



# Tiwi Islands Regional Council

**Title:** Motor Vehicle for Employee Use  
**Policy No:** 40  
**Adopted By:** Council  
**Next Review Date:** 28 November 2019  
**Responsibility:** Chief Executive Officer  
**InfoXpert Document Number** 213075

| Version | Decision Number            | Adoption Date    | History                          |
|---------|----------------------------|------------------|----------------------------------|
| 3       | Resolution 11 of 28-11-17  | 28 November 2018 | Reviewed                         |
| 2       | Resolution 6.2 of 25-07-12 | 25 July 2012     | Reviewed                         |
| 1       |                            |                  | Original Document from HR Manual |

## PURPOSE

### Motor Vehicle Policy for Employee Use

This Policy is to inform employees of their responsibilities in regards to the operation of a vehicle belonging to the TIRC. It sets out the guidelines for the operation of Council vehicles, and outlines consequences for failure to comply.

- 1) It is the responsibility of the Driver to do a pre start check of the vehicle each day. There is a prestart check list that will need to be completed and signed, covering the general condition and safety of the vehicle.
- 2) The vehicle should be left clean, inside and out, at the end of the period of use. Wash down facilities are provided in the Workshop yard for this purpose.

## Drivers and Passengers

### Licence

- Must have relevant licence for type of vehicle operated.
- Must provide copy of current licence at time of signing this document.
- All Council staff using or driving a Council vehicle **MUST** have a current NT Drivers licence.
- It is the **RESPONSIBILITY** of all staff to make sure that their NT Drivers Licence is current. If it is not current and not on your HR file then those staff members will not be allowed to drive or operate any Council plant and equipment.



# Tiwi Islands Regional Council

- Only Council staff or person authorised by the CEO to do so may drive council vehicles.
- Must inform CEO if licence is compromised in any way.

## Passengers

- Only Council authorised passengers are permitted to ride in Council vehicles.
- Authorised passengers are
  - a) Official visitors and consultants who are assigned to the particular work activity for which the vehicle is used.
  - b) Unrestricted for vehicles assigned for personal use subject to compliance with safety provisions outlined in this policy.
  - c) Clients and service users of the Council Child Care, Sports and Recreation and Night Patrol services are also authorised passengers in the Council vehicles assigned to the particular service only.

## Seat Belts and Supplemental Restraint Systems

- Drivers must ensure all occupants including the driver wear their seatbelts. The numbers of seat belts in the vehicles determine the maximum number of occupants.
- Infants and young children (less than 12 years of age) must travel in the rear seat and suitable restraints used in accordance with the relevant laws.
- Vehicles should not be used when seatbelts show excessive wear or do not retract or lock. Buckles must be free of debris and must lock and release properly.

## Smoking

Smoking is prohibited in Council vehicles.

## Impairment

- Council drivers must be alert at all times. Full attention must be directed to identifying the hazards in the local environment.



# Tiwi Islands Regional Council

- Alcohol, drugs and fatigue impair a driver's ability to operate a vehicle.
- Passengers who suspect a driver is suffering from any form of impairment should immediately request the driver to stop. Once the vehicle is safely parked, remove keys from the ignition and report to a supervisor. Ask the driver to take a passenger seat.
- Any staff found impaired will be subject to tests outlined in the Drug and Alcohol Policy.

## **Alcohol**

The Council has Zero tolerance policy of alcohol consumption during working hours, and will not tolerate any staff operating any machinery, plant and equipment if they are found to be impaired by Alcohol.

## **Drugs**

The Council has zero tolerance policy for the use of illegal drug use during working hours.

- Medicinal and recreational drugs may affect a driver's ability to identify hazards and slow the decision making process. Any medication that has been prescribed to staff members must be reported to their supervisor. Those staff members may be relocated to another position until such time it is determined that they are free any effects from the prescription drug. Please refer to the Alcohol and Drug policy.
- Drivers who have consumed any type of medication known to cause drowsiness should remove themselves from driving duties and should immediately advise their supervisor accordingly.

## **Fatigue**

- Drivers must remove themselves from driving duties when they feel unfit to continue due to fatigue.
- Passengers and supervisors must prevent fatigued drivers from operating Council vehicles and equipment.



# Tiwi Islands Regional Council

## DISCIPLINARY ACTION

All final decisions relating to disciplinary action rest with the CEO. All Managers are required to completion of an incident report. This report should be done in consultation with the HR Manager.

While CEO may exercise discretion in consideration of all circumstances related to specific incidents, the following actions will normally apply:

### 1. Use of a vehicle by non-Council staff

First time: written warning to Council employee responsible and banned from vehicle use for one month.

Second time: loss of use of vehicle for 3 months.

Third time: permanent loss of access to Council vehicles and/or dismissal.

### 2. Failure to secure vehicle out-of-hours:

First time: written warning, loss of usage for one month.

Second time: loss of use of vehicle for 3 months.

Third time: permanent loss of access to Council vehicles, and/or dismissal.

### 3. Drug and Alcohol related breaches

Dismissal may result regardless of prosecution by police.

### 4. Speeding and other breaches unrelated to drug and alcohol use

Immediate loss of vehicle use for a period to be determined by the Chief Executive Officer. All Managers are responsible for ensuring the safe use of all Council vehicles, plant and equipment. Any misuse may also result in dismissal.

### 5. Breaches or infringements of the terms and conditions of this policy to be reported to senior staff and will be managed on a case by case basis, but must be documented in an incident report to the CEO. All incident reports must be recorded with HR Manager and HR staff and then put on the HR file of the person who is in breach or infringed this policy



# Tiwi Islands Regional Council

## TERMINATION / VARIATION TO CONDITIONS OF USE

- The agreement for use of a council vehicle shall terminate on the termination of the employment of the employee with the council, from whatever cause the termination arises.
- The Chief Executive Officer may at any time call upon employee to return the vehicle to the possession of the council for the replacement of the vehicle and in such event the employee shall return the vehicle and accept the substituted vehicle in place there of and the provision of this policy shall apply to the substituted vehicle.
- Permission to use council vehicles can be with drawn at any time if the employee does not comply with all of the conditions outlined in this policy. A driver in breach of Alcohol and non prescription drug rules is not to resume driving a council vehicle until specifically authorised to do so in writing by the Chief Executive Officer.
- It is very important to realise that if an employee is required to be able to drive vehicles as part of his / her employment, and they loose their appropriate licence, his or her service may be terminated at the discretion of the Chief Executive Officer.
- All Managers are responsible for the implementation of this Policy.

### Employee Declaration:

I have read and agree to the Motor Vehicle policy conditions for the use of a Council supplied motor vehicle.

.....  
Signature

.....  
Name

Date:...../...../.....

For further information related to this policy, please refer to Occupational Health & Safety  
Asset Management & Procurement, and the Alcohol and Drug Policy



# Tiwi Islands Regional Council

Attached copy of licence at time of signing: