



## Administrative Policies

### 2.12 Vehicle Use

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**Policy** Administrative Policies - 2.12 Vehicle Use

**Purpose** To achieve higher levels of productivity, more flexible work practices and to remain competitive in the employment market by offering varying levels of vehicle usage to new and existing personnel.

**Status** Administrative - Statutory

## Policy

The Shire may provide specified staff with a council vehicle for either commuting or private use on the basis of work requirement or as part of a salary package. The provision and use of such vehicles shall be in accordance with the current Management Practices. The following arrangements are provided:

### 1 Managers (As below)

- The vehicle will wherever possible be made available at the discretion of the CEO, during hours for use by other staff.
- Members of the employee's immediate family are permitted to drive the vehicle within the guidelines provided by the CEO and provided they have a current drivers licence.
- Use of vehicle is restricted to the state of WA unless otherwise approved by the CEO.
- Fuel card provided.
- The vehicle must generally be made available during business hours, for use by other staff members who require a vehicle to carry out their normal duties.



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- The employee's partner is permitted to drive the vehicle within the guidelines provided by the CEO and provided they have a current drivers licence.
- Fuel card provided but not to be used for extensive travel.

## 2 Commuter Use (as below)

- The vehicle will not be available for the employees use whilst on leave, leave without pay or sick leave of more than three (3) Days duration.
- Vehicle is for business use only.
- Fuel card for officer use only.

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### Related Procedure

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### Amended Authority Level

Council

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