

	<b>COUNCIL POLICY</b>	<b>POLICY NUMBER</b>
	STATE EMERGENCY SERVICES - VEHICLE USE	C 017
<b>RESPONSIBLE OFFICER</b>	<b>FIRST ADOPTED</b>	<b>REVIEW DATE</b>
GENERAL MANAGER	September 2007	December 2020

## **1.0 POLICY STATEMENT**

- 1.1 Tasman Council owned State Emergency Service (SES) Vehicles are only to be driven by registered Tasman SES Members.
- 1.2 The principle use of the vehicles is for the SES or SES related purposes only.
- 1.3 SES vehicles are not to be used for personal use under any circumstances.

## **2.0 OBJECTIVE**

- 2.1 To ensure Tasman Council owned SES vehicles are managed in a reasonable, responsible and correct manner.

## **3.0 SCOPE**

- 3.1 This policy applies to all Tasman Council owned SES vehicles.

## **4.0 PROCEDURE**

- 4.1 Regular maintenance is to be undertaken on all Council owned SES vehicles, this includes, but is not limited to, washing vehicles, ensuring interior is clean and tidy and windows are clear of any dirt and dust.
- 4.2 All Council owned SES vehicles are to be serviced and maintained in accordance with the vehicle manufactures specifications. The General Manager may request proof of maintenance from time to time.
- 4.3 Caltex fuel cards will be issued for each vehicle on the understanding that a PIN number and odometer reading must be recorded by the fuel supplier when refuelling. Fuel receipts are to be handed in to the Council Office at the end of each month.
- 4.4 All vehicles are to be clearly monogrammed at all times for identification purposes.
- 4.5 Logbooks are to be issued to each vehicle and are to be filled in for each trip. The logbook is to be presented to Council's General Manager on request.
- 4.6 Tasman Council will accept no responsibility for payment of fines or penalties incurred by drivers, whether on State Emergency Services business or not, except under very extenuating circumstances that will only be approved by the General Manager.
- 4.7 No person is to drive an SES vehicle whilst under the influence of any drug (this includes prescription and pharmaceutical drugs that may cause drowsiness and

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dull reflexes) or intoxicating liquor or who has a blood alcohol level in excess of 0.00 percent.

4.8 It is the responsibility of the driver to ensure that they hold a current licence of the category needed to drive the vehicle in question. It is also the responsibility of Provisional Licence Holders to display "P" plates when driving a Tasman Council owned SES vehicle.

4.9 A copy of this policy is to be made available to all Tasman SES Members.

Failure to comply with this policy will result in the General Manager being authorised to retrieve said vehicle until such time as the matter has been resolved by the Regional Manager South.

This policy was approved at the Ordinary Council Meeting held on 9 December 2020, resolution number 12/12.2020C.

Policy developed and approved:	17 September 2007
Policy reviewed:	September 2008
Policy reviewed:	September 2010
Policy reviewed:	July 2014
Policy reviewed:	September 2016
Policy reviewed:	December 2020
Policy to be reviewed:	December 2022



**Kim Hossack**  
General Manager

**Disclaimer**

That this policy be read in conjunction with any or all other Council and/or Management Policies