



DRIVER'S LICENCE POLICY

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Responsible Officer:	Human Resources Coordinator
Owner:	People and Culture
Responsible Director:	Corporate Performance
Relevant Legislation/Authority:	<i>Road Safety Act 1986 (Vic)</i>
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1. PURPOSE

The purpose of this policy is to:

- 1.1 provide a clear framework for identifying the licencing requirements for Individuals when operating Vehicles owned by the City; and
- 1.2 outline the City's position in the event that an Individual is no longer entitled to hold a licence which authorises them to operate a Vehicle.

2. SCOPE

This policy applies to all Individuals operating a Vehicle owned by the City.

3. DEFINITIONS

In this policy:

CEO means Chief Executive Officer.

City means the Greater Bendigo City Council, being a body corporate constituted as a municipal Council under the *Local Government Act 1989 (Vic)*.



Learner Permit means a valid permit granted under Part 3 of the *Road Safety Act 1986* (Vic).

Licence means a valid driver's licence granted under Part 3 of the *Road Safety Act 1986* (Vic).

Licence Restriction means conditions that are imposed on a licence due to medical reasons, an offence, administration requirements or legal requirements. These are shown on the licence as a code. Some categories of licence are subject to other restrictions as part of the issue of the licence and may not show on the licence as a condition.

Loss of Licence means any licence suspension, cancellation or any other reason an Individual is not legally entitled to drive a motor vehicle.

Individual means an employee, volunteer or contractor engaged by the City.

Vehicle(s) means all passenger and light commercial vehicles and plant owned by the City.

4. POLICY

4.1 General

- 4.1.1 All Individuals who operate a Vehicle must hold a valid Victorian Driver's Licence with current details of the driver's address.
- 4.1.2 It is the responsibility of each driver to ensure their licence is current and valid for the type of Vehicle they are operating.
- 4.1.3 All Individuals shall carry their licence when operating the Vehicle.
- 4.1.4 All Individuals must adhere to any Licence Restrictions which may be imposed on their licence.
- 4.1.5 Individuals are encouraged to discuss any licence-related issues or concerns with the People and Culture unit.

4.2 Driver's licence and inherent job requirements

- 4.2.1 New Individuals will be notified of the requirement to hold a current licence in the Position Description of the job advertisement.
- 4.2.2 When deciding whether a prospective employment position requires the Individual to hold a particular licence, it must be determined whether or not operating a Vehicle is an inherent or reasonable requirement of the role. In order to determine this, managers should consider whether there other reasonable means of being able to perform the duties of the position without the use of a Vehicle.



4.3 Learner Permits

- 4.3.1 Individuals who hold a Learner Permit must comply with the Learner Permit provisions in the *Road Safety Act 1986* (Vic) and the related Regulations.
- 4.3.2 All Individuals who hold a Learner Permit must obtain approval from his/her supervisor or manager before commencing operation of a Vehicle for both business and private usage.
- 4.3.3 When operating a Vehicle, Individuals who hold a Learner Permit must be accompanied by an Individual who holds a full, current (non-probationary) licence.

4.4 Current and appropriate licence

- 4.4.1 Individuals must immediately notify their manager or supervisor if their licence is cancelled or suspended, or, they are prevented by law from operating (or continuing to operate) a Vehicle.
- 4.4.2 Individuals who operate Vehicles that they are not legally entitled to operate will be subject to disciplinary action which may include termination of their employment.

4.5 Employment options during periods of Loss of Licence

- 4.5.1 In the event an Individual no longer holds a licence which authorises them to operate a Vehicle, the manager/supervisor (in consultation with the People and Culture unit) will review and determine the implication on the City's operations.
- 4.5.2 Factors to be considered in making a determination include:
 - (a) the extent to which the Individual is required to utilise a vehicle in performing the inherent duties of their position;
 - (b) the length of time before the Individual regains their licence;
 - (c) whether alternative duties are available;
 - (d) whether the Individual can provide alternative transport and/or driver (not to be an Individual);
 - (e) cost and operational implications to the business; and
 - (f) any other factors that may impact on the Individual's ability to perform the requirements of the position.
- 4.5.3 Depending on the merits and circumstances of the particular case, one or a combination of the following strategies may be implemented:
 - (a) the Individual's current duties are modified to remove the requirement of driving a Vehicle for the period of loss of entitlement to drive (only available where the requirement to operate the Vehicle is minimal);



- (b) redeployment within the City to an alternative position not requiring a current licence. Redeployment may be to the equivalent or to a lower classification if an equivalent level position is not available (to be approved by the relevant Director);
- (c) allowing the Individual to utilise annual and/or long service leave;
- (d) granting of a period of leave without pay (to be approved by the CEO); or
- (e) termination of employment (to be approved by the CEO).

4.6 Employment agreement

4.6.1 Where the employment agreement is to be varied on either a temporary or ongoing basis, the agreed changes are to be documented with an agreement detailing the employment conditions for the Individual.

4.6.2 The City is under no obligation to create an additional position to accommodate an Individual during a period of licence suspension.

Further information or advice on this policy should be directed to the People and Culture Unit.

5. HUMAN RIGHTS COMPATIBILITY

The implications of this policy have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

6. ADMINISTRATIVE UPDATES

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this, such a change may be made administratively. Examples include a change to the name of a Business Unit, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be made through consultation with the staff Consultative Committee and with the approval of EMT or where required, resolution of Council.

7. DOCUMENT HISTORY

Date Approved	Responsible Officer	Unit	Change Type	Version	Next Review Date
2008	N/A	People and Performance	New	1	Feb 2011
April 2015	BK	People and Culture	Review (administrative)	2	June 2019
July 2019	IL	People and Culture	Review (administrative)	3	July 2023