traffic violation or offence of any sort committed by an employee will remain the sole responsibility of that employee. Wujal Wujal Aboriginal Shire Council will not be liable for any fines or penalties as a result of vehicle used by its employees at any time. The driver of any vehicle who has knowledge of a formal notice of an offence must notify Wujal Wujal Aboriginal Shire Council management immediately.

#### **3.2.2 Accidents**

The employee responsible for any vehicle that is involved or suspected of being involved in any accident is to report the accident to Wujal Wujal Aboriginal Shire Council management in writing as soon as possible. They will contact the insurance provider. The driver must follow legal guidelines for exchanging information with other drivers and report the accident to local police if required. The driver involved in the accident must not guarantee payment or accept responsibility under any circumstances.

#### **3.2.3 Wilful Negligence**

Note: Where the employee is wilfully negligent, the employee will be responsible for payment of the insurance premium, which may be a payroll deduction from the employee's wages. If the employee drives a Council vehicle while affected by drugs or alcohol and is involved in an accident, that employee will be responsible for all costs arising from that accident as the Council's insurance policy will be voided.

### 3.3 Alcohol, Drugs and Illegal Substances

Wujal Wujal Aboriginal Shire Council vehicle must not be used by any driver who is affected by drugs, prescribed or social, or alcohol. No employee can drive a Wujal Wujal Aboriginal Shire Council vehicle with a blood alcohol level above the prescribed limit (insurance becomes void) or be under the influence of medication and/or social drugs which may impair performance.

### 1.4 Disciplinary Action for Breach of this Vehicle Use Policy

An employee who is found to have driven a Council provided vehicle under the influence of drugs or alcohol will be subject to disciplinary action, which may include termination of employment.

Employees who violate the Wujal Wujal Aboriginal Shire Council Vehicle Use Policy will be subject to disciplinary actions which may include verbal and written warnings, suspension of vehicle privileges, termination and / or legal action to recover costs.

## 4. Application and Commencement

This policy applies to all employees who use a company vehicle and applies during and outside of working hours. This policy

- Drivers of Council vehicles must be authorised to do so and must hold a current driver's license.
- Drivers are fully responsible for the vehicle while it is in their charge.
- Traffic regulations and road rules must be observed at all times.
- All traffic and parking fines/violations are the responsibility of the authorised driver of the vehicle.
- Vehicles must be driven at safe speeds according to the road conditions and within speed limits at all times.
- Every courtesy must be shown to other road users and pedestrians.
- Smoking is not permitted in Council vehicles.
- Unattended vehicles must be securely locked.
- Council staff using a Council vehicle must keep the vehicle in a clean and tidy state

This Policy will commence from 23 March 2023.

It replaces all other specific Vehicle Use policies of Council (whether written or not).

## 5. Associated Policies, Procedures and Forms

- Leave Policy
- Code of Conduct for Employees
- Employee Use of Council Vehicle Acknowledgement Form (included here)

## Employee Use of Council Vehicle Acknowledgement Form

I have read, understood and agree to adhere to the Wujal Wujal Aboriginal Shire Council Vehicle Use Policy.

I have provided a copy of my valid and current Driver's licence to Wujal Wujal Aboriginal Shire Council management for my employee personnel record.

I will keep the vehicle in a clean and tidy state.

I understand employees who violate the Wujal Wujal Aboriginal Shire Council Vehicle Use Policy are subject to disciplinary actions which may include verbal and written warnings, suspension of vehicle privileges, employment termination and / or legal action to recover costs.

Employee Name:

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Employee Signature:

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Date:

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## 6. Relevant Legislation

- Industrial Relations Act 2016
- Work Health and Safety Act 2011
- Local Government Act 2009
- Local Government Regulations 2012

## 7. Review

Council will formally review this policy every two years.



Kiley Hanslow

**Chief executive Officer**

Wujal Wujal Aboriginal Shire Council