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Policy Title:	<b>State Emergency Vehicle Usage</b>
Policy No:	231
Policy Subject:	Fleet Management
Directorate:	Works & Services
Department:	Fleet Management
Responsible Officer:	Director of Works & Services
Authorised by:	North Burnett Regional Council
Adopted Date:	Policy & Strategy Meeting – 02/02/2010
Review Date:	02/02/2012
Authorities:	

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### **PRINCIPLES:**

- The State Emergency Services Vehicle is to be used for State Emergency Service related activities only.
- All drivers of a vehicle must update the log book at the conclusion of a journey recording name of driver , location and purpose of trip.
- The State Emergency Service Controller must supply to the North Burnett Regional Council on an annual basis a list of State Emergency Services volunteers, listing the currency of driver's licences.
- The windscreen must be kept clean at all times.
- State Emergency vehicles provided with removable State Emergency Service logos, must have them displayed on the vehicle during use.
- All drivers of State Emergency vehicles must be State Emergency Service Personnel/Volunteers.
- All drivers using a State Emergency Service vehicle must be 18 years or older and hold a current drivers licence.
- In the event of personnel or a volunteer having their licence suspended, Council administration must be notified immediately.

## **PRINCIPLES (continued):**

- No driver or passenger of a State Emergency Service vehicle shall smoke within the vehicle.
- No driver of a State Emergency Service vehicle will drive under the influence of alcohol or drugs.
- Drivers may only use mobile phones while driving if fitted to a hands free car kit (including Bluetooth connection).
- Drivers must not operate a vehicle if any warning light is activated or there is some concern as to its roadworthiness. The North Burnett Regional Council workshop mechanic should be contacted immediately. If the mechanic determines there is no risk of injury or damage to driver or machine then the vehicle should be driven directly to the closest Council or dealer's workshop.
- Animals are not to be carried in State Emergency Services vehicles.
- Loose items such as tools, boxes, bottles, cases etc that may cause an injury in an accident or sudden braking event must not be carried in the passenger compartment of a vehicle.
- Drivers must not overload their vehicles and, must ensure that the load is securely tied down with overhanging portions of the load properly fitted with warning devices. Trailers must be properly hitched and have loads properly distributed.
- All damage to a State Emergency vehicle must be reported immediately to the North Burnett Regional Council. The driver will be required to fill out the appropriate incident report.
- Personnel/Volunteers are to drive in a courteous manner and adhere to all speed limits, speed warning signs and traffic regulations.
- Drivers of vehicles showing State Emergency Service logos should be aware of where a vehicle is parked or driven and how this will be viewed by the public.
- Vehicles must be returned promptly to a housing area approved by both the SES Controller and NBRC Supervisor unless prior arrangements are made with the appropriate Council officer. Returned vehicles must be parked in secure areas and keys left in designated positions.
- All vehicles to be refuelled at council depots or fuel outlets that use supplied fuel cards
- If possible refuel vehicle at completion of job