Introduction

This procedure applies to The Mayor who has commuter use (and home garaging) of a Council owned vehicle.

Ownership and availability of a home garaged vehicle

1. The vehicle is the property of the Council and must be returned to Council premises immediately on request.
2. The vehicle is not to be used for any private purpose unless written approval has been obtained from the General Manager.
3. Members of the Mayor’s family or non-Council employees are not allowed to drive the vehicle unless written approval has been obtained from the General Manager.
4. The vehicle is for Council use and commuter use (home garaging) and travel is restricted to travel to and from Mayoral engagements and activities associated with the role of Mayor by the shortest possible route.
5. Council use of the vehicle may be approved for other Councillors as agreed by the General Manager.

Care and maintenance

Routine and regular operation and safety checks are the responsibility of the Mayor

1. The vehicle must be kept clean and presentable by the Mayor.
2. Council will provide for repairs, maintenance and insurance of the vehicle. It is the Mayor’s responsibility to ensure servicing is carried out at the required intervals and all damage to panels or windscreen is reported to the Fleet Manager within 10 working days.
3. When home garaged, the vehicle must be parked off-street and preferably under cover at the Mayor’s residence, unless otherwise approved by the General Manager.
4. No modifications are to be made or equipment added or removed from the vehicle without prior approval of the Transport and Utilities.
5. Council has a strict “no smoking” policy which applies to all plant/vehicles.
6. Vehicles are assigned a Fuel Card for the purchase of fuel. This card will be used to purchase fuel for Council’s vehicle whilst the vehicle is used for Council business and private purposes. The odometer reading is to be provided to the fuel supplier each time the card is used.

The PIN number is the last 4 digits of the card
Other responsibilities relating to commuter use

1. The vehicle must only be driven by the Mayor if he/she holds an appropriate current Driver’s License.
2. The conditions of use applying during working hours shall also apply to home garaging use.
3. If the Mayor is convicted of driving the Council vehicle under the influence of alcohol or other banned drug or substance and it results in a motor vehicle accident, the Mayor must pay the total cost of repairs and/or restitution arising out of the accident, in the event Council’s insurers deny any insurance claim.
4. The insurance policy for the vehicle does not cover loss of the Mayor’s personal possessions or equipment damaged, lost or stolen from the Council vehicle. The cost of any loss or damage to personal property from the vehicle is to be borne by the Mayor.