

Policy Name	Motor Vehicle Policy
Policy Type	Human Resources
Policy Number	HR13
Version	3
Approval Date	January 2019
Renewal Date	January 2022



Policy Number **HR13**

Policy Name **Motor Vehicle Policy**

SUMMARY

This policy sets out general principles, allocation, standards of use and care associated with Council's vehicle fleet and items of plant and machinery.

BACKGROUND

West Daly Regional Council's operational area extends over 168,277 km² containing three (3) indigenous communities connected by gravelled roads and tracks. In many areas travel is by four wheel drive vehicle. Weather conditions vary between the annual monsoon season and long periods without rain. Rivers, creeks, bush tracks, sand and distance between communities are all potential hazards for driving in this area. All roads are subject to storm and flood damage that create dangerous wash outs, scours and rough surfaces. During the wet season, rivers and floodways can become extremely hazardous. Similarly, in the dry season, road surfaces may become badly corrugated with large areas of loose sand.

POLICY STATEMENT

The overall responsibility of the West Daly Regional Council is that of safety to all employees under the Work Health Safety Act. This is especially so in regard to operation of motor vehicles. Consequently, all employees using Council vehicles or their own vehicle for official business are to adhere to the following procedures regarding vehicle equipment, speed limits, crossing rivers/floodway's, fatigue and general safety requirements.

- I. Drivers of all Council vehicles must be holders of a current Northern Territory vehicle licence of appropriate class and have legal blood levels when driving.
- II. It is accepted that not all Council employees are sufficiently experienced and confident to drive alone in remote areas over comparatively long distances. If this situation arises, the employee should discuss this with their supervisor.
- III. All Council vehicles and plant equipment must be fitted out with safety equipment including one or more spare wheels, wheel jack and tools, first aid

Darwin Office

Unit 1/70 Cavenagh Street, Darwin NT 0800 | GPO Box 3775, Darwin NT 0801 | Ph: 08 7922 6403

Email info@westdaly.nt.gov.au | www.westdaly.nt.gov.au | ABN: 25 966 579 574

- supplies, a snatch strap or tow line capable of towing the vehicle involved and a supply of fresh water. A satellite telephone must be carried when travelling beyond immediate community areas.
- IV. Drivers and users of all Council owned vehicles and plant must notify the Council Services Manager of any vehicle repairs required.
 - V. All vehicles, plant and machinery to be driven on public roads, including internal community roads, are to be covered by current NT registration.
 - VI. Smoking is not permitted in Council vehicles.
 - VII. Firearms are not permitted in Council vehicles.
 - VIII. No employee is permitted to drive whilst under the influence of drugs or alcohol.
 - IX. Unless home garaging is approved by the Chief Executive Officer, all Council vehicles are to be secured in Council compounds after normal business hours.
 - X. While all employees are to abide by the official speed limits as apply to any road within the region, they should drive with due regard for road conditions.
 - XI. Vehicles provided to the Chief Executive Officer, CSMs and others will be operated in accordance with the provisions of the contractual agreement between them and Council.
 - XII. With the exception of the Mayor's and Chief Executive Officer's, and those for which limited private use has been approved, all Council vehicles and plant will display the Council logo on the front doors or, in the case of plant, in a prominent location.
 - XIII. Council vehicles are to be kept clean and tidy at all times. The designated driver of the vehicle is responsible for its cleanliness.
 - XIV. Periodic servicing is to be carried out in accordance with manufacturer's recommendations. The period between services should be increased where a vehicle has been repeatedly driven through water.
 - XV. Any accidents or mechanical problems must be reported to the employee's supervisor. Repairs and any other required work are to be carried out as soon as possible.
 - XVI. All road traffic rules must be observed by drivers who remain personally responsible for any traffic infringements. Any infringements received by Council will be acknowledged to the issuing authority and will be passed to the driver responsible for payment or attention.
 - XVII. Council vehicles must not exceed 80 km/h on unsealed roads and 4WD must be engaged whilst driving on these roads.
 - XVIII. No Council vehicle is permitted to be driven through fast-flowing water and vehicles that are 4WD and fitted with snorkles should not be driven into water in excess of 400mm. Council vehicles that do not have 4WD or a snorkel must not enter a floodway or creek/river crossing where the depth of the water exceeds 200mm.
 - XIX. In the event that an accident occurs while the driver is intoxicated (above the legal blood alcohol limit) or under the influence of drugs, insurance coverage will be voided. Under these circumstances, the driver will be held personally liable for all costs relating to the damage and any injuries sustained by the driver or passengers. Where damage has occurred to a vehicle through driver misuse or use outside the terms of this policy, the driver involved may be required to meet costs incurred by Council and will be subject to disciplinary action, which may include termination of employment.

XX. Private use of Council vehicles and plant is at the discretion of the Chief Executive Officer.

Fuel

Council fuel cards are to be used for all fuel purchases and wherever Council does not maintain a fuel supply. Fuel cards are to be used for council vehicles and plant only and under no circumstances are fuel cards to be used for personal vehicles or plant. Any employee found to be using fuel cards for personal use will be dealt with in accordance with HR07 – Discipline.

TERMINOLOGY AND REFERENCES

REFERENCES

Local Government Act

Council Policies

FURTHER INFORMATION:

Chief Executive Officer

Darwin Office

Unit 1/70 Cavenagh Street, Darwin NT 0800 | GPO Box 3775, Darwin NT 0801 | Ph: 08 7922 6403

Email info@westdaly.nt.gov.au | www.westdaly.nt.gov.au | ABN: 25 966 579 574