VEHICLE & PLANT POLICY

Human Resources
YASC POL 22 – V6

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
YASC Drug and Alcohol Policy
YASC Smoking Policy
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 YASC employees use of vehicles (including hire vehicles), plant (including hire plant) and equipment (including hire equipment) provided by YASC.

4. COMMENCEMENT OF POLICY

This Policy replaces all other policies relating to the use of YASC vehicles, plant and equipment (whether written or not).

5. APPLICATION OF THE POLICY

This policy applies to the use of YASC vehicles, plant and equipment for YASC business only except where private use has been authorised by the CEO in accordance with YASC's Private Use of Vehicle Policy.

6. SCOPE

This policy addresses a number of aspects of plant, machinery and motor vehicle usage including:

- Maintenance responsibilities
- Safe driving and operating
- Records relating to qualifications, tickets and licenses
- Accidents
- Fines and traffic infringements
- Damage repairs and insurance claims

7. USE OF VEHICLE AND PLANT

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

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At no time may any YASC (owned or hired) vehicle or plant be utilised for personal use unless prior approval has been given by the Chief Executive Officer.

8. OPERATION OF VEHICLE AND PLANT

Employees must have a current Queensland driver's license to operate any Council vehicle or plant whether on public roads or not.

Employees who operate vehicles or plant must also hold the necessary licence or certificate of competency usually a current Occupational Health and Safety Licence or Certificate of Competency. Evidence of appropriate training and instruction for the type of plant to be operated could include:

- a statement of attainment or other nationally recognised qualification
- training completed at an industry training school
- on-the-job training conducted by an experienced competent person

As per the *Work Health and Safety Act 2011 (WHS Act)* in Queensland on 1 January 2012, earthmoving or particular crane (EPC) occupational classes are no longer required to be licensed. Plant which falls under the EPC class is:

- backhoe
- front end loader
- excavator
- skid steer loader
- road roller
- grader
- scraper
- dozer
- bridge and gantry remote control crane.

9. RESPONSIBILIES OF DRIVER / OPERATOR

It is the responsibility of the driver / operator of any YASC vehicle, plant or equipment (owned or hired) to comply with the following:-

- Keep the vehicle or plant clean and tidy and treat it with respect.
- Lock the vehicle or plant when left unattended or parked. Keys must be stored in the nearest depot or administration building.
- Ensure that cargo, chemicals and dangerous goods are carried in cargo areas in a safe manner.
- Do not overload a vehicle or plant. If you are unsure of the weight limit on a piece of plant or vehicle. Consult the manufacturer's handbook, the Workshop staff or your Supervisor.
- Perform regular routine maintenance including checking tyre pressures (including spares), tyre condition, oil levels and water levels. The manufacturer's handbook is the primary reference for the routine maintenance issues including recommended tyre pressures. If you are unsure contact your Supervisor and or the Workshop staff.
- Ensure there is always an inflated spare tyre in the vehicle and change or repair punctured tyres as soon as practicable. Do not drive on deflated tyres.
- Do not drive or operate vehicles or plant when fatigued.

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- Do not knowingly drive an un-roadworthy vehicle. Tag the vehicle out and report it to your Supervisor.
- Report all incidents and accidents as soon as possible.
- Complete Plant Time Sheets (where applicable). Once complete ensure they are handed to your Supervisor for verification and signing. Supervisors must ensure these are handed to the appropriate Administration officer as soon practical upon completion and verification.
- In accordance with YASC's Smoking Policy, do not smoke inside any YASC vehicle or plant.
- In accordance with YASC's Drug and Alcohol Policy do not operate any YASC vehicle or plant when under the influence of prescription drugs, illegal drugs or alcohol.
- Ensure all cargo is restrained using approved load restraints. (Available in the Store)
- Mobile phones are not to be used unless the vehicle is equipped with "Hands Free" mobile technology such as Bluetooth connectivity.
- Headphones and ear buds to listen to music or radio are not to be used.

10. DAILY PRESTART REPORT

Daily Prestart Reports must be filled in by all employees who use a YASC vehicle or plant. 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.

11. 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

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.

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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. BREACHES OF THIS POLICY

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

15. VARIATIONS

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

16. DOCUMENT CONTROL

Adoption Date:	30 January 2020	Resolution No. 03:30/01/2020	Version No. 1
Adoption Date:	17 February 2021	Resolution No. 05:17/02/2021	Version No. 2
Amended Date:	18 May 2022	Resolution No. 09:18/05/2022	Version No. 3
Amended Date:	29 June 2023	Resolution No. 11:29/06/2023	Version No. 4
Reviewed Date:	26 July 2024	Resolution No. 12:26/07/2024	Version No. 5
Reviewed Date:	19 August 2026	Resolution No. 28:19/08/2026	Version No. 6
Next Review Date:	2027		
Responsible Officer:	Chief Executive Officer		

Richard Wright
Chief Executive Officer

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