

# Vehicle Use Policy

AI03-CP (Superseded CP-1002 Motor Vehicle Policy v1)



Hard copies of documents are uncontrolled and may not be current - please refer to the electronic version.

## 1. Purpose

The purpose of this policy is to detail usage of MacDonnell Regional Council (MRC) fleet.

## 2. Scope

This policy applies to all MRC employees and other users approved by the CEO who drive or operate MRC fleet.

## 3. Objectives

The objectives of this policy are to:

- 3.1 Provide employees with direction regarding the use and operation of MRC fleet; and
- 3.2 Ensure that MRC fleet is used in accordance with legislative requirements and in a safe and accountable manner to minimise risk to Council, staff and the public.

## 4. Definitions and Acronyms

NT	Northern Territory
MRC	MacDonnell Regional Council
Fleetio	MRC web based fleet application
Fleetio Go	Fleetio phone application
HR	MacDonnell Regional Council Human Resources Department
Fleet	MRC vehicles, plant and machinery

## 5. Statement

- 5.1. MRC fleet is to be used at all times in accordance with *NT Traffic Regulations 1999* otherwise known as NT Road Rules.  
<https://legislation.nt.gov.au/Legislation/TRAFFIC-REGULATIONS-1999>
- 5.2. MRC fleet is managed by the Technical Services Directorate based in the Alice Springs office and workshop.
- 5.3. Allocation and use of vehicles is at the discretion of Director Technical Services.
- 5.4. MRC fleet is to be used for approved work purposes only and in accordance with relevant legislation and MRC policy.
- 5.5. MRC employees must hold, and provide to HR, an appropriate current Australian driver's licence to drive or operate MRC fleet and be authorised to do so by the relevant supervisor.

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- 5.6. In accordance with NT Driver's Licence legislation an interstate driver's licence must be transferred to an NT Drivers Licence within 3 months of taking up residence in the NT.  
<https://nt.gov.au/driving/driverlicence/new-nt-residents-and-visitors/driver-licence-rules-for-new-nt-residents-and-visiting-drivers>
- 5.7. An approved MRC 4WD driving course must be completed by employees before driving on unsealed roads. Evidence of successful completion must be provided to HR and will be held on the employee's file.
- 5.8. Non MRC staff are permitted to travel in MRC vehicles for:
  - 5.8.1. Approved service or program delivery.
  - 5.8.2. Emergency situations where it would be expected that assistance be provided.
- 5.9. Driving an MRC vehicle through a watercourse when there is water present can only be undertaken in accordance with the MRC procedure 'Driving through watercourse'.
- 5.10. Vehicles are to be garaged at an MRC place of business unless a private use of vehicle arrangement is in place as per 'Private use of Council Vehicles Policy OP257'.
  - 5.10.1. Home garaging of vehicles is permitted for the following employees who are required or may be required to be on call:
    - 5.10.1.1. Council Service Coordinators;
    - 5.10.1.2. Essential Service Operators;
    - 5.10.1.3. Employees who work after ordinary working hours on communities (ie Youth staff); or
    - 5.10.1.4. For one-off operational circumstances as approved in writing by the Director Technical Services.
- 5.11. The driver or operator of all MRC fleet is responsible for all infringements and fines incurred in accordance with NTG Fines recovery unit.
- 5.12. MRC logo badging is fitted to all fleet items and is not to be removed.
- 5.13. Animals are not permitted to travel in MRC vehicles at any time except by written approval of the Manager Fleet and Transport Infrastructure.
- 5.14. All vehicles, plant and machinery are to be maintained in a clean, safe condition and inspected using the Fleetio Go mobile phone application:
  - 5.14.1. Weekly using the 'Vehicle Weekly Checklist';
  - 5.14.2. Before travel to and from a MRC community using the 'Pre Travel Checklist';
  - 5.14.3. Before using any plant and machinery using the 'Plant and Equipment Pre Start';
  - 5.14.4. Any issues are to be logged in the Fleetio Go mobile phone application at the time of inspection or at any time in the Fleetio web based application; and
  - 5.14.5. Any incident involving MRC fleet is to be reported in accordance with WHS policy using the Accident/Incident Report form RS01-F1 and forwarded immediately to Safety@MacDonnell.nt.gov.au and Manager Fleet and Transport Infrastructure.
- 5.15. Blood Alcohol Concentration (BAC) must be 0.00 while operating any MRC fleet items.
- 5.16. Alcohol is not permitted to be carried at any time in MRC fleet.

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- 5.17. Fleet users are not permitted to operate MRC Fleet while taking prescription drugs that may affect driving or operating performance. Medical advice should be sought if an employee is unsure.
- 5.18. Smoking is not permitted in MRC vehicles at any time.
- 5.19. MRC vehicles can only be driven on public roads unless:
  - 5.19.1. Where off road travel is undertaken the activity is an approved 'bush trip' on the relevant MRC form; or
  - 5.19.2. Where travel is on pastoral property roads written approval is in place from the subject pastoral property.
- 5.20. Driving at night outside of Alice Springs or a Community is not permitted unless written permission has been provided by the relevant Director.
- 5.21. MRC vehicles may be fitted with a GPS tracking device to enable surveillance for safety and compliance purposes.

## 6. Policy details

<b>Replaces Policy No: (if applicable)</b>	CP-1002 Motor Vehicle Policy v1
<b>Responsible Directorate/Department:</b>	Technical Services – Fleet & Infrastructure
<b>Approval Date:</b>	26 August 2022
<b>Minutes Reference and Resolution Number:</b>	OCM Item # 13.9 – Resolution OCM2022-133
<b>Review Cycle:</b>	August 2026 – Review every four (4) years or after changes to relevant legislation or Council policy

## 7. Legislation and References

<b>Related Legislation:</b>	<i>NT Local Government Act 2019</i>
	<i>NT Traffic Regulations 1999</i>
	<i>NT Traffic Act 1987</i>
<b>Related Policies:</b>	AI02-OP Private Use of Council Vehicles Policy
	HR21-OP Employees Code of Conduct Policy
<b>Associated Documents:</b>	AI03-P1 Vehicle Use Procedure

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## 8. Version Control

Version No.	Approval Date	Policy No.	Minutes reference and Resolution number
1.	11 January 2012	CP-1002	ELT Item # 120111.1
2.	26 August 2022	AI03-CP	OCM Item # 13.9 - OCM2022-133

9. Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_

(Please note: all employees and other users approved by the CEO are required to sign this policy to acknowledge acceptance of all directions detailed above regarding the use and operation of any item of MRC Fleet.)