



# Fleet Usage Policy

<b>Policy Number:</b>	CS001
<b>Policy Type:</b>	Council
<b>Policy Owner:</b>	Governance and Compliance Manager
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## 1. Purpose

This policy outlines the guidelines for the use of council vehicles by staff of the Groote Archipelago Regional Council (GARC).

It aims to ensure that vehicles are used appropriately, responsibly, and exclusively for council-related activities while outlining the provisions for home garaging and after-hours usage for council duties.

## 2. Scope

This policy applies to all staff members who are allocated a council vehicle as part of their position within the Groote Archipelago Regional Council.

## 3. Policy Statement

### 3.1. Vehicle Allocation

Council vehicles will be allocated to staff based on their job requirements and responsibilities. Staff are permitted to garage council vehicles at their homes to facilitate efficient travel to and from work-related engagements.

Staff must provide a copy of the driver's licence to ensure that they have a valid driver's licence. If at any time the licence of an approved driver expires or is revoked, or the driver is otherwise disqualified from driving, it is the responsibility of the driver to inform their supervisor immediately.

### 3.2. Usage Guidelines

#### **No Private Usage**

Council vehicles are strictly for official use only. Staff members are prohibited from using council vehicles for personal errands, commuting to non-council activities, or any private purposes (unless the usage is outlined in their employment agreement or authorised in writing by the CEO).

### **Home Garaging**

Staff may garage their assigned vehicles at home to ensure timely response to council duties. However, the vehicle must remain available for council-related activities during working hours and should not be used outside of official duties.

### **After-Hours Usage**

Staff members are permitted to use council vehicles after hours only for council-related activities, such as emergency call outs, community events, or other responsibilities directly linked to their roles.

Any after-hours usage must be approved in advance by the relevant supervisor or manager, documenting the need for usage in line with council duties.

### **3.3. Responsibilities of Staff**

The Staff must report any damage or maintenance issues promptly and must maintain the vehicle in good condition.

Staff need to be mindful that they represent the Council whilst driving a council vehicle, and must not drive, or otherwise operate a Council vehicle in a manner which may damage the reputation and standing of the Council.

Staff are responsible for ensuring that the vehicle is used in accordance with this policy and must adhere to all road laws and council regulations.

Staff must ensure that vehicle is always parked safely and at a secure place (doors locked etc.) and any confidential material or expensive equipment is properly secured or removed before leaving the vehicle.

### **3.4. Monitoring and Compliance**

The Groote Archipelago Regional Council reserves the right to monitor the usage of council vehicles to ensure compliance with this policy.

Violation of this policy may result in disciplinary action, including revocation of vehicle privileges.

## **4. Definitions**

(This section can be removed if not required. However, it may be helpful defining complex terms separately and not within the policy statement.)

## **5. Version Control**

<b>Version</b>	<b>Amendment History</b>
1.0	

## **6. Acknowledgement**

All staff members allocated a council vehicle must sign a copy of the policy confirming their understanding of this policy and have an approved vehicle usage agreement.

<b>Staff Member Name</b>	<b>Signature</b>	<b>Date Signed</b>