

POLICY NUMBER	-	7.23
POLICY SUBJECT	-	Fleet Policy
DATE ADOPTED	-	23 June 2026 (CMRef:XXXX)
RESPONSIBLE OFFICER	-	Chief Executive Officer
REVIEWED	-	

Objective

To set minimum safety and environmental standards and processes for the acquisition, use and disposal of Shire fleet vehicles and grey fleet to ensure that all vehicles used as part of Shire's business are fit for purpose and used in a way that supports the Shire's operational needs and road safety and environmental commitments.

Policy Statement

Shire of Dowerin is committed to providing a safe, healthy, and productive workplace by proactively managing risks associated with the procurement, management, and use of fleet vehicles, including grey fleet used for work purposes.

Shire of Dowerin will procure, manage, and operate vehicles in a manner that prioritises safety, sustainability, value-for-money, and compliance with Work, Health, and Safety (WHS) obligations. Vehicles selected and used for Shire business must, where practicable, meet current best-practice safety and environmental standards and be operated safely.

This policy supports compliance with legislative requirements and ensures all workers understand their responsibilities regarding safe vehicle use. This policy should be read in conjunction with Policy 7.9 - Work Health and Safety, and Employee Code of Conduct.

Policy Principles

The procurement and use of fleet, including grey fleet at the Shire of Dowerin, will adhere to the following principles:

- **Safe System**
Eliminate unnecessary travel, substitute safer modes, and engineer safety into vehicles and operations.
- **Legal Compliance**
Vehicles used for work are workplaces; Shire of Dowerin will apply WHS duties to fleet and grey fleet.
- **Best-Practice Vehicle Safety**
Procure vehicles that meet a minimum ANCAP 5-star rating and decommission within five years.
- **Environmental Responsibility**
Prefer low-emission or hybrid electric vehicles that meet Green Vehicle Guide benchmarks.
- **Governance and Accountability**
Defined responsibilities for procurement, authorisation to drive, incident reporting and record keeping.

Policy Scope

This policy applies to all Shire employees, contractors and volunteers who procure, manage, or use vehicles for Shire business, including pool vehicles, tool-of-trade vehicles, hire cars, taxis/rideshare used for work, and grey fleet (privately owned or leased vehicles used for work purposes).

This Policy applies to all individuals in the workplace, including those defined as Workers and Others under the *Work Health and Safety Act 2020*. This Policy is not restricted to the workplace or work hours. The obligations contained in this policy apply to all workplaces and work-related settings within the context of a vehicle.

Vehicle Acquisition

Purchase or lease vehicles that are fit for their purpose.

Where available and reasonably practicable, vehicles purchased or leased are to have a minimum ANCAP safety rating of five (5) stars.

Visit <https://www.ancap.com.au/> to determine the ANCAP safety rating of any potential new vehicles.

Purchase or lease vehicles through the State Government Vehicle contracts (CUA's) or via the WALGA Preferred Supplier Panel.

Light fleet vehicles will be replaced after 5 years or 150,000 kms.

Plant and machinery will be replaced every eight to ten years in line with the Shire's adopted plant replacement program.

Vehicle Use

Personal Vehicles (Grey Fleet)

The use of Shire vehicles is to be prioritised; personal vehicles may only be used when:

- Manager has granted written approval.
- Vehicle is registered, insured by the employee, roadworthy and meets the minimum standard of 5 Star ANCAP or 5 Star UCSR (where rating available).
- Staff Reimbursement Request Form to be completed after each journey with details of travel location, reasoning and kilometres travelled. For reimbursement requirements, refer to the Staff Reimbursement Request Form

Shire Owned Fleet

Vehicle Features:

Temporary use spare tyres

Many vehicles are now fitted with temporary use spare tyres. These tyres are designed for short-term use at speeds not more than 80km/h. Vehicles that are used for long-distance driving in rural or regional areas should be equipped with full-sized spare tyres.

First Aid Kits

A basic first aid kit must be kept and maintained in each vehicle. Employees must advise the Technical Officer as soon as practicable when supplies are used and require replacing.

Vehicle Use:

Drivers must hold a valid licence appropriate to vehicle class; licence status to be verified at onboarding and through annual checks. All employees using Shire fleet vehicles are required to possess a current C Class driver's licence.

It is the employee's responsibility to inform their manager immediately should their licence become invalid for any reason.

Private and Third-Party Use of Vehicles:

Where an employee is provided with a Shire vehicle as part of their employment (including any private use component), the vehicle is primarily for the employee's use unless otherwise approved.

Use of the vehicle by a spouse, partner, or other third party is not automatically permitted. Any such use must:

- Be expressly authorised in the employee's contract of employment; or
- Where no such provision exists, be approved in advance by the employee's manager. This approval may be granted as a one-off or ongoing arrangement but must be documented in writing.

In exceptional circumstances, such as a genuine emergency where the employee is unable to drive and immediate use of the vehicle is required, a spouse or partner may use the vehicle without prior approval. In such cases, the employee must notify their manager as soon as practicable and confirm the details in writing.

Any third-party driver must hold a valid driver's licence appropriate to the vehicle class and comply with all relevant policies, including safe driving and legal requirements.

The employee remains responsible for the vehicle at all times, including when it is being driven by an approved third party, and for ensuring that the vehicle is used appropriately and in accordance with Shire policies.

Employees must ensure the safe storage of vehicles at all times, including garaged where able, locked and in a safe location.

Prior to driving a vehicle for the first time, employees will be provided with an overview of the vehicle's operation and controls.

Journey Management

During short distance driving, the driver should ensure that:

- A visual roadworthiness check has been undertaken, including tyres (and spare), lights, and warning lights on the dashboard.
- There is sufficient fuel/charge for the journey.
- Relevant Logbook section is filled in prior to commencing the journey.
- Seat, mirrors, steering wheel, and headrest are positioned appropriately.

For driving in regional and rural areas, in addition to the short-distance travel procedures, drivers should also ensure that:

- The vehicle is stocked with adequate emergency supplies such as extra water and non-perishable food.
- Travel routes/maps are downloaded and printed, or maps are available on hands-free devices prior to departure.
- Realistic driving schedules are planned, drivers take a fifteen-minute break every two hours or driving is shared to allow no more than two hours of driving at a time.
- Driving during normal sleeping hours is avoided.
- Workers must not operate a vehicle where fatigue may impair their ability to drive safely.

Safe Driving Behaviours

The Shire of Dowerin has a zero tolerance approach for impaired driving (alcohol/drugs).

Drivers who experience significant regular sleep disturbance or who have been awake for more than 15 hours at the commencement of the journey must not operate Shire vehicles. During long-distance journeys, drivers are to stop and rest or change drivers every two hours.

Drivers are required to comply with all WA road rules, including seat belt use, travelling at or below the set speed limit, and always taking due care and attention. Only hands-free operation of mobile phones is permitted. Mobile phone laws are to be obeyed with devices set prior to travel and correctly housed.

Drivers are encouraged to keep headlights on during the day allowing the vehicle to be seen by other road users more easily, as well as improving the reaction times and estimation of speed and distance of other drivers.

All incidents, infringements and vehicle damage is to be reported as soon as reasonably practicable. Incidents are to be investigated, and corrective action implemented and monitored.

Vehicle Maintenance

All Shire vehicles must be maintained in a safe, roadworthy condition at all times. Scheduled servicing and maintenance are to be carried out in accordance with the manufacturers requirements. Employees must ensure vehicles are presented for servicing at the required intervals and promptly report any faults, damage, or maintenance issues to their manager.

Employees are responsible for undertaking basic, regular vehicle checks.

The acronym POWER can best describe the basics of driver vehicle maintenance:

Petrol	Ensure there is ample fuel in the tank, including reserve tanks.
Oil	Keep oil topped up and clean along with brake, clutch, and power steering fluids.
Water	Maintain water and coolant levels in the radiator and regularly check and top up the window washer reservoir.
Electrics	Make sure the horn, all signals and lights are working correctly.
Rubber	Ensure there is a minimum of at least 1.5mm of tread on every part of the tyre

Responsibilities

Chief Executive Officer

The Chief Executive Officer, as the primary officer responsible for the management of the Shire's operations, is responsible for ensuring, so far as is reasonably practicable, that:

- Appropriate systems are in place for the safe procurement, management, maintenance and use of fleet vehicles and grey fleet.
- Adequate resources and processes are provided to support safe vehicle operations and compliance with Work Health and Safety obligations.
- Risks associated with vehicle use are identified, assessed and managed.
- Appropriate training, supervision and monitoring processes are implemented.
- Fleet management practices align with legislative obligations, organisational risk management requirements, and this Policy.

Management

Management is responsible for ensuring that this policy is implemented throughout their department(s). This includes ensuring that:

- All workers are made aware of and understand this policy.
- Relevant risk assessments on travel and journey planning are undertaken in consultation with workers.

Employees

Workers must take reasonable care for their own health and safety and to not adversely affect the health and safety of others.

All Workers have a responsibility to read, understand, and adhere to this policy. Any questions about this policy by the Worker should be clarified with their supervisor or manager.

Related Documentation

- Incident Report Form
- Staff Reimbursement Request Form
- Policy 7.9 – Work Health and Safety
- Employee Code of Conduct
- *Work Health and Safety Act (2020)*
- LGSWA Scheme Motor Fleet Protection

Related Delegation

Document Control	
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Last Review Date	
Next Review Due	This policy will be reviewed every two years or more often where circumstances require.