

TITLE:	Vehicle Use Policy		
DIVISION:	Human Resources		
ADOPTED BY:	Barkly Regional Council		
DATE OF ADOPTION:	January 2019	DATE OF REVIEW:	January 2022
MOTION NUMBER:	OC 35/19		
POLICY NUMBER:	CP58		
AUTHORISED:	Chief Executive Officer		

THIS POLICY APPLIES TO:

All users of Vehicles owned or controlled by Barkly Regional Council.

PREAMBLE

Barkly Regional Council (BRC) has Council owned motor vehicles available for use in order to meet its operational needs. Council may also provide opportunities for employees to salary package private use of such motor vehicles as part of an employment package. This policy outlines the conditions applicable to the use of a Council provided vehicles.

SUMMARY AND DUTIES

BRC has a duty of care to take all reasonably practicable steps to protect the health and safety of its employees under Work Health and Safety legislation. This duty includes the provision of a safe working environment and includes the motor vehicles owned by BRC.

BRC Managers have an obligation under the WHS Legislation to ensure adequate training and supervision is available for BRC employees to safely carry out their duties and BRC Employees must follow Council policies for safe work practices, including not creating a risk to their own safety or the safety of others in the workplace. This duty extends to the operation of a BRC owned motor vehicle.

OBJECTIVES

The policy is intended to ensure:

- The safety and wellbeing of vehicle users and the wider community;
- That vehicle users comply with legal requirements;
- The integrity, reliability and good performance of BRC motor vehicles; and
- The motor vehicle is used in a safe and efficient manner.

BACKGROUND

BRC provides services in a large geographic area and has approximately 233 vehicles to service the region, including special purpose vehicles such as garbage trucks, graders and fire trucks. Travel includes sealed and unsealed roads and road and weather conditions can vary for a range of reasons, including rain, wind, harsh temperatures, bush fires and wild animals. As a result of the vast distances and harsh conditions in the communities, this policy intends to be an overview and the relevant employee must exercise appropriate care over their driving.

POLICY STATEMENT AND SCOPE

The Council will maintain and promote a safe work environment by:

1. Implementing this Vehicle Use Policy to meet the regions requirements;
2. Monitoring and improving existing safe work environments and procedures through consultation with relevant stakeholders; and
3. Adjusting procurement and staff training to achieve best outcome.

MANAGER ROLES AND RESPONSIBILITIES

- Ensure all journeys have been planned and steps taken to ensure that any risk is minimised.
- Ensure the BRC employee has the appropriate training, experience and qualification prior to undertaking driving duties.
- Ensure the vehicle and equipment provided is appropriate for the specific trip and that the vehicle is roadworthy and properly registered.
- Ensure the employee is familiar with emergency and breakdown procedures.
- Ensure that BRC employees in their department who have the responsibility for the selection of vehicles, consider what the vehicle is going to be used for and where the vehicle is travelling to, and ensure that additional safety features are equipped as required.

BREAKDOWN OR ACCIDENT

In the event of a breakdown or accident in a remote area, the driver and passengers should remain near the vehicle (keeping a reasonable distance away in case of fire or explosion) as it provides a visible landmark for searchers and to avoid theft. As soon as possible, notify your manager or a responsible person of your safe arrival.

If the vehicle is stolen or damaged in an accident, drivers shall comply with all legal and insurance requirements, including:

- Assessing and making the area safe;
- Notifying the Police and relevant authorities in accordance with all other relevant laws;

- Assisting the injured until appropriate help arrives;
- Obtaining particulars of the other parties involved;
- Notifying your relevant Manager/Director; and
- Submitting the applicable Incident Form to WHS.

INSURANCE

Losses or damage to any personal property carried or kept in a BRC vehicle remains the responsibility of that officer, unless such property is used in connection with official business.

TERMS AND CONDITIONS OF VEHICLE USAGE

- Drivers must not drive at night outside of a community without the prior written consent from the CEO
- Maximum of 8 hours driving per driver per day whilst in a BRC vehicle
- Vehicles determined as unroadworthy by the CEO must receive CEO approval prior to being driven again.
- Drivers must have a valid driver licence for the type of vehicle they are operating and must follow their driving licence conditions when they are in charge of the vehicle.
- Any fines or charges imposed on a vehicle will be the responsibility of the driver at the time of the incident.
- Drivers must have zero alcohol and illicit drug levels during normal business hours and when “on-call” and private users (commuter or full private) must be within the legal limits.
- Vehicle users must obtain medical advice regarding the effect of prescription medication on driving ability and provide this medical advice to their direct Manager before taking possession of a BRC vehicle.
- The transportation of alcohol is not permitted in any BRC vehicle into an alcohol free community and will result in immediate dismissal.
- The use of a BRC vehicle for the purposes of recreational hunting is prohibited.
- Driving off road is not permitted unless authorised by the Director or CEO.
- Smoking is not permitted in Council vehicles at any time.
- Running sheets must be completed fully for each journey or change of driver, including the vehicle checks and services.
- Kilometres or time entered on the running sheet at the beginning of a journey should be taken from the odometer and should match the finishing kilometres or time of the previous run.

LEGISLATION, TERMINOLOGY AND REFERENCES

The Council is required to comply with relevant legislation and standards to maintain and improve safety and wellbeing of staff and community. The relevant Legislation and Terminology include:

- [NT Local Government Act](#)
- [NT Traffic Regulations](#)

[NT Work Health and Safety Act](#)

[Fair Work Act](#)

[Fair Work Regulations](#)

[Liquor Act](#)

LINKS

[NT Local Government Act](#)

[NT Traffic Regulations](#)

[NT Work Health and Safety Act](#)

[Fair Work Act](#)

[Fair Work Regulations](#)

RELATED POLICIES

[FP0001 Asset Management Policy](#)

[CP000052 Code of Conduct - Staff & Contractors](#)

[CP000040 Code of Conduct Policy – Members](#)

RELATED DOCUMENTS

Workplace Incident Report Form

EVALUATION AND REVIEW

This Policy is to be reviewed every 3 years, or as required due to legislative changes.