

# Commuter Use – Commencement / Suspension

- Application to suspend weekly deductions for commuter use of the Council vehicle must be made at least 21 days prior to commencement to enable consideration and a decision on approval, or otherwise within 14 days for short term commuter use arrangements. **Suspension of deductions will not be less than one week.**
- The appropriate weekly fee will apply in full and will not be amended when the vehicle is used for only a part week.
- During periods where an employee is on-call, the commuter use fee for that week is not payable. Employees are to email Payroll 14 days prior to the commencement of on-call, including to/from dates, to enable the fee to be suspended for that period.
- Vehicles are to be parked off-street in the employee's property and maintained appropriately as per the Light Vehicle Handbook  
**COMMUTER USE IS NOT AVAILABLE FOR ANY PASSENGER TYPE VEHICLE AVAILABLE IN THE FLEET (IE SUV)**

## SECTION 1 – Commuter Use Details

Driver Name:	Employee Number:
Department:	Branch:
Asset Number: F	Description:
Home Address:	

## Please Indicate:

Commuter Use Suspension: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Stop Date:
Commuter Use Commencement: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Start Date:
Reason for suspension / commencement:	
Vehicle transferred to:	OR
Vehicle to be housed at:	Building / Depot

## SECTION 2 – Employee Declaration

I confirm the above arrangements and confirm that I have read, understood, and comply with all relevant policies and procedures in relation to Council motor vehicles. ( <a href="#">Light Vehicle Handbook</a> )	
Employee Signature:	Date:

Approver may be General, Branch or Section Manager depending on the employee's direct report.

## SECTION 3 – Authorisation

Commuter use commencement/suspension is approved as detailed above.	
Manager:	
Manager's Signature:	Date:

Please forward the completed and approved form to [Payroll@ipswich.qld.gov.au](mailto:Payroll@ipswich.qld.gov.au) and [ICC\\_Fleet@ipswich.qld.gov.au](mailto:ICC_Fleet@ipswich.qld.gov.au)

## SECTION 4 – Payroll Use Only

Commuter use fee applicable 02/04/19 (fees may be reviewed from time to time)
<input type="checkbox"/> Vehicle travels less than 15klms (one way) between home and principal place of work - \$27.00 per week
<input type="checkbox"/> Vehicle travels between 15-40klms (one way) between home and principal place of work - \$43.00 per week
<input type="checkbox"/> Vehicle travels between 40-70klms (one way) between home and principal place of work - \$70.00 per week
<input type="checkbox"/> Vehicle travels more than 70klms (one way) between home and principal place of work - \$120.00 per week