

# **Whole-of-Government Standard Motor Vehicle Policy**

October 2009

This document supersedes the Victorian Government Motor Vehicle Fleet, Standard Policies and Procedures, 1989.

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Revised July 2006: June 2008: July 2009: October 2009.

Address enquiries to:

Head of GSG Fleet Service

Government Services Group  
Department of Treasury and Finance  
120 Collins Street  
MELBOURNE VIC 3000

Original Author:

Gregory Allen  
Policy and Information Analyst  
VicFleet  
Commercial and Financial Risk Management Group  
Department of Treasury and Finance

Supporting Author:

David Portnoi Department of Treasury and Finance  
Desire L'Etang Department of Treasury and Finance

Revisions Authors (Oct 2008):

Steve Pascoe GSG Fleet Services  
Linda McHutchison GSG Fleet Services

Revisions Authors (July 2009)

Linda McHutchison GSG Fleet Services

Revisions Authors (Oct 2009):

Steve Pascoe GSG Fleet Services  
Linda McHutchison GSG Fleet Services

# Foreword

Since its launch in February 2004, the Whole-of-Government Standard Motor Vehicle Policy (the SMVP) has provided excellent direction for drivers of Government vehicles and Government fleet managers. The SMVP was developed in consultation with key agencies, including VicRoads, the Transport Accident Commission and WorkCover. The involvement of these and other organisations across Government ensures consistency across a range of key policy areas, including road safety, Occupational Health and Safety and the environment.

A central focus is road and driver safety. The SMVP provides a range of guidance around safe driving practices, selection of vehicles that are safe and without risk to health, regular maintenance of vehicles and vehicle-related information, instruction and education for drivers.

A key tenet of the Government's platform is its commitment to sound financial management. A consolidated approach to the management of the State's vehicle fleet delivers financial savings while ensuring users adhere to safe and responsible driving practices. The SMVP also addresses the Government's concern for the environment by considering alternative means of transport, fleet optimisation and the reduction of vehicle emissions.

The SMVP has now been updated to reflect 2008 practices. All Government and agency fleet managers and vehicle users are required to become familiar with this policy and its implications. By adhering to this policy, we will help contribute to safer roads and a cleaner environment.

**Tim Holding MP**  
Minister for Finance, WorkCover  
and the Transport Accident Commission

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# Introduction

This Whole-of-Government Standard Motor Vehicle Policy (SMVP) is issued by the Government of Victoria, under the authority of the Minister for Finance. Adherence to this policy is a requirement for all Government departments and inner-Budget agencies, and should be used as a guide for all other Government agencies. It supersedes all previous references and direction on the use of Government motor vehicles.

The SMVP is a framework to optimise the management and use of Government vehicle assets for the benefit of all departments and agencies and for Government overall. It is to be applied consistently with the requirements of all relevant legislation, policies and contractual arrangements.

All managers and drivers of Government vehicles should acquaint themselves with the key aspects of this document. Departmental Secretaries and agency chief executive officers, or authorised delegates, are responsible and accountable for managing their vehicle fleet according to the SMVP.

To develop organisation-specific requirements consistent with this SMVP, each department and agency should develop and maintain internal motor vehicle operational procedures and practices, including:

- procedures for ensuring driver and passenger health and safety for on-the-road work activities;
- procedures and standards for the appropriate specification of Government vehicles;
- internal guidelines and appropriate driver authorisation procedures, including driver behaviour and education programs, ensuring compliance with applicable legislation.

Documents, information sources and legislation of specific relevance to this SMVP include:

- the Australian Taxation Office website (<http://www.ato.gov.au>)
- the *Crimes Act* 1958
- the *Crown Proceedings Act* 1958
- the *Environment Protection Act* 1970
- the Executive Employment in the VPS handbook
- the *Financial Management Act* 1994
- the *Information Privacy Act* 2000 (Vic)
- the motor vehicle insurance contract
- the *Occupational Health and Safety Act* 1985
- the Public Service Code of Conduct
- the *Road Safety Act* 1986
- the *Road Transport (Dangerous Goods) Act* 1995
- the *Transport Accident Act* 1986
- the GSG Fleet Services website (<http://www.vicfleet.vic.gov.au/>)
- the Victorian Government Purchasing Board policies
- the whole-of-government purchasing contracts for the supply and delivery of passenger and light commercial vehicles
- the Victorian Public Service (Non-Executive Staff) Certified Agreement 2006 ([www.ssa.vic.gov.au](http://www.ssa.vic.gov.au))
- the VPS Novated Lease facility ([www.vicfleet.vic.gov.au](http://www.vicfleet.vic.gov.au))

Any reference within SMVP to legislation or to a provision of legislation includes a modification or re-enactment of it, a legislative provision substituted for it and a regulation or statutory instrument issued under it.

Prior to 2007, GSG Fleet Services was known as "VicFleet". For the purpose of this policy VicFleet is referred to as GSG Fleet Services. To customers, fleet managers and the public, VicFleet is the registered and agreed operational name

# 1. What is a Government Vehicle?

A State Government motor vehicle (Government vehicle) is defined as any motor vehicle owned, leased, rented, on loan or donated to any Government department, statutory authority, Government agency or any organisation constituted by an Act of Parliament or subject to Ministerial responsibility.

Vehicles in the Executive Car Scheme are also Government vehicles and are provided on the basis of a shared business and private use arrangement. Specific provisions are provided on the use of Executive Vehicles as set out by the State Services Authority. Managers and operators of these vehicles should fully familiarise themselves with section 16 “Executive Car Scheme” provided in this document.

State Government motor vehicles are provided where it is essential that the Government operates its own transport or where, in the interests of financial and operational efficiency, it is desirable to use official transport.

Novated lease vehicles are not Government vehicles.

# 2. What is a Government Driver?

Subject to the driver licence provisions of the Road Safety Act 1986, a Government driver is any person authorised under the provisions of this policy to drive a Government vehicle.

Only persons authorised by the provisions of this SMVP are permitted to drive a Government vehicle.

# 3. The Role of GSG Fleet Services

## 3.1 GSG Fleet Services

3.1.1 GSG Fleet Services is a business unit operating within the Government Services Group (GSG), Department of Treasury and Finance, Victoria.

3.1.2 GSG Fleet Services has responsibility for developing Victorian Government vehicle policies and procedures to ensure the efficient management of, and increased accountability for, the Government’s motor vehicle fleet resources.

3.1.3 GSG Fleet Services has responsibility for undertaking ongoing monitoring of all departments and agencies’ compliance with the Whole-of-Government Standard Motor Vehicle Policy and other relevant policies and contracts, and for reporting to department and agency heads and Government on organisational performance in relation to vehicle fleets.

## 3.2 Triple bottom line reporting

- 3.2.1 GSG Fleet Services is responsible for ensuring the SMVP is developed, implemented and maintained in line with the Government's triple bottom line reporting principles.

### Financial bottom line

Government vehicles shall be managed within a framework of responsible financial management, whereby decisions are based on sound fiscal principles.

### Environmental bottom line

Government vehicles shall be managed in line with all applicable Government environmental policies and initiatives.

### Social bottom line

GSG Fleet Services shall empower fleet managers by supporting them to improve driver behaviour and the standard of vehicle maintenance. It will also implement improved driver awareness and/or education programs to ensure Government employees are aware of their responsibilities when driving Government vehicles. This effort will be considered as part of the Government's occupational health and safety obligations.

## 3.3 Specific responsibilities of GSG Fleet Services

- 3.3.1 Oversee the financing and management of the Government's motor vehicle fleet; provide whole-of-government policy advice on motor vehicle issues and operate two supporting business units:
- GSG Fleet Services, a shared service business unit operated by the Government, within the Government Services Group (GSG), provides efficient fleet management services to meet the requirements of Government departments and agencies
  - the State Government Vehicle Pool, which provides a value-for-money and quality vehicle rental service to meet the short to medium-term vehicle rental needs of Government departments and agencies.
- 3.3.2 GSG Fleet Services establishes and monitors adherence to policies and contracts related to the acquisition, maintenance, insurance and disposal of Government motor vehicles.
- 3.3.3 GSG Fleet Services sets standard specifications for contracts for the supply of vehicles to Government agencies, and advises those agencies on vehicle procurement.
- 3.3.4 GSG Fleet Services advises Government on industry best practice in optimal vehicle fleet management and financing.

- 3.3.5 GSG Fleet Services establishes and maintains a number of vehicle related contracts for use by departments.
- 3.3.6 GSG Fleet Services advises on the maintenance, repair, and modification of Government motor vehicles.
- 3.3.7 GSG Fleet Services implements and administers policy on the registration of Government motor vehicles, including the authorisation of exemptions from the fitting of authorised Government numberplates to official vehicles.
- 3.3.8 GSG Fleet Services conducts fleet management reviews in Government departments and agencies, and reports the findings to the Minister for Finance.
- 3.3.9 GSG Fleet Services investigates, or refers to departments or agencies for investigation, complaints about the use of Government vehicles. It ensures resolution and appropriate responses to such complaints.
- 3.3.10 GSG Fleet Services provides advice on available driver awareness and/or education programs to ensure Government employees are aware of their responsibilities when driving Government vehicles.

## 4. Vehicle-Related Contracts

### 4.1 Whole-of-government contracts

- 4.1.1 Whole-of-government vehicle-related procurement contracts (SPCs) have been established to facilitate government fleet operations.

GSG Fleet Services has responsibility for developing and managing whole-of-government contracts for:

- the procurement and disposal of passenger and light commercial vehicles;
- comprehensive vehicle insurance;
- novated vehicle lease arrangements; and
- vehicle financing arrangements via Treasury Corporation of Victoria (TCV).

GSG Procurement group has responsibility for developing and managing of whole-of-government contracts for fuel, oil and fuel purchasing cards.

These contracts are available to all Government departments and agencies. For additional information, contact GSG Fleet Services, client services manager or see [www.vicfleet.vic.gov.au](http://www.vicfleet.vic.gov.au))

- 4.1.2 Government departments and agencies covered by this SMVP are obliged to use these contracts and are not permitted to use any other supply source for the types of goods and services available under these contracts.
- 4.1.3 All Government departments, public sector agencies and statutory authorities are authorised to access the contracts described above. Additionally, public utilities and other public entities (if more than 50 per cent State-owned) and

authorised charities, welfare bodies and religious organisations may access the contracts to various degrees.

## 4.2 Financing arrangement

4.2.1 All inner budget departments and agencies' passenger and light commercial vehicles (less than 3.5 Tonnes) shall be leased using the Finance Lease Facility provided through GSG Fleet Services. The Finance Lease Facility may also be used by outer-budget departments, agencies & organisations which are majority funded by the Government – eligibility advice can be sought from the Head of GSG Fleet Services.

4.2.2 To access the Finance Lease Facility, departments & agencies are required to establish a memorandum of understanding (MOU) with GSG Fleet Services.

Under this arrangement, departments and agencies will record new vehicles as a finance lease for annual reporting and GSG Fleet Services will:

- purchase and dispose of vehicles on behalf of the departments and agencies; and
- provide relevant reports to departments and agencies.

## 4.3 Motor vehicle insurance

4.3.1 All road-registered Government vehicles leased using the Finance Lease Facility provided through GSG Fleet Services are covered by comprehensive insurance which is arranged by GSG Fleet Services annually. All agencies are obliged to conform to these arrangements unless the Head of GSG Fleet Services grants a specific exemption in writing. Details of the insurance policy and procedures are available from GSG Fleet Services.

## 4.4 Novated vehicle lease

4.4.1 GSG Fleet Services manages a novated vehicle lease contract in relation to remuneration packaging for executive and non-executive Victorian Public Service employees (see [www.vicfleet.vic.gov.au](http://www.vicfleet.vic.gov.au)).

4.4.2 Vehicles procured under the novated lease facility are for private use only and therefore are not subject to the SMVP.

# 5. Australian Manufactured Policy

## 5.1 Passenger vehicles

5.1.1 With the exception of approved hybrid vehicles, only vehicles that are substantially manufactured in Australia are permitted for lease or purchase under the Government's motor vehicle acquisition policy. 'Substantially

manufactured in Australia' is defined as having a minimum of 60 per cent Australian content in parts and labour. Further information is available from the Victorian Government Purchasing Board's website ([www.vgpb.vic.gov.au](http://www.vgpb.vic.gov.au)).

- 5.1.2 Vehicles are to be selected from an approved list of Australian-made vehicles that are on contract to the Government. A list of approved vehicles is available from GSG Fleet Services and published in the secure sign-on area of the GSG Fleet Services website ([www.vicfleet.vic.gov.au](http://www.vicfleet.vic.gov.au)).
- 5.1.3 Passenger vehicles that travel in excess of 30,000 kilometres per year must either be 4-cylinder or dedicated LPG vehicles. Departments should apply to the Minister for Finance if they seek exemptions from the policy.)

## 5.2 Light commercial vehicles

- 5.2.1 The Australian-manufactured policy also applies to light commercial vehicles, except when no Australian-manufactured vehicle required for the task is available. Light commercial vehicles are to be selected from a list of approved vehicles that are on contract to the Government. (List of approved vehicles is available from GSG Fleet Services and published in the secure sign-on area of the GSG Fleet Services website ([www.vicfleet.vic.gov.au](http://www.vicfleet.vic.gov.au)).

## 5.3 Exceptions (passenger vehicles)

- 5.3.1 Vehicles required for a specific Government initiative, emergency services vehicles and vehicles for people with a disability can be exempted from the Australian-manufactured policy if a suitable substitute is not manufactured in Australia.
- 5.3.2 Government departments or agencies that require an exemption must apply in writing to the Head of GSG Fleet Services, demonstrating a clearly defined operational need to purchase a passenger vehicle that is not Australian-manufactured. Victoria Police has a standing exemption.

# 6. General Rules Covering the Use of Government Motor Vehicles

## 6.1 Responsibilities of Government agencies

- 6.1.1 The SMVP is obligatory for all Government inner budget departments and agencies, any other agency using the Finance Lease Facility. It should be used as a guideline for all other outer budget agencies or organisations.
- 6.1.2 All organisations outlined in paragraph 6.1.1 are responsible for the operation and management of their motor vehicle fleets and other transport services in accordance with the SMVP.

## 6.2 Responsibility for vehicle use

- 6.2.1 Agency chief executive officers and departmental Secretaries have responsibility for ensuring the efficient and effective use of Government vehicle resources. Specifically:
- a) the implementation, operation and monitoring of sound practices and adequate controls aligned with the SMVP;
  - b) the implementation, operation and monitoring of sound occupational health and safety practices in the use of Government vehicles, according to the relevant department or agency's occupational health and safety policies, the Occupational Health and Safety Act 1985 and related guidelines and codes of practice; and
  - c) ensuring all persons who intend to drive a Government vehicle (including contractors and family members of executive officers) must hold a current and appropriate driver's licence and must complete an appropriate Operational Driver Authorisation and/or training process before being permitted to drive a Government vehicle. (form is available on [www.vicfleet.vic.gov.au](http://www.vicfleet.vic.gov.au) )

## 6.3 Use of Government Vehicles

- 6.3.1 All Government vehicles may only be used in the performance of authorised Government business.
- 6.3.2 An employee has responsibility for arranging (at his or her cost) transportation to and from his or her normal place of employment. Official transport is not to be used for such purposes. If the departmental Secretary or agency chief executive officer gives approval, however, then Government vehicles may be used for commuting between home and office when:
- a) public transport (including taxis) is not available to an employee required to work beyond his or her normal hours of duty;
  - b) an employee is required to complete official duties late at night, away from the base location;
  - c) an employee is required to proceed directly to a site away from the base location (that is, where the employee is normally located) the following morning, and a saving to the State can be demonstrated from the exempt vehicle use;
  - d) an emergency occurs; and/or
  - e) an employee is using a vehicle provided under the Executive Car Scheme.
- 6.3.3 Government vehicles are not to be used for private purposes unless approved in writing by a departmental Secretary, agency chief executive officer or authorised delegate.
- 6.3.4 An exception to paragraph 6.3.3 applies to the use of vehicles in the Executive Car Scheme or vehicles allocated as part of other remuneration arrangements. The Executive Car Scheme policy (see section 16) provides further information.

## 6.4 Driver responsibilities and penalties

- 6.4.1 The authorised driver must record all journeys in an approved (ATO compliant) logbook. The logbook includes any electronic recording device used for the purpose outlined above. Executives are not required to maintain logbooks whilst using their allocated vehicle (See section 6.11 for additional information on logbooks.)
- 6.4.2 Driving under the influence of drugs or alcohol is not permitted and may result in the imposition of a penalty on the driver and also may adversely affect vehicle insurance. This would potentially result in the driver being liable for any damages resulting from an accident. (Refer to the Road Safety Act 1986.)
- 6.4.3 Subject to investigation, the misuse and/or unauthorised use of a Government vehicle may result in penalties being imposed on the driver, (and the driver may be held personally responsible for damages caused to a Government vehicle, a third party and/or property.
- 6.4.4 Drivers of Government vehicles are expected to adhere to the anti littering campaign and dispose of all litter appropriately.
- 6.4.5 The Head of GSG Fleet Services has responsibility for investigating and reporting to the appropriate department or agency, or directing it to investigate, any apparent or alleged misuse of Government vehicles. Responsibility for punitive or recovery action rests with departments and agencies.
- 6.4.6 Drivers of Government vehicles are required to observe all traffic laws, including regulations and by-laws relating to all aspects of motor vehicle operation in the applicable jurisdiction of operation. Drivers are personally responsible for the payment of all fines resulting from their use of Government vehicles. On receiving a notice of infringement, departments and agencies are required to notify the issuing authority of requested details of the offending driver within the specified timeframe. Departments and agencies must observe the provisions of the Information Privacy Act 2000 (Vic.) when dealing with personal information related to infringement notices.
- 6.4.7 Government vehicles are subject to the provisions of the Occupational Health and Safety Act (see section 17). All vehicle-related incidents and hazardous situations that have an impact on the health and safety of the driver, passenger or others must be reported to the driver's supervisor, the occupational health and safety management representative and the fleet manager. Such incidents include, but are not limited to personal injury, inappropriate driver behaviour and any safety-related infringement notices (such as notices for excessive speed, red light camera and illegal parking).

## 6.5 Authorisation to carry passengers

- 6.5.1 Only persons travelling on Government business are permitted as passengers in Government vehicles, and their business must be specifically related to approved Government programs. Exemptions apply:
- a) in instances of serious emergency
  - b) when transportation of members of the public is in the best interests of the State and authorised in writing by a departmental Secretary, agency chief executive officer or authorised delegate

- c) to executives using vehicles in the Executive Car Scheme, as opposed to being allocated the use of executive vehicles for work purposes (see section 16)

## 6.6 Motor vehicle accidents and reporting

Refer to section 61 of the Road Safety Act.

6.6.1 If the driver of a Government vehicle is involved in a motor vehicle accident, then he or she should stop the vehicle immediately. When a person is injured or property is damaged as a result of the accident, the driver should provide the required assistance and report to the nearest accessible police station. If there are no personal injuries and the owner of the damaged property is present on site, then reporting the incident to the police is optional.

6.6.2 At the scene of an accident, drivers should provide:

- their name and address;
- their driver's licence details if requested by a member of the police force;
- the name and address of their department or agency;
- the motor vehicle's registration number; to
- any person who has been injured;
- the owner of any property that has been damaged or destroyed;
- a person representing the injured person or the owner of the property
- any member of the police who is present.

Also at the scene of the accident, the driver should note:

- the name and address of the other driver;
- the registration number details of the other vehicle;
- the other vehicle's owner;
- the contact details of witnesses, if any;
- the time and place of the accident; and
- any damage to the Government vehicle; the other vehicle(s) involved in the accident; and/or other property.

Personal details are subject to the Information Privacy Act and should be used only for the purpose for which they are collected.

- 6.6.3 Under no circumstances should the driver of a government vehicle admit liability.
- 6.6.4 In the case of an accident, the driver must complete a Motor Vehicle Accident Claim Form, have it signed by their fleet manager and then forward it to the insurer (in accordance with departmental procedures) as soon as possible after the accident.
- 6.6.5 Drivers of Government vehicles must report the full details of accidents, hazardous situations, injury, vehicle damage and other property damage to their supervisor, their occupational health and safety management representative and their fleet manager.
- 6.6.6 Under occupational health and safety requirements, all incidents and hazardous situations (see section 17) are to be investigated and followed up to determine suitable risk control measures for preventing further incidents as far as is practical

## 6.7 Care and security of vehicles

- 6.7.1 Drivers authorised to drive Government vehicles are responsible for the vehicle while it is in their charge. Drivers must return vehicles in a clean, tidy and safe condition with a minimum of half a tank of fuel. Misuse or abuse of a Government vehicle may result in penalties being imposed on the driver. Subject to adequate investigation, a driver may be held personally responsible for damage caused to a Government vehicle.
- 6.7.2 Drivers must inspect report any vehicle damage and/or maintenance requirements to the vehicle allocations officer or fleet manager before driving the vehicle.
- 6.7.3 When a vehicle is left unattended, it must be securely locked. If the vehicle is fitted with a vehicle security system, the system must be activated. If appropriate authority has been obtained to retain a vehicle overnight, then the vehicle should be parked 'off street' whenever practical.
- 6.7.4 Drivers of Government vehicles are not to permit any unauthorised person to drive a Government vehicle in their charge, except when permission would be justified in the interests of the State or in the case of an emergency.
- 6.7.5 Smoking is not permitted in Government Vehicles. Also refer to 17.1.9

## 6.8 Vehicle driver's licence

- 6.8.1 Drivers and their supervisors are required to observe all the provisions under the Road Safety Act or other legislation that applies in the jurisdiction in which the driver is operating.
- 6.8.2 Supervisors of Government drivers must ensure a driver, before operating a Government vehicle, is appropriately licensed, trained and authorised and have completed the form "Application to Drive Vehicle" and provide a copy of his or her current driver's licence, which must be valid and appropriate for the type of vehicle and the jurisdiction in which he or she is required to operate a Government vehicle.

- 6.8.3 It is the responsibility of the driver to notify his or her supervisor immediately of any changes in relation to his or her driver's licence status (that is, the suspension, cancellation or loss of the licence).
- 6.8.4 Drivers of Government vehicles may be guilty of an offence if they do not inform their supervisors that they do not hold or continue to hold a valid driver licence that authorises them to drive such a vehicle.
- 6.8.5 A supervisor who permits or allows an employee to drive a Government vehicle may be guilty of an offence if the employee does not hold a valid driver licence that authorises him or her to drive such a vehicle.

## 6.9 Vehicle registration

- 6.9.1 All Government vehicles owned or leased by Government departments or agencies, including vehicles in the Executive Car Scheme must be registered in accordance with the provisions of the Road Safety Act or the applicable legislation of the jurisdiction in which the vehicle is registered.

## 6.10 Vehicle trailers

- 6.10.1 All Government trailers owned or leased by Government departments or agencies must be registered in the name of the owning department or agency, in accordance with the provisions of the Road Safety Act or the applicable legislation of the jurisdiction in which the trailer is being used.
- 6.10.2 Supervisors of Government drivers must ensure all trailers receive regular and appropriate maintenance, and that the construction and specifications of trailers are appropriate to the tasks for which they are to be used.
- 6.10.3 Supervisors of Government drivers must ensure drivers are competent to operate any trailer in their charge.

## 6.11 Vehicle logbook

- 6.11.1 All drivers of Government vehicles are responsible for maintaining complete and accurate trip records in an ATO compliant logbook. Incorrect and/or incomplete logbook entries may result in a reportable fringe benefit tax entry in the driver's group certificate. Ministers, Members of Parliament, chauffeurs and executive officers are exempt from this requirement. Details of the logbook requirements can be found on the ATO website, [www.ato.gov.au](http://www.ato.gov.au).
- 6.11.2 Where vehicles in the Executive Car Scheme are made available by executives for business use during normal working hours (see section 16.3.1), Government drivers must comply with the requirements of section 6.11.1.
- 6.11.3 Each department and agency shall maintain accurate records of vehicle use to measure the extent of operational and private use, to calculate fringe benefits tax liability for all Government vehicles and to identify the driver responsible for a vehicle when an infringement, damage or loss occurs.

## **6.12 Interstate travel**

- 6.12.1 Approval to transport or drive a Government vehicle out of the jurisdiction in which it normally operates must be obtained from the applicable departmental Secretary, agency chief executive officer or authorised delegate. Executive vehicles are exempt from this restriction.

## **6.13 Service and maintenance**

- 6.13.1 In the interests of occupational health and safety, and to ensure a maximum return on the disposal of Government vehicle assets, departments and agencies shall maintain service schedules in line with those specified by the manufacturers' handbooks. Service and maintenance work must be performed by manufacturers' authorised dealers where practical.
- 6.13.2 All departments and agencies shall ensure all vehicles (including all fittings and accessories) are maintained in a mechanically sound, roadworthy, safe and presentable condition. Only specified tyres (as per the rating and standard of the tyre being replaced) and manufacturer-recommended lubricants and replacement parts are to be used in the service and repair of Government vehicles (see section 12).

## **6.14 Breakdowns and roadside assistance**

- 6.14.1 All vehicles are to be covered by manufacturers' 24-hour roadside assistance programs, or an alternative program if the vehicle manufacturer does not offer a roadside assistance program. Emergency contact details of roadside assistance providers are to be kept with each vehicle. All Government drivers are to be made aware of the procedure for obtaining roadside assistance.

## **6.15 Pooling of Government vehicles**

- 6.15.1 All Government vehicles, including vehicles in the Executive Car Scheme, are to be made available in a pooling arrangement for operational use during normal business hours. The exception is any vehicle exempted in writing by the applicable departmental Secretary, agency chief executive officer or authorised delegate.
- 6.15.2 Departments and agencies should maintain suitable vehicle booking and recording systems so vehicle availability, location and driver can be readily determined.

## **6.16 Vehicle identification and markings**

- 6.16.1 Government vehicles (both blue and red registration plates) shall not be fitted with or display any markings, signage or stickers (including those relating to Government initiatives and programs) unless approved by the relevant departmental Secretary or agency chief executive officer. The safety of vehicle occupants must be considered in any decision to apply or not apply such signage.

- 6.16.2 Vehicles are to be disposed of without signage or other markings fitted. Where practical, signage or other markings should not be of a type that may damage the vehicle and adversely affect its sale price.

## 7. Motor Vehicle Acquisitions

### 7.1 General policy

- 7.1.1 Government policy is to ensure the safe, effective and efficient operation of the Government fleet. The fleet should be restricted to a minimum required number of motor vehicles to maximise utilisation, environmental performance and financial management.
- 7.1.2 Vehicles acquired (purchased or leased) by any Department / Agency obligated by this policy should ensure selected vehicles are:
- compliant with the Australian-manufactured policy requirement for passenger vehicles, as published in the secure sign-on area of the VicFleet website;
  - fit the intended operational purpose, accommodating operating costs and environmental impact;
  - compliant with all legal and OH&S requirements;
  - of a value below the prevailing Australian Luxury Vehicle Tax threshold (vehicle pricing is available from the secure log-in area of the GSG Fleet Services website, [www.vicfleet.vic.gov.au](http://www.vicfleet.vic.gov.au));
  - purchased through an authorised manufacturers' dealer or agent;
  - purchased from the whole of government passenger and light commercial vehicle contracts. Application for exemption to the SMVP must be made in writing to the Head of GSG Fleet Services; and
  - Exempt vehicle purchases must comply with the VGBP purchasing requirements.

## 7.2 Choice of vehicles

- 7.2.1 A list of vehicles available for procurement from the whole of government passenger and light commercial vehicle contracts is published in the secure log-in area of the GSG Fleet Services website, [www.vicfleet.vic.gov.au](http://www.vicfleet.vic.gov.au). Any request to purchase a passenger or light commercial vehicle not on the published list must be based on operational necessity and made in writing to the Head of GSG Fleet Services after approval has been received from the appropriate authority within the department.
- 7.2.2 For Executive Car Scheme vehicles, see section 16.

## 7.3 Additions to fleet approvals

- 7.3.1 Inner budget departments and agencies must initially seek approval from their relevant portfolio Minister and then seek final approval from the Minister for Finance by writing to the head of GSG Fleet Services and providing all relevant documentation.

# 8. Equipment, Accessories and Colour

## 8.1 General policy

- 8.1.1 Generally, vehicle options and accessories must be of a type that maintain the asset value of a vehicle, are appropriate to the intended use, adds to the health and safety of drivers and passengers (within the meaning of the Occupational Health and Safety Act 1985; see section 17) and are an operational necessity.

## 8.2 Options and accessories

- 8.2.1 All vehicle options and accessories must comply and be fitted in accordance with the vehicle manufacturers' specifications.
- 8.2.2 Requests for options and accessories that do not comply with paragraph 8.2.1 must be directed in writing to the Head of GSG Fleet Services for approval. Such requests must be based on operational necessity. The exception is the fitting of emergency and operational lights, sirens and communications devices and operational equipment of a type and in the manner approved by the applicable departmental Secretary or agency chief executive officer.
- 8.2.3 Window tinting must comply with the Road Safety (Vehicles) Regulations 1999.
- 8.2.4 The in-car mounting of mobile phones or other electronic devices is permitted only if it improves operational performance and/or helps meet employers' obligations within the meaning of the Occupational Health and Safety Act. The in-car mounting of such equipment must be approved by the applicable departmental Secretary, agency chief executive officer or authorised delegate.

- 8.2.5 **Mandatory accessories:**

The following options/accessories are mandatory for all Government vehicles, including Executive Officer vehicles.

- Side Curtain airbags and stability control, where available as an option; and
- Cargo barriers for all wagons.

## 8.3 Colour of vehicles

8.3.1 When selecting the colour of new vehicles, consideration must be given to:

- the colour for occupational health and safety reasons, given the evidence that lighter colours are more visible and thus help reduce the frequency and severity of accidents;
- the dignity of the Government business in which the vehicle will be engaged;
- the preservation of the maximum vehicle value at disposal; and
- operational necessity.

## 9. Use of Private Vehicles for Government Business

### 9.1 Use of employees' own vehicles

- 9.1.1 The employee must obtain the approval of the employer before using his or her private motor vehicle (including a novated lease vehicle) during his or her employment. For reimbursement following personal vehicle use, the employee must make a declaration stating the date and purpose of the trip, the number of kilometres travelled and the type of vehicle used.
- 9.1.2 Supervisors must not authorise a private vehicle for more than 5000 kilometres of travel for Government business in a financial year (see the taxation rules at [www.ato.gov.au](http://www.ato.gov.au)), except where specific authorisation is provided in writing by the appropriate departmental Secretary or agency chief executive officer.
- 9.1.3 Supervisors must not authorise a private vehicle for use on Government business where the vehicle does not meet the safety and maintenance requirements for Government vehicles as described in this SMVP.

*Note: For further information on use of private vehicles, see the Victorian Public Service Agreement 2006 or other applicable Award agreements.*

### 9.2 Reimbursement rate

- 9.2.1 If, during the course of their employment, employees are required to use their private motor vehicles, then taxation rules and regulations provide for them to be reimbursed for mileage costs in accordance with clause 55.4 of the Victorian Public Service Agreement 2006, or other applicable Award agreements.
- 9.2.2 Rates payable for motor vehicle use shall be as determined by the Australian Taxation office.

### 9.3 Government liability

- 9.3.1 In accordance with s. 23 of the Crown Proceedings Act 1958 (covering the liability of the Crown in contract), Government departments and agencies are liable for the actions of their employees, agents and independent contractors. They are thus liable for all claims proven against their employees, agents and independent contractors resulting from such person's authorised use of private vehicles while engaged in authorised Government business.
- 9.3.2 All private vehicles that are authorised for use in Government business must be:
- registered for use on the open road;
  - roadworthy and free of defects;

- comprehensively insured by a motor vehicle policy that specifically indemnifies the employer (for example, the State of Victoria, a department or an agency);
- free of any modification that may invalidate the motor vehicle insurance;
- used only for purposes that fall within the original proposal for insurance of the vehicle (including use for business purposes); and
- driven and operated in a manner compliant with the Victorian Government's SMVP while being used for Government business.

# 10. Registration and Identification of Vehicles

## 10.1 Government number plates

- 10.1.1 Unless exempt under paragraph 10.3.2, all Government vehicles must be fitted with Government registration plates. Government registration plates appear in red lettering on a white background.
- 10.1.2 When ordering new vehicles, fleet managers are to inform the dealer as to where the vehicle is to be delivered and what type of registration plate is required (Government or private).
- 10.1.3 The disposal agent shall remove registration plates from vehicles before they are sold. The disposal agent shall arrange deregistration and ensure the destruction of registration plates.

## 10.2 Registration

- 10.2.1 The vehicle manufacturer's dealer shall arrange vehicle registration when a fleet manager places an order for a new vehicle.
- 10.2.2 The registration of all vehicles leased under the finance lease facility, shall have a common renewal date of 1 August.
- 10.2.3 New registration labels should be affixed to vehicles before 1 August. Red-plated vehicles do not require a registration label to be affixed. (Road Safety (Vehicles) Regulations 1999 Section 223, p5 (a)).
- 10.2.4 All Government vehicles must be registered in the name of the department or agency which owns the vehicle.
- 10.2.5 All Government vehicles should be disposed of unregistered. The fee for the unexpired portion of the registration must be refunded to the registered vehicle owner.
- 10.2.6 Departments or their agents should submit applications to the applicable roads authority for any unused portion of a registration fee or TAC premium that has been paid.

## 10.3 Private registration plates

- 10.3.1 Government vehicles operating under the provisions of the Executive Car Scheme are to be fitted with private (blue) registration plates (see section 16). Personalised registration plates are not to be fitted.
- 10.3.2 Certain vehicles operating for special application duties may be exempt from the requirement to be fitted with Government registration plates. Such an exemption may be approved only by the Head of GSG Fleet Services and should be identified as an exempt class of vehicle in the relevant department or agency's vehicle practice and procedures manuals.

## 10.4 Registration charges

- 10.4.1 The Road Safety Act 1986 requires all Government vehicles to be registered. Victorian Government vehicles operating in other jurisdictions must be registered according to the relevant laws.
- 10.4.2 The Transport Accident Act 1986 requires all Government vehicles to pay the applicable transport accident charge. Victorian Government vehicles operating in other jurisdictions must be covered by a similar transport accident charge according to the relevant laws.

## 11. Insurance

### 11.1 Comprehensive insurance cover

- 11.1.1 All road-registered Government vehicles must be covered by full comprehensive motor vehicle insurance. (See section “Vehicle Related Contracts” or [www.vicfleet.vic.gov.au](http://www.vicfleet.vic.gov.au) for additional information regarding insurance arrangements).
- 11.1.2 All vehicles financed under the Government’s “Finance Lease Facility” (including Executive vehicles) are insured under the Whole of Victorian Government Insurance Policy.
- 11.1.3 All road-registered Government vehicles must have a minimum third party property damage cover of \$30 million.

## 12. Service and Maintenance

### 12.1 General policy

- 12.1.1 All Government vehicles are to be maintained in a clean, safe and roadworthy condition that ensures the safety of driver, passengers and other road users, and projects a positive public image.

## 12.2 Preventive maintenance (servicing) and vehicle repair

12.2.1 Vehicle maintenance and servicing must be performed in accordance with manufacturers' recommended schedules and vehicle service logbooks should be completed and stamped by the servicing agent at the time of servicing. All vehicle repairs should be in accordance with the vehicle manufacturers' specifications.

12.2.2 All vehicles financed under the Government's Finance Lease Facility are procured with pre-paid servicing up to 60,000kms.

12.2.3 Only products/parts meeting the specifications of the vehicle manufacturers are to be used in the service, maintenance and or repair of Government vehicles.

12.2.4 Only authorised vehicle manufacturers' dealers or their officially appointed agents are to undertake the servicing, maintenance and or repair of Government vehicles except where this is logistically impractical.

An alternative service agent approved by a departmental Secretary, agency chief executive officer or delegated officer should be used in this case. All service agents should comply with relevant environmental legislation in the selection, storage, application and disposal of products used in the servicing and or repair of Government vehicles

Mechanical or body repairs resulting from an accident should be undertaken by a repairer approved by the insurance provider.

12.2.5 Mechanical repairs, covered under the terms of a vehicle's warranty, may be performed only by the manufacturers' approved repairers.

12.2.6 In developing practices and procedures for periodical maintenance of Government vehicles, departments and agencies should:

- a) develop and implement maintenance schedules and procedures that minimise the impact of motor vehicles on the environment; 18.1.4
- b) encourage the use of environmentally friendly cleaning products and practices; and
- c) implement driver inspections of vehicles to ensure correct tyre pressure, oil and coolant levels.

*NOTE: For advice on manufacturers approved service/repair centres contact GSG Fleet Services.*

## 13. Motor Vehicle Disposal

### 13.1 General policy

- 13.1.1 All Government vehicles must be disposed of when:
- a) they reach 60 000 kilometres; or
  - b) three years from the date of initial delivery, whichever occurs first.
- 13.1.2 All Government vehicles must be disposed of unregistered and with the registration plates removed.

### 13.2 Methods of disposal

- 13.2.1 The disposal of vehicles must be consistent with the provisions of the Financial Management Act and the Victorian Government Purchasing Board Guidelines.
- 13.2.2 All vehicles financed under the Government's Finance Lease Facility will be disposed of by GSG Fleet Services by public auction or other methods consistent with the Financial Management Act. Contracts are in place to facilitate this process, details of which may be found at [www.vicfleet.vic.gov.au](http://www.vicfleet.vic.gov.au)
- 13.2.3 Vehicles that are owned by departments may be disposed of by the following methods as generally consistent with the Financial Management Act:

Public auction:

- Vehicles may be disposed of by public auction to the highest bidder; and
- Auctions must be advertised and open to the public.
- Public tender:
  - Vehicles may be disposed of by a public tender process.
- Insurance Write-off:
  - A damaged vehicle, which is "written off" by the insurer shall be considered as disposed of. For information on the Whole of Victorian Government Insurance contract, see [www.vicfleet.vic.gov.au](http://www.vicfleet.vic.gov.au)

## 13.3 Preparing vehicles for disposal

- 13.3.1 Vehicles are to be presented for disposal in a condition that will assist in gaining the greatest return to Government. Vehicles are to be sold in a timely and efficient manner, giving due consideration to prevailing market forces.
- 13.3.2 For disposal, vehicle identification and markings, registration plates shall be removed, see also:
- a) Section 6.16 “Vehicle identification and markings” for information on vehicle signage and other markings; and
  - b) Section 10 “Registration and Identification of Vehicles” for information on the removal of registration plates

## 13.4 Transferring vehicles between cost centres

- 13.4.1 Where the Victorian Government department or agency is the registered operator of a Government vehicle the vehicle may be transferred between departments and agencies.

# 14. Fuel

## 14.1 Fuel Contract

- 14.1.1 GSG Procurement Group maintains a State Purchase Contract (SPC) Panel for the supply of fuel and associated products.

- 14.1.2 Ethanol fuel:

The Government’s policy is that all government vehicles are required to use ethanol-blended fuel where practical, available and cost-effective. Further information about the Government’s fuel contract, including the Rules of Engagement governing its use, is available at the Victorian Government Purchasing Board’s website - [www.vgpb.vic.gov.au](http://www.vgpb.vic.gov.au)

## 14.2 Fuel cards

- 14.2.1 Provisions of fuel cards is arranged by departmental Fleet Managers and are to be used as described in the Victorian Government Purchasing Board’s Rules of Engagement (available at [www.vgpb.vic.gov.au](http://www.vgpb.vic.gov.au)). No purchases other than fuel and oil are permitted on fuel cards. Cards are valid only at approved panel member company outlets.

All drivers must provide an accurate odometer reading each time they refuel their vehicle. This information is transferred electronically from fuel suppliers and used to track:

- a) when vehicles are due for replacement;
- b) when they are due for servicing; and

c) any problems arising from fuel use and efficiency.

These processes are critical to the efficiency of the fleet management function and demonstrate the importance of receiving accurate odometer readings at all times.

14.2.2 Government fuel cards are not to be used in the purchase of any product for private use. Penalties may apply when this clause is contravened.

14.2.3 Government fuel cards are not transferable and may be used only for the vehicle to which they were originally allocated.

14.2.4 Government fuel cards are not to be used in conjunction with any rewards program.

14.2.5 Drivers of Government vehicles must immediately report cases of lost or stolen fuel cards to their transport officer, supervisor and or fleet manager.

### **14.3 Non-contract purchases**

14.3.1 Purchases by means other than an approved fuel card should occur only in emergency situations. In such cases, drivers should only be reimbursed once they produce satisfactory evidence of having purchased fuel or lubricant.

### **14.4 Corporate credit cards**

14.4.1 Government corporate cards should not be used to purchase fuel or lubricants. Personal funds may be used in the case of an emergency and reimbursed via the department or agencies normal expense process.

### **14.5 Disruption to normal supply**

14.5.1 When there are shortages of fuel, departments and agencies must ensure drivers implement additional procedures to conserve fuel, including:

- compliance with restrictions issued by the Government;
- preferential use of available fuel-efficient vehicles; and
- restrict vehicle use to essential trips.

## 15. Alternative Vehicles and Transport

### 15.1 General policy on taxis

- 15.1.1 Use of a taxi may be considered for short journeys of an incidental nature when public transport cannot be used and/or a Government vehicle is not available. Departments that have approved the use of Cab Charge coupon credit facilities Agencies should make their own arrangements with the taxi industry to obtain coupon supplies.
- 15.1.2 Departmental Secretaries and agency chief executive officers are responsible for ensuring all use of taxis is managed as a resource-efficient transport alternative and properly authorised.

### 15.2 General policy on rental vehicles

- 15.2.1 In times of a temporary vehicle shortage, when all department or agency vehicles are fully committed and public transport is unsuitable or unavailable, the State Government Vehicle Pool rents vehicles to Government departments and agencies for short to medium-term use. See [www.vicfleet.vic.gov.au](http://www.vicfleet.vic.gov.au) for further information.
- 15.2.2 Hiring of a self-drive vehicle from a commercial company may be permitted as a means of last resort in the event no other Government pool vehicle is available.
- 15.2.3 Approval by the departmental Secretary, agency chief executive officer or the delegated officer is required for any rental period longer than one month.
- 15.2.4 Supervisors must not authorise a rental vehicle for use for Government business if the vehicle does not meet the safety and maintenance requirements for Government vehicles as described in this policy.
- 15.2.5 Logbooks (trip records) must be maintained for all rental vehicle use, to allow for the administration of fringe benefits tax, infringement notices and occupational health and safety matters. This requirement applies regardless of the duration of the rental period.

## 16. Executive Car Scheme

### 16.1 Executive vehicle package

- 16.1.1 Executives (Band 3 and above or equivalent) are entitled to the provision of an executive vehicle as part of their salary package. Executives should contact their departmental fleet managers or refer to the Executive Employment handbook for

further details of the policy and information regarding the “cost formula” may be found at [www.ssa.vic.gov.au](http://www.ssa.vic.gov.au)

## 16.2 Typical Executive Officer vehicle package

16.2.1 A typical vehicle package has the following features:

- a) A vehicle is selected from an approved list of Australian-manufactured vehicles on the Government’s vehicle contract (see [www.vicfleet.vic.gov.au](http://www.vicfleet.vic.gov.au)).
- b) Options and accessories as specified in this policy (see Section 16.3)
- c) Vehicles are serviced, maintained, insured and fuelled.
- d) Fuel cards are issued and are to be used in accordance with the agreed terms and conditions.
- e) Accident management services and manufacturer's roadside assistance are provided.
- f) Government meets the registration and re-registration costs of the vehicle.
- g) The full cost of fringe benefits tax is disclosed on group certificates.
- h) Car parking is available for normal business use, subject to individual departmental or agency policy.

Note: The Government does not provide e-Tags for Toll roads. E-Tags and all tollway costs are the responsibility of executive officers. However, business use costs may be reimbursed.

Until there is an Australian-manufactured substitute available, Executives may salary sacrifice an imported "people mover", where an exemption has been obtained from GSG Fleet Services in writing. To qualify for an exemption there must be a minimum of six people in the Executive’s nuclear family. Where exempted, Executives will be restricted to a “people mover” available on the Government contract.

Exemption may also be granted when an Executive and/or a family member is disabled or has a medically qualified ailment that requires a specially fitted vehicle not manufactured or optioned up in Australia. In exceptional circumstances an imported vehicle may also be permitted where there is sufficient evidence demonstrating that driving an Australian-manufactured vehicle would compromise the occupants’ safety. If exempted, the Executive will be restricted to a vehicle available on the Government contract.

## 16.3 Permitted Equipment and Accessories for Executive Officer vehicles

Permitted options and accessories for the vehicle are limited as detailed below. Such options and accessories must meet the same safety requirements that apply to other Government vehicles.

16.3.1 Permissible options and accessories comprise:

- All factory fitted options:

- Body and Interior protective accessories (e.g. headlight and bonnet protectors, floor mats, mudflaps, cargo mats);
- Safety accessories (e.g. rear parking sensors, reversing cameras, station wagon safety screens (already mandated), fog lights (integrated), full size spare wheels; and
- Fixed accessories (e.g. in dash GPS systems, tow bar and wiring kits (excluding equalising hitches), window tinting, mobile phone options (including blue tooth and mounting options), integrated roof racks (excluding specialised rack attachments for bikes, canoes etc.).

16.3.2 **Precluded accessories comprise:**

- Portable or non fixed accessories (e.g. portable GPS systems, fridges, child activity organisers, Hayman Reese equalising hitches);
- Accessories that could significantly impact public perception (e.g. sports alloy wheels, body kits including spoilers and side skirts, sports steering wheels, leather gear knobs, alloy pedals, specialised rack attachments for bikes, canoes etc.) and
- Any third party accessories.

## 16.4 Shared private or business use arrangement

- 16.4.1 The Government provides all vehicles in the Executive Car Scheme to executives as an employee benefit on a shared two-thirds private use and one-third business use basis. Executives meet the private use and fringe benefits tax cost as per the formula in the executive policy handbook. All vehicles must be made available for business use from Monday to Friday during normal business hours, except when the executive is on approved leave.
- 16.4.2 Executives have full use of their allocated executive vehicles during periods of approved recreation leave.
- 16.4.3 For approved unpaid leave up to 12 continuous months, executives may have full use of their assigned vehicles, subject to departmental Secretary or agency chief executive approval. The usual private or business cost arrangement is suspended for the duration of the leave, and executives are to meet full vehicle costs under the cost formula. If the leave continues beyond 12 months, then vehicles are to be surrendered to the applicable fleet manager.
- 16.4.4 For approved unpaid maternity leave up to 12 continuous months, the same arrangements apply as for unpaid leave (see paragraph 16.3.3).
- 16.4.5 For periods of authorised accident compensation leave up to 12 continuous months, the same arrangements apply as for unpaid leave (see paragraph 16.3.3).
- 16.4.6 For periods of approved paid long service leave longer than one month, approval should be sought from the relevant Agency Head to retain access to the vehicle.

## 16.5 Vehicle logbooks

- 16.5.1 Vehicle logbooks must be maintained when an executive vehicle is made available for business use by any Government employee other than the executive to whom the car is assigned. This requirement is for dealing with fringe benefits tax and infringement notices.

## 16.6 General policy

- 16.6.1 Executives are to observe all other provisions of this SMVP that relate to the provision and use of Government vehicles.

## 16.7 Authorised drivers

- 16.7.1 All executive employees participating in the Executive Car Scheme are to complete the Executive Motor Vehicle Driver Acknowledgement Form before taking delivery of an Executive Car Scheme vehicle. (Forms are available at [www.vicfleet.vic.gov.au](http://www.vicfleet.vic.gov.au)).

- 16.7.2 All private use drivers of Executive Car Scheme vehicles, other than the executive to whom the car is assigned, including drivers with a learners permit, must complete the Nominated Drivers section of the Executive Motor Vehicle Driver Acknowledgement Form before driving any Executive Car Scheme vehicle. (Forms are available at [www.vicfleet.vic.gov.au](http://www.vicfleet.vic.gov.au)). Drivers with a learners permit must be supervised by an appropriately qualified and authorised driver.
- 16.7.3 Government employees using executive vehicles must comply with all requirements detailed in this policy relating to the use of Government vehicles.

## 17. Occupational Health and Safety, and Driver Education and Training

Employers have a duty of care to provide and maintain a safe workplace and safe systems of work. This duty includes an obligation to maintain systems of work that are safe and without risk to health. A vehicle provided for business use is considered to be a plant and a workplace. Employers must provide such information, instruction, education and supervision as is practicable to ensure the health and safety of employees and others.

## 17.1 Safe vehicles

17.1.1 Departmental Secretaries and agency chief executive officers (the employer) are responsible for providing and maintaining for employees, so far as practical, vehicles that are safe and without risk to health. Consultation with health and safety representatives is an occupational health and safety requirement. Consultation with employees who drive is recommended.

17.1.2 The employer must provide vehicles that meet the requirements of the applicable Australian Design Rules.

In selecting vehicles, employers should consider the following:

- the environment in which a vehicle will be operating;
- the nature of the operational tasks for which a vehicle will be used;
- the operational tasks that a driver will be required to perform; and
- any atypical physical characteristics of particular drivers and the capabilities of the user population.

17.1.3 The employer shall exceed the requirements of the vehicle Australian Design Rules by fitting vehicles with manufacturer-approved options, so far as is practicable, to provide vehicles that are safe and without risk to health.

17.1.4 Wherever practicable, only vehicles with an Australasian New Car Assessment Program (ANCAP) 4 star rating or better should be considered for procurement.

17.1.5 It is highly recommended that all new Government vehicles be procured with the following options and accessories fitted because of their safety benefits:

- daytime running lights;
- driver and front passenger airbags;
- side and curtain airbags where available; (Mandatory)
- electronic stability control (or equivalent technology);
- cargo barriers (Mandatory in Wagons);
- an over-speed warning device;
- a centre rear lap-sash seatbelt; and
- reversing sensors, when available.

- 17.1.6 Only the Head of GSG Fleet Services or an authorised delegate may authorise the post-delivery fitting of vehicle options that are not genuine and not approved by the vehicle manufacturer. For more information refer to the section 8.2 "Options and Accessories"
- 17.1.7 The employer must maintain vehicles and vehicle-related systems of work that are safe and without risk to health. In developing policies and procedures for vehicle maintenance and vehicle-related systems of work, employers shall consider:
- timely scheduled servicing in accordance with manufacturers' recommendations and specifications;
  - the performing, recording and monitoring of periodical (daily, weekly and monthly) vehicle safety and maintenance procedures and work systems;
  - the responsibility of employers for ensuring driver-initiated reports on vehicle safety are acted on;
  - so far as is practicable, the performance of maintenance and safety tasks without risk to health and safety;
  - the motor vehicle roadworthiness requirements of the Road Safety Act 1986;
  - in accordance with occupational health and safety workplace requirements, it is encouraged that each vehicle in operational use has access to a first aid kit that meets Australian Standards and is of a type appropriate to the nature of the work in which drivers are expected to be involved. The contents of first aid kits are to be consistent with Appendix 2 of the Code of Practice: First Aid in the Workplace (Victorian Workcover Authority). First aid kits are to be regularly checked by the occupational health and safety representative for depleted supplies and deteriorating contents; and
  - their responsibility, in consultation with Victorian road safety and workplace safety stakeholders, for developing and implementing safe work systems and strategies to monitor and achieve reductions in vehicle-related injuries, collisions, driver-at-fault collisions, 'near misses', costs of collisions, and vehicle-related infringements.

17.1.8 Such information is to be administered in accordance with the provisions of the Information Privacy Act 2000 (Vic.).

17.1.9 Smoking is prohibited in Government vehicles. Also refer to 6.7.5

## 17.2 Education and supervision

17.2.1 In consultation with Victorian road safety and workplace safety stakeholders, and so far as is practicable, employers are to provide all drivers of all Government vehicles with the information, instruction, education and supervision necessary for the ongoing performance of the drivers' duties in a manner that is safe and without risk to health.

17.2.2 In consultation with Victorian road safety and workplace safety stakeholders, and so far as is practicable, employers are to develop practices and procedures for vehicle-related information, instruction, education, supervision and relevant systems of work in relation to the following matters:

- The employer shall provide vehicle familiarisation information and education where a driver has not had sufficient driving experience with a vehicle model that is to be driven for operational purposes.
- Each vehicle shall contain the vehicle manufacturer's vehicle owner's manual and a summary of this SMVP, being the Vehicle Policy Handbook. (Available from [www.vicfleet.vic.gov.au](http://www.vicfleet.vic.gov.au))
- Employers shall actively encourage safe driving practices and provide all drivers of Government vehicles with appropriate information, education and training on road safety, occupational health and safety reporting policies and procedures, and the applicable provisions of the Occupational Health and Safety Act and any other legislation applicable in other jurisdictions in which Government drivers operate.
- In accordance with the Public Service Code of Conduct, the Occupational Health and Safety Act and the Road Safety Act, all drivers of Government vehicles must exhibit appropriate driving behaviour and safe driving practice. So far as is practicable, employers are to monitor driver behaviour and eliminate inappropriate and unlawful driving behaviour.
- Employers must provide driver counselling and appropriate re-education whenever a driver of a Government vehicle fails to exhibit appropriate driving behaviour and safe driving practice.
- Where persistent failure to exhibit appropriate driving behaviour and safe driving practice constitutes unsafe work performance and where a driver of Government vehicles does not improve his or her driving safety performance to an acceptable level after receiving appropriate counselling and re-education, then the employer may withdraw approval for that person to drive a Government vehicle.
- So far as is practicable, employers shall ensure drivers of Government vehicles are aware of sections of this SMVP and the Road Safety Act that concern safe vehicles, safe driving, driver behaviour, driver health and safety.

- So far as is practicable, employers shall develop, implement and monitor safe driving work practices relating to driver fatigue, driver health and occupation-related disputations and other stressful activities of drivers of Government vehicles. Shift rosters and driving schedules are to be designed, supervised and reviewed in the development of safe driving practices, to minimise risk.
- So far as is practicable, employers shall develop and implement a practice that ensures drivers of Government vehicles receive information and education on Victorian road rule changes that are relevant to health and safety or driver behaviour.

## 17.3 Driver safety

- 17.3.1 Drivers of Government vehicles must take reasonable care for their own health and safety, and for the health and safety of passengers and other road users.
- 17.3.2 Drivers of Government vehicles must comply with the applicable provisions of this SMVP, the Public Service Code of Conduct, the Occupational Health and Safety Act, the Road Safety Act, the Road Transport (Dangerous Goods) Act 1995 and any other relevant legislation of any applicable jurisdiction.
- 17.3.3 Drivers of Government vehicles must cooperate with the employer on any action taken by the employer to comply with this SMVP or any requirement imposed by relevant legislation.
- 17.3.4 Other than where exempt under the Road Safety (Road Rules) Regulations 1999, Government drivers must safely park the vehicle prior to operating:
- hand-held mobile phone;
  - two-way radio; and/or
  - satellite navigation systems or other electronic equipment (not fitted as standard equipment to the vehicle by the manufacturer)
- 17.3.5 Drivers incurring an infringement notice for an offence are to receive appropriate driver behaviour counselling as provided by the applicable department or agency. Drivers are responsible for effectively finalising infringement notices.
- 17.3.6 Drivers must at all times observe legislation regarding the operation of a vehicle whilst under the influence of drugs or alcohol. Refer to section 6.4.2
- 17.3.7 To assist in the risk management and development of effective driver information and education programs, drivers of Government vehicles are required to authorise the employer to record and obtain from VicRoads or any other appropriate authority:
- details of all traffic and vehicle-related offences committed by them while driving a Government vehicle;
  - their driver's licence details and status; and
  - details of any loss of driver's licence points.

Such information is to be administered in accordance with the provisions of the Information Privacy Act.

## **17.4 Breakdowns**

- 17.4.1 All Government departments and agencies must develop vehicle breakdown practices, procedures and roadside assistance arrangements that ensure prompt response, the effective safety of drivers and passengers, and the security of Government vehicles. Such practices, procedures and road side assistance arrangements must encompass all logistical situations of vehicle operations that are relevant to the department or agency (see also section 6.14).

## **17.5 Street directories and road maps**

- 17.5.1 To assist in meeting driver safety and vehicle environmental objectives, Government drivers should have access to street directories and/or road maps applicable to the area and type of operation, including satellite navigation equipment if fitted to the vehicle as standard equipment by the manufacturer.

# **18. Environmental Initiatives and Practices**

## **18.1 Environmentally Friendly vehicles**

- 18.1.1 Departments and agencies shall develop a vehicle and transport needs analysis. Vehicles are to be selected according to the outcomes of the analysis. The analysis should consider alternative means of transport, including walking, public transport and short-term vehicle rental. Where practicable, it should also consider non-travel options such as video conferencing.
- 18.1.2 Departments and agencies must optimise their fleet size by developing and implementing strategies that achieve optimum vehicle utilisation from the minimum number of vehicles. Fleet size and composition must be optimised against actual transport needs.
- 18.1.3 Departments and agencies shall reduce vehicle emissions by selecting fuel and emission-efficient vehicles that meet operational needs in accordance with motor vehicle fleet initiatives and other environmental policies approved by the Government. Where practicable, departments and agencies should select vehicles fitted with a fuel efficiency monitoring device.
- 18.1.4 Vehicles should be maintained in accordance with the requirements of 12.2.6 to ensure optimal environmental performance.

## **18.2 Environmental driving and fuel economy**

- 18.2.1 To reduce fuel costs and the impact of vehicle emissions on the environment, departments and agencies:
- shall develop and implement appropriate information and education for drivers of Government vehicles;
  - shall develop and implement environmentally responsible fleet management practices and procedures consistent with this SMVP; and
  - shall monitor fuel consumption to collect data on environmentally efficient driver behaviour so as to provide information and education to reduce fuel consumption where appropriate.

## 18.3 Vehicle use

- 18.3.1 Drivers should plan vehicle routes to increase vehicle efficiency and reduce vehicle emissions, maintenance needs, fuel consumption and kilometres travelled.
- 18.3.2 Where practicable and efficient, operational strategies for intradepartmental and interdepartmental pooling of Government vehicles are to be developed and implemented to help achieve maximum vehicle utilisation.
- 18.3.3 Drivers should practise the following fuel efficiency measures:
- Ensure the vehicle being driven has been maintained in accordance with manufacturers' recommendations;
  - Always ensure tyres are correctly inflated;
  - Check and ensure all vehicle fluid levels are correct;
  - Use alternative transport or communication where possible (public transport, walking, car pooling and/or teleconferencing);
  - Plan routes in advance;
  - Allow a comfortable amount of time for the journey;
  - Where possible, combine a number of trips into one;
  - Remove any unnecessary weight from the vehicle;
  - Avoid constant braking and acceleration by keeping enough space before the vehicle in front;
  - Accelerate evenly, move into top gear as soon as possible and maintain a steady speed;
  - Reduce travel speed by 5 kilometres per hour; and
  - Do not leave a vehicle idling unnecessarily.

## 19. Tolls and E-Tags

### 19.1 Tollways

- 19.1.1 Victoria has a number of "Toll Roads". Tolls are generally collected via electronic tag-based systems (e-Tags). e-Tags are vehicle-mounted and linked to vehicle registrations on the Toll Operators database.
- 19.1.2 All Government motor vehicles using toll roads are required to pay the scheduled toll as set by the operator or the applicable agency in any other jurisdiction.
- 19.1.3 Except for Ministerial vehicles, toll costs incurred by Government vehicles being used for private or non-Government business are the responsibility of the driver.
- 19.1.4 Toll costs are not considered part of the operating cost of a motor vehicle included in executive employment remuneration packages. Toll costs (including annual fees and tariffs) are the personal responsibility of executive employees.

# Glossary

<b>Authorised manufacturers' agents</b>	<p>Authorised manufacturers' agents are suppliers.</p> <p>Vehicles under this contract may be purchased through authorised manufacturer's agents throughout Australia. The contract is in place with the 3 Australian-based passenger vehicle manufacturers. The nearest authorised manufacturer's agent can be located through the individual manufacturer's Internet page:</p> <ul style="list-style-type: none"> <li>• <b>Ford Motor Company of Australia Ltd.</b></li> <li>• <b>Holden Ltd.</b></li> <li>• <b>Toyota Motor Corporation Australia Ltd.</b></li> </ul>
<b>Dealer networks</b>	A list of approved suppliers (formerly an Approved list of suppliers).
<b>Driver Licence</b>	A valid and current licence to drive a motor vehicle, issued by the appropriate authority in the jurisdiction in which the holder will drive, and appropriate to the type of vehicle to be driven.
<b>Executive Car Scheme</b>	Policies and guidelines pertaining to executive officers that opt to lease government cars from GSG Fleet Services.
<b>Executive vehicle</b>	A vehicle used by executive officers.
<b>Fleet manager</b>	Person(s) or agency accredited with responsibility for fleet management of the departmental vehicles and the appropriate authorisation of drivers.
<b>Head of GSG Fleet Services</b>	Assistant Director responsible for management of GSG Fleet Services
<b>Infringement notice</b>	An infringement notice is a ticket given to the driver for offences like speeding and illegal car parking. Some infringement notices are issued 'on the spot' to drivers or are attached to a vehicle, but they can also be sent in the mail. Red light camera and speed camera tickets are always sent in the mail to the vehicle registration address. Many different organisations are approved to issue infringement notices. If drivers receive an infringement notice, they should not throw it away. The infringement notice contains important information about the alleged offence and the fine and drivers' options are printed on the back of the notice.
<b>Light commercial vehicle</b>	Light commercial vehicles consist of utilities (both single and dual cab derivatives) vans, buses, people movers and 4WD wagons and vehicles less than 3.5 T GVM.
<b>Logbook</b>	A detailed record book kept by drivers. e.g. Details of activities accountable to be recorded e.g. date, time, purpose of trip, number of mileage, person driving the vehicle, and car registration number.
<b>Motor Vehicle Accident Claim Form</b>	The form for recording accident incidence and vehicle details.

<b>Motor vehicle insurance contract</b>	Agreement between GSG Fleet Services and the contracted insurance company.
<b>Motor vehicle leasing facility</b>	All vehicles leased from the approved government financier.
<b>Novated vehicle lease</b>	A Novated Lease is a three-way agreement between the employee, the employer and the contracted supplier. See the GSG Fleet Services website for details ( <a href="http://www.vicfleet.vic.gov.au">www.vicfleet.vic.gov.au</a> ).
<b>Odometer</b>	An instrument for measuring the distance travelled by a wheeled vehicle.
<b>Driver Acknowledgement Form</b>	A form that a driver needs to complete before driving a government vehicle.
<b>Passenger vehicle</b>	A four-wheeled motor vehicle designed to transport up to five people.
<b>People mover</b>	A four-wheeled motor vehicle / mini bus, designed to transport people (most commonly 7 seater)
<b>Roadside assistance</b>	An outsourced company providing some or most of the following: <ul style="list-style-type: none"><li>• breakdown assistance</li><li>• emergency fuel</li><li>• assistance when keys locked in a car, or lost</li><li>• minor repairs</li><li>• replacement batteries</li><li>• towing</li><li>• a private Fleet Parts and Service Locator</li><li>• accident procedures</li><li>• emergency medical advice</li><li>• emergency contact</li><li>• alternate travel arrangements.</li></ul>
<b>SMVP</b>	Whole-of-Government Standard Motor Vehicle Policy
<b>Transport Accident Act 1986</b>	The TAC is governed by The Transport Accident Act 1986, which sets out the TAC's objectives, functions, powers and funding. This legislation also sets out the types of benefits the TAC can pay, who is eligible, and any conditions that apply.
<b>Transport officer</b>	A person who handles transport enquiries.

<b>Triple Bottom Line Reporting</b>	This concept of 'triple bottom line' or 'sustainability' reporting is becoming an increasingly common feature of large companies. It provides an invaluable holistic view of the company, making connections between aspects of performance previously evaluated separately and aiding our transition to a more joined-up approach to the management of social, environmental and economic issues.
<b>Vehicle disposal contracts</b>	The agreement between GSG Fleet Services and the approved auctioneers for sale of ex-government vehicles.
<b>Victorian Government Purchasing Board Policy and Guidelines</b>	Guidelines describing the code of practice explaining fairness and impartiality, the use of competitive process, security and confidentiality, the identification and resolution of conflicts of interest, the development of a probity plan, the course of engaging a probity auditor, and outside access to probity reports.

## Consultations

The following organisations were consulted in the development of this Whole-of-Government Standard Motor Vehicle Policy.

- VicRoads
- Victorian Workcover Authority
- Traffic Accident Commission
- Monash University Accident Research Centre
- Lumley Insurance Limited (motor vehicle insurer)
- Office for Workforce Development
- Industrial Relations Victoria
- Community and Public Sector Union (CPSU)
- All Inner budget departments & agencies including Victoria Police

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