Introduction

All travel on official business is subject to approval by the employee’s Manager with delegated authority to approval travel as per procedure 5.06.8 Travel and Accommodation.

This procedure defines the nature and purpose of an employee using their private vehicle for work specific tasks. An employee is to ensure their private vehicle, when used for work related tasks, is roadworthy, appropriately registered and comprehensively insured and in good working order. They must also have the appropriate current Driver’s Licence.

This procedure also specifies the rates for calculation of payments for the distance travelled when an employee is on official Council duties.

Definitions

Approved Delegate

Means a position granted authority to consent to an employee using their private vehicle for work related purposes.

Council travel

Means an employee travelling on official work related business, or as an official representative of Council in the course of undertaking their normal duties.

Requests to use private vehicle for work related purposes

In the first instance, employees will use a Council fleet vehicle, training vehicle or rental vehicle to carry out their duties or tasks.

However, certain situations may eventuate where an employee’s private vehicle may need to be used for work related purposes as a last resort to enable them to undertake work related tasks. These circumstances are:

- No Council vehicle or hire car is available for use;
- The travel cannot be postponed as the work related tasks is of an urgent/unforeseen nature;
- Public transport/or a taxi is not a reasonable alternative; and the departure time of travel is before or after normal business hours making the exchange of vehicles logistically inconvenient;
- The use of the private vehicle supports the employee’s individual needs such as mobility.

Using a private vehicle for work purposes must be a last resort.
Applying to use private vehicles for work purposes

Prior to seeking approval to use private vehicles, employees must search for an available fleet either within their Group or placing requests through the intranet/email request asking of any Council vehicles are available. Employees will be responsible for requesting the use of their private vehicles each instance they are required to use their vehicle (there will be no blanket approvals). A request must be sent to the Line Manager of the area (and not their immediate supervisor) via email. A reply from the Line Manager will be provided by Email.

Requests to use a staff member’s own private vehicles should be made at least 48 hours prior to the need to use their vehicle. Where an emergency/urgent case management type matter occurs that requires the staff member to undertake a work task immediately, as a minimum, verbal clearance must be provided by their Line Manager. If the Line Manager is unavailable or not contactable, in a critical situation involving clients at risk, a text message to the relevant Line Manager is sufficient in the first instance, but must be followed by an email as soon as possible.

The request to travel using private vehicles may be for the purpose(s) of:

- Day-to-day operations or service delivery where the task is required to be undertaken outside of normal working hours and urgent/limited notice work that could not have reasonably been prior planned;
- Specified tasks approved by the Line Manager

Approval

Approval to use a private vehicle for business travel must be obtained from a relevant Line Manager who has the necessary delegated authority to authorise the expenditure in accordance with Council’s Delegation Register.

Approval for the use of a private vehicle on official business of Council is not to be anticipated and no expenses should be incurred prior to an approval being given by the relevant Manager.

Rental Cars

For purposes of overnight travel and where a Council vehicle is not available, a rental car can be booked. The request to hire a rental car must be approved by the staff person’s Line Manager. Once approved, Council’s fleet coordinator will arrange the booking of rental cars. This must be arranged through the section’s Administration Coordinator.

Reimbursement for Mileage/Kilometres travelled

Council will apply the Australian Taxation Office (ATO) ‘reasonable reimbursement’ rate for motor vehicles based on engine capacity. The rates per business kilometre are available on the Australian Taxation Office’s website: [www.ato.gov.au](http://www.ato.gov.au)

All claims must be submitted on a Fortnightly time sheet depicting engine size under or over 2.5 litre engine along with the kilometres travelled and be approved by the staff person’s Line Manager.

Claims should be submitted to the Line Manager within one month of the vehicle being used. Staff will be reimbursed via the payroll system. The amount will be shown as an allowance on the staff member’s annual Payment Summary.

Comprehensive Motor Vehicle Insurance – level of indemnity for employees who are required to use their privately owned vehicles for Council business

Council’s Comprehensive Motor Vehicle Insurance Policy will cover the approved staff member’s cost of repairs to their own vehicle and/or the cost associated with repairing any third party’s vehicle or property involved in the same accident as the employee’s vehicle. The limits of cover under Council’s Motor Vehicle Policy are:
• Insurance excess payment: Council will cover the insurance excess payment required under its Motor Vehicle Policy, except where the staff member is found guilty of offence relating to causing the motor vehicle accident. Council reserves the right to seek reimbursement of the cost of the insurance excess amount directly from the staff member.

• A maximum claim limit of $50,000 applies for each motor vehicle accident. If the level of compensation is higher than this amount, the staff member will be required to claim the difference between the $50,000 limit and the actual cost of the repairs from their own private comprehensive insurance policy.

Theft of property belonging to the owner of privately owned vehicle (whilst being used for work related purposes) is not covered by Council’s Comprehensive Motor Vehicle Insurance Policy. Under these circumstances, the staff member will be required to claim expenses related to theft from their vehicles through their own comprehensive motor vehicles insurance policy or their home contents insurance policy.

All claims are to be submitted in writing to the Insurance/Risk Officer in the Organisational Development and Governance Unit.