PRIVATE USE OF VEHICLE POLICY

Human Resources
YASC POL 06 – V7

2026

YARRABAH ABORIGINAL SHIRE COUNCIL
56 Sawmill Rd Yarrabah, QLD 4871

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1. LEGISLATION AND AUTHORITY

The Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Industrial Relations Act 2016(Qld)
YASC Code of Conduct POL 01
Queensland Road Rules and Legislation
Workplace Health & Safety Act 2011

2. COUNCIL'S STATEMENT

Yarrabah Aboriginal Shire Council *('YASC')* conducts its business with integrity, honesty and fairness. All employees are expected to work within the rules and actions of YASC will comply with all relevant laws, regulations, codes and corporate standards.

Everyone representing YASC must reflect the highest standards of behaviour. Our relationships are critical to the ongoing success of our organisation. Our leaders have responsibility for fostering a culture where ethical conduct is recognised, valued and applied at all levels.

This policy is to be read in conjunction with the Code of Conduct, which outlines our standards of behaviour and workplace culture are in accordance with YASC's principles:-

3. PURPOSE

The purpose of this Policy is to outline conditions and obligations of Yarrabah Aboriginal Shire Council ("YASC") employees' private use of vehicles, including hire vehicles, provided by YASC.

This Policy, where relevant, operates in conjunction with an employee's contract of employment.

4. COMMENCEMENT OF POLICY

This Policy replaces all other vehicle policies of YASC relating to the private use of YASC vehicles (whether written or not).

This Policy does not form part of any employee's contract of employment.

5. APPLICATION OF THE POLICY

This Policy applies to casual, part time and full-time employees of YASC who have been authorised to use YASC vehicles for private use.

6. RESPONSIBILITY FOR USE AND EXPENSES

If YASC provides an employee with a motor vehicle, the employee must use it for work-related purposes only, unless.

- Personal use (that is, non-work-related use) of the vehicle involving direct travel between the employee's home and the employee's place of work is authorised by the Chief Executive Officer.
- This clause does not apply to employees where private use of a vehicle is specified in the terms of their Employment Contract.
- YASC will pay all taxes, insurance premiums, running costs, maintenance and repair expenses associated with the running of the vehicle.

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7. OWNERSHIP OF VEHICLE

At all times, the vehicle remains the property of YASC, unless the vehicle is subject to a hire agreement between YASC and a third party.

8. DAILY PRESTART REPORT

Daily Prestart Reports must be filled in by all employees who use a YASC motor vehicle. This is the responsibility of the employee who uses the vehicle first on that day.

Any faults/defects detected are to be reported to the employee's supervisor/manager immediately and the prestart report noted with these particulars.

This clause does not apply to employees where private use of a vehicle is specified in the terms of their Employment Contract.

9. VEHICLE LOG BOOK

Log books must be filled in by all employees who use YASC motor vehicles (other than those staff who have a vehicle as part of their employment contract). The log book needs to record the following:

- Drivers name
- Date
- Odometer reading at start and at end of journey
- Where travelling to/from

10. MAINTAINING YASC'S VEHICLE

An employee who is provided with a vehicle must:

- take good care of the vehicle;
- ensure vehicles are used and maintained in accordance with the manufacture's requirements and specifications. The owner's manual for each vehicle is stored in the vehicle's glove box and drivers are encouraged to familiarise themselves with the features and correct operation of each vehicle by reviewing the contents of these manuals;
- if required by YASC, ensure that the vehicle is properly and responsibly maintained and serviced, particularly in accordance with warranty requirements;
- ensure that the provisions of any insurance policy relating to the vehicle are observed;
- not allow the vehicle to be driven by anyone other than the employee. Written permission must be obtained from Chief Executive Officer for any other person to use the vehicle;
- not fit any accessories to the vehicle without prior written approval from YASC;
- pay all parking and traffic infringement penalties relating to use of the vehicle incurred by the employee and provide timely nominations to the appropriate authority for parking and traffic infringement penalties not incurred by the employee;
- ensure that the vehicle is securely locked when left unattended and that any alarm system fitted to the vehicle is turned on;
- ensure that the vehicle is available for use by other employees when required;
- drive and use the vehicle only for the purpose for which it is intended;
- ensure that the vehicle is properly garaged or secured in a locked compound when not in use;
- when required by law, immediately report any accidents involving the vehicle to the police;
- immediately inform YASC of any faults or damage to the vehicle; and
- keep the vehicle clean and in good order.

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11. USE OF VEHICLE WHILE ON LEAVE

While on authorised leave, the vehicle must not be used by the employee. If directed to do so by Chief Executive Officer, the employee must return the vehicle to YASC's premises prior to the commencement of the leave.

This clause does not apply to employees where private use of a vehicle is specified in the terms of their Employment Contract.

12. SAFETY

The employee's obligations with respect to safely using YASC's vehicle include:

- Obey all relevant road rules and legislation;
- not driving the vehicle if the employee is taking any medication that may adversely affect the employee's ability to drive or where the employee is intoxicated through alcohol consumption or illegal drug use; and
- ensure that the first aid kit provided with the vehicle is kept fully stocked and that items in that kit which have a 'used by' date are replaced after that date.

If an employee is involved in any accident as a result of medications use, intoxication, unlawful drug taking, negligence or recklessness, the employee will be responsible for paying any excess on the insurance and any other amount not covered by the insurance.

13. LICENCE

Employees must maintain a current drivers' licence. An employee must notify YASC immediately if their licence is suspended or cancelled. If it is a requirement of an employee's employment to drive a motor vehicle, the suspension or cancellation of the employee's licence will end the employment.

14. RETURN AND INSPECTION OF VEHICLE

The employee must return the vehicle when the employment is terminated, or at any other time as YASC may direct.

YASC considers the provision of a motor vehicle as a significant privilege. Accordingly, YASC reserves the right to withdraw use of the motor vehicle for any employee who is in breach of this Policy. Such breach may also result in other disciplinary action, including, but not limited to, termination of employment.

Additionally, YASC may inspect the motor vehicle at any time without notice.

15. BREACHES OF THIS POLICY

A breach of this policy may lead to disciplinary action including, but not limited to, termination of employment.

16. VARIATIONS

Council *reserves the right to vary, replace or terminate this policy from time to time.*

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17. DOCUMENT CONTROL

Amended Date:	30 January 2020	Resolution No. 03:30/01/2020	Version No. 2
Amended Date:	17 February 2021	Resolution No. 05:17/02/2021	Version No. 3
Amended Date:	18 May 2022	Resolution No. 09:18/05/2022	Version No. 4
Amended Date:	29 June 2023	Resolution No. 11:29/06/2023	Version No. 5
Review Date:	26 July 2024	Resolution No. 12:26/07/2024	Version No. 6
Review Date:	19 August 2026	Resolution No. 28:19/08/2026	Version No. 7
Next Review Date:	2027		
Responsible Officer:	Chief Executive Officer (CEO)		

Richard Wright
Chief Executive Officer

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