

## SOUTHERN RURAL WATER POLICY

### Motor Vehicle

#### 1. INTRODUCTION AND PURPOSE

SRW has a motor vehicle fleet to support its operations across Southern Victoria. Motor vehicles are provided to employees to assist them to carry out their duties. Private use is made available to designated staff as part of an employee's salary package.

This policy covers all registered motor vehicles owned, leased, rented or on loan to SRW.

The objective of this policy is to:

- Ensure that our motor vehicle fleet meets our needs at lowest practical cost.
- Describe the principles for the use and management of the fleet
- Identify where periodic review is required and the general basis for such reviews.

The Managing Director is responsible for the implementation of this policy, and may delegate this responsibility to another senior officer as Fleet Manager. Management and supervisors are responsible for the application of the policy.

#### 2. POLICY

SRW shall administer its motor vehicle fleet to meet operational needs at the lowest practical cost. It will:

- Purchase, lease or hire motor vehicles by either leasing, open tender or other methods available to it under the State Government Contract Pricing;
- Use the purchase process which best optimises whole of life costs, having regard to all policies and retaining the flexibility of the fleet overall;
- Dispose of vehicles in accordance with the Accounting for Assets Policy;
- Ensure that a Managing Director's Instruction or equivalent is in place to provide sufficient direction to all staff on the application of this policy;
- Stipulate that vehicles are to be used for official business only, except:
  - For approved travel between home and work;
  - For approved travel when on stand-by;

- Where the vehicle is provided for private use as part of a salary package.
- Ensure vehicles, whether provided for private use or otherwise, are considered pool vehicles and available to the pool during normal working hours.

Drivers of SRW vehicles shall:

- Hold a valid current driver's licence endorsed for the class of vehicle being driven.
- Observe all traffic laws and ordinances;
- Incur penalties that may arise from traffic or parking infringement notices, including camera offences.

A breach of the policy is considered to be a serious matter and will be dealt with through SRW's Disciplinary guidelines.

### **3. DATE OF BOARD APPROVAL**

1 March 2012

### **4. ASSOCIATED REFERENCES**

Managing Director Instruction or equivalent

### **5. REVIEW**

2 March 2015

### **6. EXPLANATORY NOTES**

This policy replaces the Vehicle Policy adopted at Meeting 58, 11 November 1999, Item 6.2

### **7. COMMUNICATION**

A copy of this policy is available on SRW's website.