



Greater Dandenong Code of Practice

Motor Vehicle Code of Practice

(now incorporates operational plant and equipment)

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PURPOSE

Council vehicles are operated to support its various programs, provide services to the community and to ensure that there is an appropriate vehicle pool for transport purposes.

This Code of Practice details the manner in which Council vehicles are allocated and used to ensure the efficient and safe use of vehicles in Council's fleet.

This Code of Practice applies to all staff that use Council vehicles, including those who have an allocated Council vehicle and those who access pool vehicles or operational plant and equipment in order to undertake their duties.

Please also refer to the Staff Code of Conduct 'Use of Council Facilities, Funds, Equipment and Staff' section in relation to use of vehicles for private use or gain outside of conditions covered by this policy.

IMPORTANT: Breaches of this policy may lead to disciplinary action under the Policy and Procedure for Performance and Behavioral Issues and/or Council Staff Code of Conduct.

This includes but is not limited to; transfers or reallocations, failure to perform checks and maintain vehicles, fuel card use, failure to comply with appropriate toll road use, and/or failure to notify Council within a reasonable time of a change imposed upon a driver license.

1. ALLOCATION CRITERIA

1.1. Employees may be allocated motor vehicles in accordance with the following criteria:

a. Contract employees and senior officers¹

Contract employees and senior officers (Levels 1 – 3 only) will no longer be allocated Council vehicles. Instead, Senior Officers are gradually transitioning to alternate arrangements as contracts are renewed.

b. Operational and professional employee requirement

Motor vehicles may be allocated to individuals who occupy a position where it can be substantially demonstrated that the position requires the use of a vehicle during working hours as an integral part of the position, i.e. the position cannot be effectively and efficiently performed without the use of a vehicle.

A Council vehicle may also be allocated to a 'position' if it has been demonstrated that the allocation of a motor vehicle is necessary to attract suitably qualified people to that position.

¹ As defined in the Local Government Act

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In all cases it must be demonstrated that:

- (i) The need for a vehicle cannot be substantially met from within Council's vehicle pool in accordance with practice and procedures; and
- (ii) Non-allocation of a vehicle will compromise the integrity and efficiency of the position.

1.2. Vehicle allocation

Allocation of vehicles will be in accordance with Appendix 1 to this Code of Practice. While this code of practice is scheduled for review every 2 years (**Appendix 1**) may be reviewed every 12 months (on 1 July each year or other date as determined by the Director Engineering Services). Any increases or decreases to the amounts specified in the table at Appendix 1 that result from an annual review will be applied to the salary contribution amount.

1.3. Vehicle classification levels

Levels 1-3 previously available to the CEO are no longer available.

Level 2 previously available to Directors is no longer available.

Level 3 previously available to Managers is no longer available.

Level 4 – are no longer available (effective 2010).

Vehicle allocations for Operational Levels 5 and 6, and Commercial Level 7 will be determined by the relevant Department Manager based on operational needs and requirements.

A commercial vehicle is defined as a vehicle used to transport materials, equipment or customers.

1.4. Review of vehicle allocations

The allocation of a vehicle to a position will be reviewed by the Departmental Manager if that position becomes vacant or changes substantially. Reviews of vehicle allocations will be in accordance with the above criteria for vehicle allocation. Following a review of a vehicle allocation, a submission to the relevant Director (using Appendix 6 – New Vehicle Allocation Request/Vehicle Cancellation Advice) will be made for determination. A business case that briefly outlines the reasons for the vehicle request/cancellation should be attached to the submissions. This must include details of funding required where a vehicle is proposed to be purchased.

1.5. New vehicle allocation requests

The relevant Departmental Manager, after undertaking an assessment of the need for the allocation of a vehicle to a position or person, consistent with the criteria in clause 1.2, is required to make a submission to the relevant Director (using Appendix 6 – New Vehicle Allocation Request/Vehicle Cancellation Advice) for consideration.

The New Vehicle Allocation Request must include a business case in support of the request and provide details of funding required for the purchase of the vehicle.

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Once the relevant Director has verified the requirement for the New Vehicle Allocation Request, the request is to be forwarded to the Team Leader Fleet and Operations Centre Services for review prior to being sent to the Director Engineering Services for final approval and for the allocation of a vehicle where appropriate.

Timing of the allocation of a vehicle will be subject to capital funding availability.

1.6. Vehicle re-allocation/transfer

Any vehicle transfers, reallocations or changes in vehicle salary contribution due to an employee's change of vehicle use, requires the completion of the Vehicle Transfer/Re-allocation Request or Change of Vehicle Use form (**Appendix 8**). This form must be returned to the Team Leader Fleet and Operations Centre Services.

All vehicle transfers or reallocations must be approved by both the Department Manager and Team Leader Fleet and Operations Centre Services prior to the transfer or reallocation.

Notification to payroll of the amended vehicle salary contribution and provision of a letter from Organisational Development varying the vehicle use (if applicable) is the responsibility of Fleet Services.

1.7. Processing requests

a. Approved requests

The Director Engineering Services is responsible for sending a copy of the New Vehicle Allocation Request to the Team Leader Fleet and Operations Centre Services, Organisational Development (Payroll), and to the employee's Manager. Organisational Development is responsible for providing the employee with a letter setting out the terms and conditions of vehicle use.

b. Rejected requests

The Director Engineering Services will liaise with the relevant Director in the event of a rejected submission.

c. Cancelled allocation

The relevant Director will forward a New Vehicle Allocation Request/Vehicle Cancellation Advice to the Team Leader Fleet and Operations Centre Services, Organisational Development (Payroll), and the relevant employee, if a vehicle allocation is cancelled.

1.8. Appeal

If an application for the allocation of a vehicle is refused, the applicant may lodge an appeal with the relevant Director within 5 working days of receiving notification of the refusal. The appeal should identify all reasons why the applicant believes the application should have been approved and/or any errors in the determination process.

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2. CATEGORIES OF USE

Further to Clause 1, the allocation of motor vehicles will be made in accordance with one of the following categories:-

2.1. Category (a) – Non-pooled private use

This category of vehicle is available to employees listed at clause 1.1.b. “Operational and Professional Employees’ (Levels 5 and 6).

Vehicles allocated under this category will be available for Council business and for the employee’s private use (excluding private commercial use). A fuel card will be issued for the purposes of purchasing fuel, oil and car wash services nationally. RACV Roadside Care will be provided where there is no manufacturer sponsored roadside service included as part of the vehicle purchase.

The vehicle must be available for business use by the employee whenever the employee is at work. Use by other council employees will be at the discretion of the employee to whom the vehicle is allocated.

If the employee is absent from work on paid leave in excess of three months the allocated vehicle must be left in the vehicle pool for any period exceeding three months. The officer will receive a reduction in the annual charge equal to the pro-rata value of the salary sacrifice for each full week the vehicle remains in the vehicle pool during any period exceeding three months absence. Any use of a Council vehicle for interstate travel must be approved in writing by the relevant Director to both the employee and Director of Business, Engineering & Major Projects Approval should be obtained at least 2 weeks prior to the intended day of travel. All fuel costs for such travel will be borne by the employee; Council fuel cards must not be used. All receipts for fuel purchased during such travel must be provided to Fleet upon return from leave, including odometer readings at those intervals.

2.2. Category (c) – Pooled private use

Conditions of use for category (c) vehicles are the same as category (a) vehicles, except as set out below.

In addition to the conditions of use for category (a) vehicles, category (c) vehicles must be available in Council’s vehicle pool during working hours when the employee who the vehicle is allocated to is at work. The employee will have no claim over the vehicle during working hours other than through the vehicle pool system.

If the employee is absent from work on paid leave in excess of three months, the vehicle must be left in the vehicle pool for any period exceeding three months. The employee will receive a reduction in the annual charge equal to the pro-rata value of the salary sacrifice for each full week the vehicle remains in the vehicle pool during any period exceeding three months absence. Any use of a Council vehicle for interstate travel must be approved in writing by the relevant Director to both the employee and Director of Business, Engineering & Major Projects. Approval should be obtained at least 2 weeks prior to the intended day of travel. All fuel costs for such travel will be borne by the employee; Council fuel cards must not be used. All receipts for fuel purchased during such travel must be provided to Fleet upon return from leave, including odometer readings at those intervals.

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2.3. Category (d) – Pooled commuter use

Category (d) vehicles are available to be used for direct travel between work and home only. Private use (other than to and from work) of category (d) vehicles is not permitted. Drivers of category (d) vehicles must be Council employees. Use of the vehicle for a purpose that would logically be a part of a trip to or from work may be approved by the Department Manager. In relation to this, *reasonable* additional use/distance will be determined by the Department Manager.

If an employee allocated a category (d) vehicle is absent from work on paid or unpaid leave for two days or longer, the vehicle must be returned to the vehicle pool for the remaining period of the absence. In the case of paid leave, the employee will receive a reduction in the annual charge equal to the pro-rata value of the salary sacrifice for each full week the vehicle remains in the vehicle pool. The Council vehicle will not be available for interstate travel / use.

2.4. Category (e) – Restricted pooled private use (Commercial)

Conditions of use for category (e) vehicles are the same as category (a) vehicles, except as set out below.

In addition to the conditions of use for category (a) vehicles, category (e) vehicles must be available in Council's vehicle pool during working hours when the employee is at work and the vehicle is not required by the employee to undertake their duties. The private use of category (e) vehicles is not permitted unless approved by the Unit Manager.

If an employee allocated a category (e) vehicle is absent from work on paid or unpaid leave for one week or longer, the vehicle must be returned to the vehicle pool for the remaining period of the absence. In the case of paid leave, the employee will receive a reduction in the annual charge equal to the pro-rata value of the salary sacrifice for each full week the vehicle remains in the vehicle pool. Any use of a Council vehicle for interstate travel must be approved in writing by the relevant Director to both the employee and Director of Business, Engineering & Major Projects. Approval should be obtained at least 2 weeks prior to the intended day of travel. All fuel costs for such travel will be borne by the employee; Council fuel cards must not be used. All receipts for fuel purchased during such travel must be provided to Fleet upon return from leave, including odometer readings at those intervals.

SUMMARY OF RESTRICTIONS FOR CATEGORIES

Category	Return vehicle to pool if absent for...
(a) & (c)	3 months+ (on paid leave)
(d)	2 days (on paid or unpaid leave)
(e)	1 week (on paid or unpaid leave)

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GENERAL CONDITIONS

3. FOR ALLOCATED VEHICLES

3.1. Nominated driver

Subject to the below exceptions, the Council employee allocated a Council vehicle is the only person permitted to use that allocated vehicle outside of deployment from the vehicle pool.

Immediate family members (spouse and children) of the employee's family who hold a full drivers license shall be permitted unaccompanied use of the vehicle within the State of Victoria in accordance with the relevant vehicle category requirements and limitations of use. Use by other persons who hold a full driver license or a family member holding a probationary license is permitted, provided that the driver is accompanied in the vehicle by the employee. Unaccompanied use by other people may be permitted at the discretion of the Director Engineering Services. Use of the vehicle by immediate family members outside the State of Victoria will only be permitted where the driver is accompanied interstate by the employee responsible for the vehicle.

The use of the vehicle by any person covered in the preceding paragraph is subject to their compliance with the conditions of this Code of Practice. The employee responsible for the vehicle must ensure that all drivers are aware of their responsibilities and obligations contained in this Code of Practice.

3.2. Vehicle use during leave

Category (d) and (e) users have no entitlement to use of the vehicle whilst on paid or unpaid leave for periods in excess of one week. Where the vehicle is deemed to be critical to the operations of Council, the vehicle may be required to be returned to Council for periods of leave less than one week.

Category (a) and (c) users are entitled to use of the vehicle allocated to them for a period of up to three months during any period of paid leave and for up to one week during a period of unpaid leave. Any use of a Council vehicle for interstate travel must be approved in writing by the relevant Director to both the employee and the Director Business, Engineering & Major Projects beforehand. All applications for interstate travel should be approved in writing at least 2 weeks prior to the intended day of travel. All fuel costs for such travel will be borne by the employee; Council fuel cards must not be used. All receipts for fuel purchased during such travel must be provided to Fleet upon return from leave, including odometer readings at those intervals.

3.3. Vehicle standard

The selection of vehicle type is according to Council's approved vehicle list (see **Appendix 1**). The Director Engineering Services may take into consideration situations where operational needs cannot reasonably be met by vehicles on the approved vehicle list and may exercise their discretion in selecting a suitable vehicle that is fit for the intended purpose.

All vehicles must be fitted with ABS braking system, airbags (where available), reversing sensors, Bluetooth 'hands free' phone connection, front and rear floor mats and mud flaps. Station-wagons and SUV's must also be fitted with a cargo barrier. Additional safety hardware items for passenger and light commercial vehicles are listed in Appendix 3 (Option Selection for all Council Vehicles). Window tinting may also be provided under special circumstances, subject to the approval of the Director Engineering Services.

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Employees may nominate preferred standard vehicle colours available for the specific model from the manufacturer, but preferred colours will only be supplied if they are available from the supplier within a reasonable time frame. Colour selection only applies to allocation category Levels 5 and 6. Consideration will be given to safety issues and resale values in the colour selection of vehicles. The colour selection for allocation category Level 7 (Commercial) vehicles will be in accordance with Council's Corporate colour for operational vehicles at the time of purchase, as determined by the Manager Infrastructure Services. Corporate branding may also be applied.

3.4. Vehicle choice

All vehicle models are to be approved by the Director Engineering Services.

Vehicle Replacement Request form (**Appendix 7**) must be completed and submitted to Team Leader Fleet and Operations Centre Services for all replacement vehicle requests.

3.5. Optional extras

Employees with user rights in accordance with category (a) and (c) vehicles may choose to have optional extras fitted to the allocated vehicle. Selected options will be at the employee's cost each time the vehicle is replaced. Where practicable, the employee may remove optional extras from a vehicle prior to disposal and organise with Fleet Services to have them fitted to the replacement vehicle where compatible. Optional extras will only be available from the manufacturer at the time of purchase, with the exception of tow bars/pack and roof racks, which may only be purchased with approval from the Director Engineering Services and must be provided by an authorised supplier approved by the Team Leader Fleet and Operations Centre Services.

Council will not reimburse employees for the purchase of optional extras under any circumstances.

All optional extras must comply with Motor Vehicle regulation standards and requirements.

Optional extras at staff costs do not include agreed reasonable adjustments such as mobility aids.

Payment for the agreed optional extras may be made through payroll in two ways:

- a. Salary sacrifice of the full cost at the time of purchase;
- b. Salary sacrifice installments on a fortnightly basis up to a maximum period of 12 months.

A financial loss of opportunity cost (based on the Council's current investment return) as determined by the Finance Department will be applied to the instalment option.

3.6. Council logo

All private use vehicles will have a Council logo permanently fixed to the bottom left of the front windscreen. All commercial, pool vehicles and pooled commuter use vehicles will have a Council logo permanently fixed to both front doors. Operational exceptions may apply to the requirement to affix a council logo as approved by Director Engineering Services.

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3.7. Variations to use

Council reserves the right to vary the conditions and/or cancel the use of a vehicle from any employee. Any variation of conditions and/or cancellation will occur without any financial compensation other than a salary adjustment in line with any salary sacrifice provisions. Employees will be given 6 months' notice of an intention to vary conditions and/or cancel the use of a motor vehicle, other than in accordance with 3.8 of this Code of Practice.

An employee may vary their conditions of use in accordance with this Code of Practice upon giving two weeks' notice.

3.8. Rotating vehicles

Vehicles may be rotated between officers by the Team Leader Fleet and Operations Centre Services to ensure efficiencies in the operational costs associated with the vehicle fleet. In this case Vehicle Transfer/Re-allocation Request or Change of Vehicle Use Form (Appendix 8) will be completed by the Fleet Service Unit. Where necessary, vehicles will be rotated with vehicles of a similar make, model and standard. Drivers will be consulted and given a period of two weeks' notice in the case of a rotation.

3.9. Vehicle maintenance and security

Employees who have been allocated a vehicle are responsible for maintaining the vehicle in a clean and tidy state at all times:

- (i) Basic car washing facilities are provided through fuel cards with car wash availability as nominated by the Fleet Services Unit. Car washing services should not be paid for with corporate credit cards or cash. Any services in *addition* to those covered by Fleet Services, e.g. Car Detailing, must be undertaken by the employee in their own time and at their own expense;
- (ii) Employees are responsible for the security of vehicles at all times. Employees using vehicles overnight are responsible for security of the vehicle and wherever possible, vehicles should be parked off the street and garaged.

4. FOR ALL VEHICLES

4.1 Vehicle maintenance

Employees must notify the Team Leader Fleet and Operations Centre Services of all and any defects in the operation of the vehicle or damage to the vehicle no matter how minor.

Employees must ensure that correct fuel types are used, and vehicles are serviced in accordance with the manufacturer recommended schedule, including warranty services while the vehicle is under warranty.

Vehicle checks:

- a. All staff must conduct a general safety check of Council vehicles before use to ensure the vehicle is in good condition and safe to operate; and/or
- b. Where required by the vehicle type, staff must conduct a specific safety check e.g. Daily Plant Check List (Operations Centre vehicles), Community Bus Check List (Social Support vehicles), and other vehicle/purpose check lists specific.

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Please note: all drivers are required to ensure that regular checks are conducted to ensure basic aspects of vehicle roadworthiness, such as indicators, lights and tyres. Drivers are also required to regularly check coolant and oil levels in the engine and transmission.

IMPORTANT: Failure to perform checks and/or maintain vehicles may lead to disciplinary action under the Policy and Procedure for Performance and Behavioral Issues and/or Council Staff Code of Conduct.

4.2 License cancellation or suspension

In the event that an employee has their license cancelled/suspended or restricted, they must inform their relevant Manager or Supervisor as soon as possible.

All drivers must comply with any conditions of their license category. A Manager or Supervisor may request evidence of a current driver license. Failure by an employee to notify their Manager of a change in the conditions of their driver license may lead to disciplinary action.

This clause will be administered in accordance with Council's Staff or Councillor Codes of Conduct.

4.3 Road laws and parking infringements

Individual drivers of Council vehicles are personally liable for all fines resulting from breaches of traffic laws and regulations and parking offences incurred during the use of those vehicles. The employee allocated a vehicle will also be responsible for identifying the driver at the time of the offence, including where the driver is not another employee logged as using the vehicle.

Where the employee has allowed another person to drive an allocated vehicle, that employee is liable for payment of all and any fines and associated costs.

4.4 Mobile Devices

Under Victorian law, the use of mobile devices while driving is prohibited unless an approved hands-free device or integrated vehicle system connection is used [see detail under All Vehicles below]. Accordingly, Personal or Council issued mobile devices must only be operated in this manner while driving. This includes where an employee has been authorised to use a Personal mobile device in lieu of a Council issued mobile device. Penalties incurred for failing to comply with the law will be the driver's personal responsibility. Please refer to www.vicroads.vic.gov.au for further details.

All vehicles

The use of any Personal or Council issued mobile devices whilst driving is prohibited unless the device is operated using an approved hands free device, [i.e. the hands free mobile device is securely attached in the vehicle in a commercially designed holder] and does not require the driver to handle the device] or integrated vehicle system connection, [i.e. Bluetooth connection to vehicle 'infotainment' system] which fully operates the device through the vehicle. As an added safety precaution, the use of Personal or Council issued mobile devices in 'hands-free' or 'integrated' mode should be minimised while driving, with mobile devices set to allow non-urgent calls to divert to message bank or voicemail instead. Use of Personal or Council issued mobile devices in any Council vehicle, including category (a), (c), (d) and (e) allocated vehicles, after hours, must also be in accordance with this code of practice.

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The driver:

1. can make or receive calls if their Personal or Council issued mobile device is secured in an approved hands-free device fixed to the vehicle or linked through an integrated vehicle system connection;
2. must not have their Personal or Council issued mobile device(s) resting on their lap while driving, including while stationary either at intersections or in traffic;
and
3. must be parked when holding their Personal or Council issued mobile devices or visual displays, including GPS or Satellite Navigation devices in their hand. Personal or Council issued mobile devices must never be handled while stationary either at intersections or in traffic;

4.5 Vehicle damage

Users of Council vehicles must report all vehicle collisions to Fleet in a timely manner, and in any event not later than the day following the collision where it is not possible to make the notification on the date of the collision.

In the event of a Council vehicle being damaged or causing damage to a third party's property whilst an employee is driving under the influence of alcohol or drugs and is found guilty of an offence, that employee will be personally liable for the cost of repair for all damage and any other financial loss incurred by Council and any third party involved.

Where a driver fails to observe any of the conditions of this Code of Practice, Council reserves the right to recover the cost of any damage caused to the Council vehicle, or Council, by that employee.

In the case of third-party damage, Council reserves the right to recover from the employee the cost of damages sustained by the third party should the employee be charged and found guilty of the offence that caused the damage.

Where a driver of a Council vehicle is frequently involved in damage to Council vehicles and/or third-party property, Council reserves the right to take appropriate action. Such action may include action under the Policy and Procedure for Performance and Behavioral Issues and/or Council Staff Code of Conduct. Any action will consider the nature of the damage and the degree of negligence attributed to the employee, if any. Action taken may include one or more of the following:

- a. payment of any excess;
- b. payment of cost of repairs, or a portion thereof;
- c. withdrawal of private and/or commuter use of the vehicle;
- d. withdrawal of total use of the vehicle.
- e. attendance at professional driver training.

Where withdrawal of vehicle use authorisation occurs, the period of suspension is to be determined by the Director Engineering Services.

If appropriate, recovery of any of the above costs of damage will be determined by the Director Engineering Services.

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4.6 Logbooks

Vehicles used as a pool vehicle will contain a logbook. All drivers of Council pool vehicles, other than the employee to whom the vehicle is allocated, must complete the logbook for each journey.

All employees allocated a vehicle may, from time-to-time, be required to complete logbook information for the purposes of Fringe Benefit Tax calculation.

4.7 Cleanliness and smoke free vehicles

All Council vehicles are smoke free areas and smoking (including the use of e-cigarettes or vaping devices) in any Council vehicle is a breach of Council policy. Drivers are also required to ensure that any material carried in vehicles is removed. The consumption of food or drink should be avoided in pool vehicles where possible. It is the driver's responsibility to ensure that vehicles are returned in the same condition as at the commencement of their use of the vehicle.

4.8 Fuel cards

Fuel should only be purchased from Council's preferred supplier using the fuel card supplied with the allocated vehicle. Only in emergency situations should fuel be purchased from a non-preferred supplier or using corporate credit cards or cash. Corporate credit card or cash purchases of fuel will only be reimbursed upon production of an invoice that includes volume and price per litre.

Staff are required to provide an accurate odometer reading to the Service Station attendant when paying for fuel using fuel cards. This should be done every time fuel is put in the vehicle. Depending on the fuel supplier, a PIN code may also be required when using the card.

Fuel cards are vehicle specific and must not be used for the purchase of fuel for other vehicles or equipment. A separate fuel card will be provided for operational vehicles equipped with minor plant. Lost or stolen fuel cards should be reported immediately to the Team Leader Fleet & OC Services.

Reward programs: Employees are at no time to use a fuel card in conjunction with any rewards programs for personal benefit. This includes personal redemption cards such as 'fly buys', 'frequent flyer', or any other *purchasing incentive schemes*. These programs must never be used in the course of a purchase or procurement of goods and/or services on behalf of Council for personal benefit. Breaches of this requirement will be dealt with under the Staff Code of Conduct, including under the section titled 'Misuse of Position'.

4.9 Toll road costs

Accounts to cover vehicle use on toll roads (eg. e-tags for EastLink or CityLink) will only be provided for passenger vehicles where there is a demonstrated business need. Managers must submit a business case to the Director Engineering Services, detailing the operational requirements that support the request for toll accounts. If an existing staff position changes (in terms of either responsibilities or incumbent) a business case will also need to be provided.

Staff wishing to use Council vehicles [i.e. vehicles without eTags or registration with EastLink or CityLink] on tollways for authorised private use [as part of categories (a), (c) or (d)] or for Council business use, can, at their own expense, purchase a day pass or set up an account.



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Further details about toll road use in Victoria is available at www.citylink.com.au or www.eastlink.com.au.

Where it can be demonstrated to an immediate supervisor that trips on toll roads are for Council business purposes and a statement or receipt can be provided, staff will be able to claim the cost of the trip through petty cash.

Staff must pre/post purchase trips within timeframes set out by EastLink or CityLink when vehicles without toll-road use accounts are used on toll roads. Where failure to pre/post purchase trips results in fines or late fees from EastLink or CityLink, payment of these will become the responsibility of the staff member.

5. VEHICLE REPLACEMENT

To ensure maximum benefit to Council, the Team Leader Fleet and Operations Centre Services will regularly monitor trends and prices in fleet purchases and replacement to ensure that Council's fleet is replaced in the most cost-effective way.

The changeover parameters for passenger vehicles (allocation criteria Levels 5 and 6) will be not less than 4 years or 80,000 kms but may be extended or reduced subject to market conditions and vehicle set-up costs, as approved by the Director Engineering Services.

The changeover parameters for commercial vehicles (allocation criteria Level 7) will be not less than 5 years or 120,000 kms but may be extended or reduced subject to operational needs, market conditions and vehicle set-up costs, as approved by the Director Engineering Services.

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Appendix 1

<Subject to review every 12 months>

Allocations Criteria	Vehicle Type	Category (a) Private Use Non-Pooled	Category (c) Pooled Private Use	Category (d) Pooled Commuter Use	Category (e) Restricted pooled private use <Commercial>
Operational Level 5	Holden Commodore LT (sedan & wagon), Holden Trailblazer LT, Holden Astra (LTZ sedan, RS-V hatch & LT sportswagon), Toyota Camry Ascent Sport or Hybrid Ascent or equivalent	\$10,700 p.a.	\$8,000 p.a.	\$4,600 p.a.	N/A
Operational Level 6	Holden Astra (LS+ sedan or wagon & R+ hatch) or equivalent	\$8,600 p.a.	\$6,400 p.a.	\$3,700 p.a.	\$6,700 p.a.
Commercial Level 7	Ford Ranger or equivalent	N/A	N/A	\$3,500 p.a.	\$6,500 p.a.

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Appendix 2

Vehicle pool operation

To ensure the effective operation of Council pool vehicles, Fleet Services will maintain a vehicle pool booking system across the organisation – all staff using pool vehicles will be required to adhere to the processes.

Logbooks

The driver of Council pool vehicles must record all business travel in the logbook.

Overnight parking at Council offices

Drivers of fleet pool vehicles must ensure that they are returned to the secured area within the Thomas Street multi-deck car park or other approved area. If vehicles are returned after office hours, they must be locked and the gates to the secured area must be securely locked.

Fuel

Drivers should ensure that there is at least a quarter tank of fuel in the vehicle before placing it back in the vehicle pool. All pool vehicles are provided with a fuel card.

Fleet audit

A fleet audit will be undertaken on a regular basis. The audit will include a visual inspection of the vehicles' road worthiness, logbooks, cleanliness and general condition to ensure all vehicles are being cared for and maintained in accordance with this Code of Practice.

Motor Vehicle Management: Code of Practice Appendix 3

Safe Driving Guidelines

INTRODUCTION

The City of Greater Dandenong has an obligation to care for the safety and wellbeing of all employees.

These guidelines will provide benefits including:

- enhancing the public image of our organisation;
- reducing the cost of repairs and maintenance to vehicles;
- reducing insurance costs;
- reducing absenteeism and production losses;
- meeting our obligations under OH&S to provide a safe working environment to employees which will reduce WorkCover and OH&S risks to the organisation

Scope and purpose

The purpose is to outline practices related to driver safety, including:

- safe drivers and passengers;
- environmental issues;
- selection of all Council vehicles;
- management responsibility.

1. Safe drivers and passengers

All staff members must obey the road rules and set an example to other road users when driving Council vehicles or driving on Council business.

The following safety issues must be adhered to by all staff.

1.1 Drink, drugs and driving

A driver with a blood alcohol level of .05% is twice as likely to be involved in a collision as an alcohol-free driver. The risk of collision at .08% is four times that of an alcohol-free driver. While the legal limit for fully licensed drivers is .05% blood alcohol concentration, even lower levels have been found to impair driving ability.

Staff responsibility

Staff should avoid consuming alcohol prior to driving a Council vehicle. Users of Council vehicles should not drive with a blood alcohol level of .05% or greater or whilst under the influence of drugs (prescription or illicit) which could impair their ability to drive safely. Where a zero-blood alcohol level is required, including under specific license conditions, e.g. Buses or Operational Plant (such as trucks, tractors, mowers, slashers, diggers, graders, etc.), the driver must comply with that condition.

Management responsibility

All Council parties or functions where alcohol is served must consider the provision of:

- Responsible serving practices;
- Non-alcoholic drink options;
- Low alcohol drink options;
- Appropriate food;
- Breathalysers, where possible;
- Transport alternatives, where possible (eg. Cab vouchers).

1.2 Fatigue

Fatigue (lack of sleep) is a factor in around 25% of casualty vehicle collisions and almost one in three severe single vehicle crashes on rural roads. Driving fatigued can be as dangerous as driving whilst under the influence of alcohol. Driving more than 16 hours since the previous night's sleep is equivalent to driving with a blood alcohol level greater than .05%.

Staff responsibility

- Do not drive while fatigued;
- Have a Power Nap if tired;
- Share the driving, if possible;
- Avoid starting a long trip after a day's work;
- Avoid driving at times when they would normally be asleep;
- Avoid tight meeting schedules;
- Avoid driving after 16 hours since your last sleep;
- Consider other forms of travel when practical.

Management responsibility

- Avoid tight schedules;
- Avoid very early or late meetings, where possible;
- Provide overnight accommodation, when required.

1.3 Speeding

Inappropriate and excessive speed contributes significantly to road trauma on Victorian roads. Research shows that speeding is a factor in around 20% of fatal collisions.

Staff responsibility

It is important that Council staff using Council vehicles do not exceed stated speed limits and comply with all road traffic laws in general. More importantly, staff should be encouraged to drive at speeds that are safe for the conditions, recognising that such speeds may often be below the posted speed limit. Council staff must also use speed monitors where available. Traffic offences and fines are the sole responsibility of the offending driver.

In addition, all staff are required to observe speed limits in non-enforced areas such as car parks where pedestrian activity is high.

Management responsibility

- Monitor speeding fines issued whilst driving Council vehicles and provide details of infringements to the driver's manager so that counselling can be provided – if considered necessary;
- Monitor fuel consumption of vehicles and provide feedback about fuel consumption.

1.4 Seat belts

Although Victoria continues to have one of the highest seat belt wearing rates in the world, each year over 20% of vehicle occupants killed are not wearing a seatbelt. Seat belts and other safety features are known to dramatically reduce the risk of death and injury in the event of a vehicle collision.

Staff responsibility

- Staff must wear seatbelts at all times and will ensure that passengers do the same; and
- Staff should also adjust vehicle headrests, so the top of the headrest is level with the top of their head, where practicable.

1.5 Mobile Devices

Under Victorian law, the use of mobile devices while driving is prohibited unless an approved hands-free device or integrated vehicle system connection is used [see detail under All Vehicles below]. Accordingly, Personal or Council issued mobile devices must only be operated in this manner while driving. This includes where an employee has been authorised to use a Personal mobile device in lieu of a Council issued mobile device. Penalties incurred for failing to comply with the law will be the driver's personal responsibility. Please refer to www.vicroads.vic.gov.au for further details.

All vehicles

The use of any Personal or Council issued mobile devices whilst driving is prohibited unless the device is operated using an approved hands free device, [i.e. the hands free mobile device is securely attached in the vehicle in a commercially designed holder] and does not require the driver to handle the device] or integrated vehicle system connection, [i.e. Bluetooth connection to vehicle 'infotainment' system] which fully operates the device through the vehicle. As an added safety precaution, the use of Personal or Council issued mobile devices in 'hands-free' or 'integrated' mode should be minimised while driving, with mobile devices set to allow non-urgent calls to divert to message bank or voicemail instead. Use of Personal or Council issued mobile devices in any Council vehicle, including category (a), (c), (d) and (e) allocated vehicles, after hours, must *also* be in accordance with this code of practice.

The driver:

1. can make or receive calls if their Personal or Council issued mobile device is secured in an approved hands-free device fixed to the vehicle or linked through an integrated vehicle system connection;
2. must not have their Personal or Council issued mobile device(s) resting on their lap while driving, including while stationary either at intersections or in traffic; *and*
3. must be parked when holding their Personal or Council issued mobile devices or visual displays, including GPS or Satellite Navigation devices in their hand. Personal or Council issued mobile devices must never be handled while stationary either at intersections or in traffic;

1.6 Other safety issues

Council staff are encouraged to be courteous drivers, discouraging the potential for aggressive behaviour by others sharing the road. Staff should also minimise potential in-vehicle distractions (e.g. eating while driving). Council recommends that staff continue these driving behaviours in their non-work-related driving and encourage their families and friends to do likewise. A full list of illegal activity related to driver distractions is available on the VicRoads website.

1.7 Licences

- All staff members who drive council vehicles must ensure their driver license is current and appropriate for the vehicle / purpose, e.g. Medium Rigid, Heavy Rigid, or Articulated truck licenses;
- All staff using Council vehicles must carry their driver license at all times while driving;
- Council staff who are probationary license holders must obey any power to weight restrictions and display 'P' plates when driving Council vehicles;
- Council staff who have their driver license suspended or cancelled, or are otherwise disqualified from driving, or have conditions imposed upon their driver license, must notify Council as soon as possible following the event that led to the change in the status of their ability to drive a vehicle.

1.8 Safety equipment

Management responsibility

- Provide support services to ensure vehicles are correctly maintained;
- Provide a First Aid Kit and Emergency Equipment reflective safety vest;
- Provide a fire extinguisher, where appropriate.

Staff responsibility

- Use the vehicle's safety equipment, where appropriate;
- Use the vehicle in an appropriate and safe manner, conduct checks of key components such as lights and tyres, and ensure windscreens are clean and free of cracks or chips;
- Monitor vehicle servicing requirements and ensure the vehicle is serviced as specified (refer to sticker on windscreen).

1.9 Induction

New employees will be given a copy of this Code of Practice as part of their induction.

2. Environment

Council recognises that vehicles impact on the environment. The fuel consumption of vehicles is directly linked to the impact on the environment and the Council is committed to purchasing environmentally friendly operational vehicles, where possible.

Staff may also consider other options of travel – please refer to Council's Green Travel Guide for further information.

2.1 Management responsibility

- The most fuel-efficient engine option will be chosen for the vehicle in line with its required operational use;
- Monitor fuel consumption of vehicles;
- Promote trip planning, car pooling and the use of alternative forms of transport.

3. Option selection for all council vehicles

3.1 Vehicle purchasing policy

Passenger and light commercial vehicles purchased should meet the following safety requirements (except where noted or when the vehicle must meet specific operational requirements):

3.2 Safety hardware items

- Anti-lock brake system (ABS);
- Driver's airbag;
- Front passenger's airbag (passenger vehicles only);
- Centre rear lap sash seat belt (where applicable);
- Cargo barriers (station wagons, SUV's and light goods vehicles);
- Air conditioning;
- Reversing sensors;
- Automatic transmission.

3.3 Preferred features

The following features or characteristics should be provided where they are available:

- Front passenger airbag (light commercial vehicles);
- A conspicuous colour – generally white or other light colour;
- Side airbags;
- Intelligent Seatbelt Reminder System;
- Approved 'hands free' device (e.g. Bluetooth) or integrated vehicle system connection.

This list is not exhaustive but will be enhanced over time as new safety products are released by manufacturers.

4. Management responsibility

The accountability for this guideline will rest with key nominated managers to meet acceptable performance levels.

- The Motor Vehicle Code of Practice will be managed by the Director Engineering Services and be reviewed every 24 months by the Executive in consultation with the Staff Consultative Committee and in consultation with Risk Management and OHS Units.
- The Safe Vehicle and Driving Guidelines will be promoted by the Risk Management and OH&S units;
- The Motor Vehicle Code of Practice will be promoted throughout internal staff communications, Business Managers, Organisational Development, and Fleet Services Unit;
- The Motor Vehicle Code of Practice will be given to all new staff as part of the induction process by their supervisor or manager;
- Line Managers will ensure that all existing or new staff that drive Council vehicles are provided with this Motor Vehicle Code of Practice and complete and return the Acknowledgment Forms (Appendix 5) to Team Leader Fleet and Operations Centre Services.

5. Related policies and legislation

- Council's Staff and Councillor Codes of Conduct;
- Staff Grievance Resolution Policy
- Policy & Procedure for Performance & Behavioral Issues;
- CGD Occupational Health & Safety Policy;
- *Occupational Health & Safety Act 2004 (Vic)*;
- CGD Role Statements;
- Relevant CGD documents such as Business Unit specific procedures or manuals;
- Greater Dandenong City Council Enterprise Bargaining Agreement;
- Victorian Local Authorities Award 2001 and other relevant Awards;
- *Local Government Act 1989 (Vic)*
- *Fair Work Act 2009 (Cth)*

Motor Vehicle Management: Code of Practice

Appendix 4

Collision Reporting Guidelines

If a Council employee is involved in a vehicle collision whilst driving a Council vehicle they must:

- Park the vehicle in a safe location;
- Provide assistance to any injured person;
- Call the police and ambulance by dialing **000** if there are any major injuries (legal requirement);
- Do not admit liability or agree that you are at fault (for example don't say "Sorry" or "I didn't see you");
- Provide name, address, vehicle details and driver licence number to the other parties involved in the collision, or their representative, and to the police (if in attendance);
- If you or anyone else is injured or there is any property damage, report the collision to the police within 24 hours of the collision;
- Complete the Accident Report Card contained in the vehicle and ensure you collect the name, address, vehicle details and driver licence number of all other parties involved in the collision;
- If you are feeling distressed or your vehicle is unsafe to drive, call the Accident Allocations Centre on 131 176 to arrange 24-hour towing. You must wait with the vehicle for the tow truck and sign the towing authority (unless you require immediate medical attention that prevents you from doing so);
- Where possible, take all valuables with you or lock them in the glove box or boot;
- Advise your Manager, the Team Leader Fleet and Operations Centre Services and the Risk Management Coordinator of the collision;
- Complete a Motor Vehicle Accident report and forward it to the Team Leader Fleet and Operations Centre Services;
- Arrange through the workshop for any minor repairs to be undertaken;
- Refer any claim received from a third party to the Risk Management Coordinator.

If you have any queries or require assistance at the scene of a collision, or following a collision, please call your supervisor/manager, the Team Leader Fleet and Operations Centre Services on 0418 356 484 or the Team Leader Risk Management & OHS on 0478 493 095.

Motor Vehicle Management: Code of Practice Appendix 5

Acknowledgment Form

The success of the City of Greater Dandenong's Motor Vehicle Code of Practice depends on the willingness of staff to make it work. This means that staff need to:

- Comply with the Code of Practice,
- Keep to the advice given in the Code of Practice and with the appropriate road law,
- Avoid risk taking,
- Hold a Licence to drive a motor car in Victoria.

This form asks you to acknowledge that you have read, understand and agree to adhere to the City of Greater Dandenong's Motor Vehicle Code of Practice. It also asks you to confirm that you are licensed to drive a motor car in Victoria.

I have read, understand, and agree to adhere to the City of Greater Dandenong's Motor Vehicle Code of Practice & hold a valid Driver's Licence.

Signed: _____ Date: _____

Print Name: _____

Department _____

**Please forward the completed Acknowledgment Form
to zzorgdevadmin@cgd.vic.gov.au**

Motor Vehicle Management: Code of Practice

Appendix 6

Vehicle Order Form

(This form is to be completed if there is a new employee commencing with Council or an existing employee is allocated a brand-new Council vehicle)

Employee Name: _____

Do you have EMT Approval for this vehicle to be ordered? ☐ Yes ☐ No

Level & Category of Use (Appendix 1) Level: _____ Category: _____

Payment Options for approved extras (Category a and c only)

☐ Salary Sacrifice full payment at time of purchase

☐ Salary Sacrifice instalments over 12 months

Vehicle Specifications

Make:	Model:	Series:	Colour:
Body Type: ☐ Sedan ☐ Wagon ☐ Hatchback ☐ SUV			
Fuel Type: ☐ Petrol ☐ Diesel ☐ LPG ☐ LPI			
Exterior/Paint Colour:		Interior/Trim Colour:	

Approved Extras (please indicate selected extras and cost of each)

Cost per annum

	\$
	\$
	\$
Total Annual Salary Cost (please insert)	

Approval Signatures

Employee: _____ Date : _____

Service Unit Leader Works, Fleet & Cleansing _____ Date : _____

Manager Infrastructure Services & Planning _____ Date : _____

This form needs to be sent to payroll.inbox@cgd.vic.gov.au & zzworkshop@cgd.vic.gov.au so the appropriate changes can be made. A copy will be kept on the driver's personnel file.
Once vehicle has been collected, **please advise Payroll of collection date.**

Fleet Only		
Delivery Date:	Rego No:	Fleet No:
Employee collected vehicle ☐	Employee Collection Date:	

Motor Vehicle Management: Code of Practice**Appendix 7****Vehicle Replacement Request****Vehicle Cancellation / Change of Vehicle Level or Category Form**

(This form is to be completed if an existing staff member is cancelling their use of a Council vehicle and no longer requires a payroll deduction or if an employee is requesting a change to their current vehicle level and/or category of use)

- ☐ Cancellation of Vehicle (please complete section 1)
- ☐ Change of Vehicle Level and Category of Use (please complete section 2)

Employee Name: _____

Cancellation/Change of Use Reason: _____

Section 1: Cancellation

Vehicle must be returned to Fleet at the Operations Centre, please confirm vehicle details below:

Make: _____ Model: _____ Registration: _____

Date vehicle returned to fleet: _____

Section 2: Change of Vehicle Level and Category of Use

New Vehicle Level: _____ New Vehicle Category: _____

Approval Signatures

Employee: Date : _____

Employee Manager Date : _____

Service Unit Leader Works, Fleet & Cleansing Date : _____

This form needs to be sent to payroll.inbox@cgd.vic.gov.au & zzworkshop@cgd.vic.gov.au so the appropriate changes can be made. A copy will be kept on the driver's personnel file.

Motor Vehicle Management: Code of Practice**Appendix 8****Vehicle Re-Allocation Form**

(This form is to be completed when a vehicle is being re-allocated from an existing employee to another employee OR an existing employee is changing their council vehicle level or category)

Previous Driver's Name (if applicable): _____

Previous Driver's Level & Category of Use (Appendix 1): Level: _____ Category: _____

New Driver's Name: _____

Level & Category of Use (Appendix 1) Level: _____ Category: _____

Make: _____ Model: _____ Registration: _____

Odometer reading at time of Re-allocation: _____

Confirm Date of Re-allocation: _____

Approval Signatures

Employee: _____ Date : _____

Employee Manager: _____ Date : _____

Service Unit Leader Works, Fleet & Cleansing: _____ Date: _____

This form needs to be sent to payroll.inbox@cgd.vic.gov.au & zzworkshop@cgd.vic.gov.au so the appropriate changes can be made. A copy will be kept on the driver's personnel file.