

LIMITED PRIVATE USE OF VEHICLE AUTHORISATION FORM

TO: CHIEF EXECUTIVE OFFICER

I _____, have been offered and wish to accept the use of a City supplied motor vehicle in accordance with Clause 5.2 - Limited Private Use of the Motor Vehicle Management Policy (*see reverse side to view Clause 5.2*).

I have read, understand and agree to the conditions of Clause 5.2 of the Limited Private Use of the Motor Vehicle Management Policy. Should my application be approved, I authorise the stated contribution to be deducted from my salary.

EMPLOYEE'S
SIGNATURE

DATE: ___/___/___

POSITION TITLE

The offer of Limited Private Use is recommended

RECOMMENDED BY
MANAGER

DATE: ___/___/___

I endorse the recommendation

ENDORSED BY
DIRECTOR

DATE: ___/___/___

The recommendation for Limited Private Use is -

- APPROVED**
 NOT APPROVED

CHIEF EXECUTIVE
OFFICER

DATE: ___/___/___

Please forward this request to Human Resources & Copy to Payroll

Payroll Office Use Only

ADJUSTMENT MADE
TO EMPLOYEE'S
SALARY

DATE: ___/___/___

Extract from Motor Vehicle Management Policy

CLAUSE 5.2 - LIMITED PRIVATE USE OF VEHICLE

- Use is limited to a the area South West of Kalbarri, Kalgoorlie and Esperance except where otherwise authorised by the CEO.
- The vehicle shall be made available as a pool vehicle during business hours.
- A spouse/partner may use the vehicle when not in use as a pool vehicle. Other people with an unrestricted valid drivers licence may drive the vehicle provided the employee is present as a passenger in the vehicle at all times or in an emergency on a once off basis only.
- City of Wanneroo logos are to be displayed in accordance with the City's requirements when the vehicle is available for business use.
- Private use of the vehicle off road is not permitted.
- The vehicle will be fully fuelled and serviced by the City of Wanneroo.
- A fleet fuel card will be provided with the vehicle and details must be recorded at the time of purchase of fuel.
- Vehicles will not be made available for private use during periods of leave except or more than 3 days except in special circumstances on the recommendation of the relevant Director and approved by the CEO.
- A contribution per fortnight shall be deducted from an officer's salary (Net pay) to recover the additional operating costs associated with the limited private use of the vehicle. No contribution shall be made during periods of leave where the vehicle is retained by the City for business use.
- The Chief Executive Officer on the recommendation of the relevant Director reserves the right to withdraw the limited private use where there is evidence to support abuse of the conditions, where there are performance/disciplinary issues or in the event of a change in duties or change in the nature of the work by the Officer.