

**AD 5 – VEHICLE AND PLANT ALLOCATION AND USAGE**

**Objective**

- Provide standard conditions of use of Shire vehicles and plant by employees.
- Ensure that the usage and maintenance of Shire vehicles maximises the delivery of services to the community.

**Policy**

Application

This policy applies to:

1. All employees of the Shire of Christmas Island other than the Chief Executive Officer.
2. All cars, utilities, trucks or other moveable plant operated by the Shire of Christmas Island.

Allocation of Vehicles and Plant

1. The CEO shall allocate vehicles and plant to specific operational areas for work use.
2. Allocation to an area of operation will be based on the requirements of that section so that work can be carried out as effectively as possible.
3. Notwithstanding this allocation, all vehicles and plant will be treated as pool items to the maximum extent possible for use by any operational area.
4. Supervisory staff is responsible for coordinating and organising access to vehicles and plant for their section's work purposes in a co-ordinated and effective manner.

Conditions of Use

Use of any Shire of Christmas Island vehicle or plant is subject to the following conditions:

1. Smoking in Shire vehicles and plant is not permitted.
2. Vehicles and plant shall be identified by the Shire logo.
3. When not in use, keys shall be removed and vehicles and plant shall be kept locked.
4. Modifications of vehicles and plant without proper authorisation are not permitted.
5. The driver/operator must have a current licence or qualification to operate the particular vehicle or item of plant.
6. Vehicles must not be driven in a reckless manner, nor whilst the driver is under the influence of intoxicating liquor or drugs.

7. Vehicles and plant must be kept in a clean and tidy condition.
8. Pre-start checks shall be conducted and recorded on the appropriate form to ensure vehicles/plant is in a suitable working condition prior to use to ensure the asset value is protected and the safety of employees is not put at risk during normal use.
9. Faults, problems, damage or accidents with the vehicle/plant shall be recorded on the appropriate form and reported to the work section supervisor or officer responsible.
10. Plant/vehicles shall be made available for scheduled maintenance when required. Officers will make their own arrangements for a replacement vehicle during scheduled maintenance.
11. Use of Shire vehicles and plant to conduct private commercial business is not permitted.

#### Commute Use of Vehicles

1. At the discretion of the Chief Executive Officer, an employee may be offered commute use of a vehicle.
2. Commute use means the Shire vehicle may only be used by the nominated employee to drive to and from work or on callout or overtime work.
3. Other use of the vehicle by the nominated employee outside of ordinary working hours is not permitted.
4. The nominated employee is responsible for the safe garaging of the vehicle.
5. The nominated employee will leave the vehicle at the Shire Depot on the commencement of annual, long service or other planned leave;
6. The nominated employee will return the vehicle to the Shire Depot where requested in the case of unplanned leave such as sick or family leave;
7. The employee shall sign an agreement for the commuter use of the vehicle;
8. Where the employee breaches the agreement, the employee will be subject to disciplinary procedures in accordance with the operative industrial agreement.

#### Private Use of Vehicles

1. At the discretion of the Chief Executive Officer, an employee may be offered private use of a vehicle.
2. Private use means that the employee is entitled to use the vehicle after ordinary hours and on weekends for personal purposes.
3. The nominated employee is responsible for the safe garaging of the vehicle.
4. The nominated employee's spouse is entitled to use the vehicle provided they have a current driver's licence.

5. The nominated employee cannot authorise any other person to use the vehicle for private purposes;
6. The nominated employee will make their vehicle available for pool use during ordinary working hours as required.
7. The employee will leave the vehicle at the Shire Depot upon commencement of annual, long service or other planned leave taken off Island.
8. The vehicle can be retained for any on Island leave, provided operational requirements are met;
9. Employees will contribute for private use of the vehicle in accordance with the operative industrial agreement and/or employment contract.
10. Where the employee breaches the agreement, the employee will be subject to disciplinary procedures in accordance with the operative industrial agreement and/or employment contract.

#### Commute Use and Private Use Forms

1. All staff who receives Commute Use or Private Use of a work vehicle is to complete the respective form available at human resources before commencing use of vehicle.

Key Performance Indicators

Keywords

Related Policies

Related Procedures/  
Documents

Version	Approved, Amended, Rescinded	Date	Officer	Resolution number	Key changes/ notes	Next Review date	File Ref No.
1	Approved	24/07/2001	CEO	108/01			2.11.8
2	Approved	26/9/2017	GRPG	88/17		Sept 2019	2.11.8
3	Approved	26/7/2022	GRPG	67/22		July 2024	2.11.8