

Motor Vehicle

PURPOSE

To provide guidelines for allocating use of a Council motor vehicle, and to define standard categories and conditions of use.

SCOPE

This policy applies to Moira Shire Council employees and Councillors.

DEFINITIONS

Motor Vehicle

A sedan, station wagon or utility type of motor vehicle.

POLICY

1. Allocation of Vehicles

Vehicle allocation will be in accordance with a Chief Executive Officer directive, based on the position held and operational requirements.

Vehicle use privileges may be removed if this policy, the Chief Executive Officer's directive or Conditions of Use of a Council Motor Vehicle are not adhered to.

2. Employment Conditions

- (a) Employment conditions relating to use of a motor vehicle will be in accordance with Council's Motor Vehicle policy.
- (b) Any agreements already in place at the time of adoption of this policy will continue and not be diminished.

3. Pool Vehicles

- (a) With the exception of Exclusive Use vehicles, all vehicles are to be utilised as pool vehicles, being available for use by Councillors and employees for Council business.
- (b) On occasions permission may be given to garage a pool vehicle at an employee's home when a journey starts or finishes out of normal business hours.

4. Categories of Vehicles and Contribution Rates

Council employees (or councillors) may be offered the following type of vehicle use:

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4.1 Exclusive Use

- (a) Private Fuel
Council will pay for the cost of all private fuel, unless otherwise specified in employment contract and/or agreement.
- (b) Use During Leave
Use of the vehicle is permitted during periods of leave, unless otherwise specified in employment contract and/or agreement.
- (c) Contribution
The Mayor is not required to contribute towards vehicle costs. The Chief Executive Officer and General Managers will pay a contribution towards the cost of the vehicle according to their employment contract and/or agreement arrangement.
- (d) Use by Spouse
Spouse or partner is permitted to drive the vehicle outside working hours, subject to adherence to the Conditions of Use for a Council Motor Vehicle, unless otherwise specified in employment contract and/or agreement.

4.2 Unrestricted Private Use

- (a) Private Fuel
Must pay for the cost of all private fuel while on any type of leave.
- (b) Use During Leave
Use of the vehicle during periods of leave extending beyond four weeks is only permitted with approval of the Chief Executive Officer, or relevant General Manager.
- (c) Contribution
May be required to pay a contribution towards the cost of the vehicle, as set out in Chief Executive Officer's directive. Requirement to pay contribution will be determined at the time of appointment and may be reviewed as part of the annual budget process.
- (d) Use by Spouse
Spouse or partner is permitted to drive the vehicle outside working hours, provided the employee is present, with the exception being in the case of an emergency, and subject to adherence to the Conditions of Use for a Council Motor Vehicle.

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4.3 Restricted Private Use

Private use is restricted to travel within the State of Victoria and up to 200km from the state borders of Victoria. However, vehicle use beyond these limits may be available with approval of the Chief Executive Officer, or relevant General Manager.

(a) Private Fuel

Must pay for the cost of all private fuel usage outside the municipal boundaries of Moira Shire Council.

(b) Use During Leave

Use during periods of leave, not exceeding four (4) weeks, may only be permitted at the discretion of the Chief Executive Officer, and provided that the vehicle is not required for municipal purposes. Where permission is given, must pay for the cost of all fuel used while on leave.

(c) Contribution

Must pay a contribution towards the cost of the vehicle, as set out in Chief Executive Officer's directive. The contribution amount may be reviewed as part of the annual budget process.

(d) Use by Spouse

Spouse or partner is permitted to drive the vehicle outside working hours, provided the employee is present, with the exception being in the case of an emergency, and subject to adherence to the Conditions of Use for a Council Motor Vehicle.

4.4 Commuter Use

Vehicle usage is restricted to commuting to and from work only. Strict adherence to a designated travel route to and from the employee's domicile is required.

4.5 Councillor Use

If Council provides a vehicle to a Councillor it will be for Council related duties and at Council's cost.

RELATED POLICIES

Council Policy Protocol
Reimbursement of Expenses and Support

RELATED LEGISLATION

Local Government Act 1989

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REFERENCES

*Chief Executive Officer's Directive - Motor Vehicle
Conditions of Use for a Council Motor Vehicle*

REVIEW

This policy will be reviewed three years from the date of adoption, with operational amendments as required in accordance with Council's approval.

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