

Department of Justice

**Vehicle Policy**

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# Purpose

The purpose of this Vehicle Policy (the Policy) is to:

* provide information in relation to the requirements and restrictions applicable to vehicles in the Department of Justice (the Department);
* ensure that staff of the Department are aware of and familiar with external policies including the Fleet Management Handbook, Policy and Guidelines for the Allocation and Use of Motor Vehicles within the State Service and other relevant financial policies under which the Department is bound; and
* provide staff with internal policy requirements established and governed by the Department.

The Policy:

* establishes a framework to ensure the staff usage of government vehicles is compliant with all external and internal requirements and policies; and
* ensures that all Departmental vehicles are used safely, effectively and efficiently.

# Scope

This policy applies to all employees and officers (collectively referred to as employees) of the Department. It covers all agency leased and owned motor vehicles.

Note: This policy applies to the vehicles the Department purchases and uses. For driver safety, please refer to the [Driver Safety Policy](http://intra.justice.tas.gov.au/whs/_/policy/Driver_Safety_Policy_1.0.docx).

# Definitions

***Department:*** The Department of Justice.

***Departmental employees and officers:*** All staff employed by or acting for the Department of Justice or any of the organisations that form part of it.

***Executive vehicles:*** These are vehicles which are assigned to a Departmental staff member as part of their employment contract.

***Fleet Manager:*** From time to time, the Department of Treasury and Finance (Treasury) will run a procurement process for a new fleet manager. It is the fleet manager’s responsibility to manage and monitor all vehicles constituting the vehicle fleet in accordance with the contract.

***G-plated vehicles:*** These are vehicles with G series number plate and are commonly referred to as ‘pool cars’. These vehicles are for Departmental usage only unless approval has been granted in accordance with the Department’s Home Garaging Policy.

***Government Fleet Manager:*** At the time of writing, LeasePlan is the Government Fleet Manager.

***Government Fuel Provider:*** At the time of writing, Caltex is the Government Fuel Provider.

***Home Garaging Policy:*** This policy outlines the approval process required to obtain permission to home garage operational vehicles.

***Operational vehicles:*** These are G-plated or specialised vehicles to be used wholly for departmental business purposes.

***Specialised vehicles:*** These are vehicles which have specific usages which differ from general G‑plated vehicles. These vehicles include prisoner transport pod vehicles, refrigeration trucks and buses.

# Departmental Vehicles

The Department utilises three different classes of vehicles:

* G-plated vehicles;
* Executive vehicles; and
* Specialised vehicles.

G-plated vehicles have a G series number plate and are commonly referred to as ‘pool cars’. Executive vehicles have private plates and are assigned to senior executive departmental staff members as part of their employment contract. Specialised vehicles have specific usages which differ from general G-plated vehicles (these vehicles include prisoner transport pod vehicles, refrigeration trucks and buses). From time to time G-plated and specialised vehicles will be referred to collectively as operational vehicles.

The majority of departmental vehicles are leased, but a number of vehicles are also owned. The Department leases all motor vehicles through the Government Fleet Manager, which are owned by the Department of Treasury and Finance (Treasury). Treasury have developed a common use contract for the purchase of passenger and light commercial vehicles. As a result, there is a limited list of vehicles available for lease by the Department. The purchase of all new vehicles is managed by the Government’s Fleet Manager.

The Department has a number of specific usage vehicles which are owned. All departmental vehicles, whether lease or owned are covered by this policy.



Vehicles are to be used as outlined below; they are not to be used for commercial purposes (for example using executive vehicles for side businesses (including Uber).

## Operating Environment

The Department of Premier and Cabinet (DPAC) and Treasury provide a number of policy documents outlining how the Department should manage its vehicle fleet and how individuals should utilise departmental vehicles. These policy documents are listed in the Related Policies section of this Policy.

## Safety Features

All Tasmanian Government vehicles must conform with the [Government Vehicle Fleet – Minimum Safety Standards](http://www.transport.tas.gov.au/roadsafety/vehicles/mandating_minimum_safety_standards_for_the_government_vehicle_fleet), which dictate a minimum Australian New Car Assessment Program (ANCAP) safety rating. If there are no complying vehicles that meet a specific operational need of the agency an exemption to purchase a no compliant vehicle may be considered.

As at 1 January 2014, all Tasmanian Government passenger vehicles must conform with a minimum five-star Australasian New Car Assessment Program (ANCAP) safety rating or if no ANCAP rating applies, comply with a set of minimum mandatory safety features. Commercial vehicles require a minimum four-star Australasian New Car Assessment Program (ANCAP) safety rating or if no ANCAP rating applies, comply with a set of minimum mandatory safety features.

## Greenhouse rating

All Tasmanian Government passenger vehicles (including private plated vehicles) must have a minimum Green Vehicle Guide greenhouse rating of 240 or less grams of CO2 per km travelled. Light commercial and 4WD vehicles, required for operational purposes, must have a minimum rating of 320 or less grams of CO2 per km travelled.

All Departmental G-plated vehicles may be a maximum of four cylinders.

## Fleet size

It is the Secretary’s responsibility to minimise the size of the Department’s vehicle fleet without compromising the delivery of its outputs. The vehicle fleet should be managed as efficiently and effectively as possible to minimise costs.

# G-plated Vehicles



## Private Use of G-plated Vehicles

G-plated motor vehicles are provided for conducting government business and should be used only for official purposes. However, exceptions may be made for incidental private use that occur from time to time when a vehicle is being home garaged that is consistent the Government's commitment to providing a working environment, which recognises the family responsibilities of its employees. For example, an employee who is starting from home in the morning in a government vehicle may use it to drop their children at school.

It is also recognised that official travel will often involve employees travelling outside normal working or business hours. In such cases it may be inappropriate to strictly apply the prohibition on private use. For example, a minor detour to make a private purchase before shops close for the night is unlikely to breach the spirit of these guidelines.

## Carriage of Non-State Service Personnel

**Regular Carriage**

Non-State Service personnel may only be carried in operational government vehicles for business reasons on a regular basis with **written approval** from the Secretary. Regular carriage of non-state service personnel in a vehicle at least once a week is considered to be regular. Approval is to be provided on a vehicle by vehicle basis.

This would apply to a number of Tasmania Prison Service and Community Corrections vehicles which are utilised to transport prisoners or offenders for court appearances, health reasons, urinalysis testing and other appointments.

**Ad hoc Carriage**

Non-State Service personnel may only be carried in operational government vehicles for business reasons with **written approval** from the Output Manager taking into account the business requirement to provide the passenger with transport, and other departmental policies. Examples include spouses, children, official volunteers, consultants, representatives of non-government organisations, members of government boards and agency clients in defined circumstances.

Where a passenger is approved to travel in the vehicle, it should be conditional on:

* the work duties are not interrupted or delayed;
* there is minimal additional travel incurred because of the family members being a passenger;
* appropriate child restraints are provided in the car; or
* the passenger is not unduly exposed to risk.

The Department will not pay for any travel or accommodation costs incurred by the carrying of a passenger, unless otherwise agreed or entitled.

The carriage of non-State Service personnel in an emergency (e.g. breakdown or illness) is not prohibited by any authorisation; however, the matter should be reported to the Output Manager as soon as possible.

## Home Garaging of Operational Vehicles

Operational vehicles must be garaged at official departmental premises, unless authority has been given to home garage a particular vehicle in accordance with the Home Garaging Policy.

An employee with approval to home garage an operational vehicle is not to home garage that motor vehicle at their residence while on recreational or other leave.

Home garaging is permitted for all private‑plated motor vehicles provided under a contract of employment.

## Sharing of Motor Vehicles

Employees are to share motor vehicles, where appropriate, when travelling to the same destination.

# Private Plated Vehicles

The range of vehicles Executives can choose from is determined by the Department of Treasury and Finance and made available through the whole of government Passenger and Light Commercial Motor Vehicle (V672) Contract.

Executive vehicles are divided into the following two categories:

***Category A*** - Heads of Agency and specified equivalents (Judges, Magistrates, Solicitor-General, Crown Solicitor and the Director of Public Prosecutions or others with the approval of the Secretary, Department of Premier and Cabinet) and Executives paid at the base level of SES 3 or above.

***Category B*** - Executives not included in category A, and paid at the base level of SES 1 or above. Executives may select a vehicle from the operational category if they prefer (including operational electric vehicles) provided:

• the whole of life cost of the Executive’s chosen operational vehicle falls within their category limit (see Attachment A).

• the capital cost of the selected operational vehicle does not exceed the highest priced standard vehicle within the Executive’s category (the capital cost of an electric vehicle must not to be used for the purposes of this selection); and

• CO2 emissions do not exceed allowable limits.

# ***6.1 Accessory Entitlements***

Executives may choose to have the following items included when ordering a vehicle:

• metallic paint;

• towpack;

• cargo barrier;

• items of a protective nature such as – headlight protectors, cargo liners, mats; and

• safety options required to meet the agency specific WHS requirements.

In addition, Executives may also select optional extras for personal preference reasons to a total value of $1 000.

Requests for these items must be directed to the agency fleet managers.

Requests for other items will be determined on a case by case basis by the Secretary, Department of Treasury and Finance.

Heads of Agency and specified equivalents can choose leather seats (where a factory fitted option exists) without requiring approval.

A motor vehicle provided as a part of a contract entitlement is available for the private use of the officer to whom it is assigned without restriction including weekends, public holidays and periods of leave. Any members of the immediate family of the person assigned a private vehicle may also drive the motor vehicle. Immediate family means that person’s spouse, parent, adult child or stepchild, including those who hold a provisional licence and any other person as approved by the Secretary.

Unless extenuating circumstances exist or an emergency situation arises, a person who is not a member of the immediate family and is required to use the private plated vehicle, details of that person’s name should be kept in the vehicle log book to ensure that relevant information is available in the event of an insurance claim, speeding ticket or other traffic infringement.

Provisional and learner drivers must display ‘P’ or ‘L’ plates when driving a private plated government vehicle.

The person responsible for the vehicle must ensure that drivers are suitably qualified; that they are able to take due care of the motor vehicle and that they are aware that they remain responsible for any traffic infringements they incur. This includes provisional and learner drivers as well as local, interstate and internationally licensed drivers.

When the nominee of a person to whom a motor vehicle is assigned is a learner or provisional driver or may be subject to insurance penalties because of age or previous driving history, there is no requirement to advise Government Fleet Manager or the Tasmanian Risk Management Fund (TRMF).

All Senior Executive vehicles should be made available for operational use as required.

A private plated vehicle is not to be taken interstate for a work related or private purpose without **written approval** from the Secretary.



## Hybrid Vehicles

As the Department provides a fuel card for all executive vehicles to cover the cost of fuel, it will also provide reimbursement of electricity costs for recharging hybrid or electric vehicles from an executive’s home. Calculation of reimbursement is to be agreed between the relevant Officer and the Director Finance as appropriate.

## Acting Executive Staff

For a period less than six months, any staff acting in an executive position (or equivalent) do not have an entitlement to the private use of an executive vehicle. The Secretary may approve the use of a spare executive vehicle for use by an acting staff member if a surplus vehicle is available.

For acting periods in excess of six months, the Secretary may offer the acting staff member use of a vehicle in accordance with Employment Direction No 17: *Senior Executive Service and Equivalent Specialist Officers – Administrative Arrangements and Conditions of Service*.

## Temporary Use of G-Plate Vehicles by Executive Staff

In the event that an executive’s allocated vehicle is unavailable for use for a period of time, that executive should be provided with a hire car for the duration of the period of unavailability. The use of a G-plate vehicle is considered inappropriate as it sends the wrong message to the public about the use of government pool cars by the Department.

# Driver Requirements

Drivers should be aware that their conduct on the roads may negatively impact community perception of the Department of Justice and the State Service. It is important that the same standard of courtesy and consideration be extended to other road users as would be expected of a government employee in face to face contact with members of the public.

Any complaint relating to the manner in which a Departmental motor vehicle has been driven will be investigated and the matter referred to the relevant Output Manager for appropriate action.

All investigations will be investigated in a manner consistent with the State Service Act’s Code of Conduct.



## Authority to Drive a Departmental Vehicle

Departmental vehicles should only be driven by suitably licensed departmental employees, including fixed term employees.

**Written approval** is required from the Secretary to authorise non-government personnel use of a government vehicle.

All drivers of Departmental motor vehicles must hold a current Driver’s licence endorsed with the classes of motor vehicles that the driver is authorised to operate.

Employees who have a provisional driver’s licence may drive government vehicles but must display the ‘P’ plate when driving. Learner drivers are not permitted to drive operational vehicles. Drivers of operational vehicles are subject to traffic laws in the same way as any other driver and remain personally liable for any breach of those laws (including parking and speeding offences).

## Road Rules

Drivers of departmental vehicles are to adhere to all road rules and traffic laws at all times. Refer to [Tasmanian Road Rules Handbook](http://www.transport.tas.gov.au/__data/assets/pdf_file/0009/109566/Tasmanian_Road_Rules_2015_for_web1.pdf) issued by the Department of State Growth for information.

Drivers are personally liable for any breach of those laws (including parking and speeding offences).

## Drivers’ Responsibilities

All drivers are to:

* ensure their own safety and that of their passengers, other road users and the public by driving a courteous, legal and safe manner at all times and moderate their driving to suit changes in conditions;
* ensure their travel schedule is realistic taking into consideration the activity being undertaken, distance being travelled and road and weather conditions;
* subject to approval, consider staying overnight where there is a requirement to travel a long distance and there is a risk of driver fatigue;
* ensure the motor vehicle being used is appropriate to the activity being undertaken and perform a visual inspection to ensure prior to commencing travel;
* be appropriately licensed and competent to drive the motor vehicle; and
* accurately complete the log book in all G-plated vehicles.

For more information on driver safety refer to the [Driver Safety Policy](http://intra.justice.tas.gov.au/whs/_/policy/Driver_Safety_Policy_1.0.docx).

## Smoking

Smoking is not permitted in any motor vehicle at any time. A vehicle is a workplace for the purposes of the *Workplace Health and Safety Act 2012* and smoking is prohibited in the workplace.

## Driver Training

Employees whose duties require regular long distance driving or frequent driving may be required to undertake appropriate driver awareness and education courses.

A driver who consistently incurs traffic infringements or is regularly at fault in accidents or the subject of a public complaint may be banned from driving Departmental vehicles or be required to undertake appropriate driver training. Training courses may include:

* proper driving attitude and behaviour;
* hazard awareness;
* safe driving speeds;
* safe following distances; and
* the effects of fatigue, drugs, and alcohol on driving.

## Security

Drivers of all Departmental motor vehicles are responsible for securing the vehicle and its contents and must:

* avoid leaving property in the vehicle or place it in the boot or out of sight if it must be left in the vehicle;
* park the vehicle in as secure a parking space as reasonable practical; and
* close all windows, lock all doors and take the keys when leaving the motor vehicle.

## Consequences of Improper Use or Care

Facilities Management monitor and record any improper use, accidents, the level of traffic infringements or any vehicle which is not maintained in a proper manner and report those of concern to the appropriate Output Manager.

In extreme cases, action may be taken in accordance with Commissioner’s Direction No. 5 - *Procedure for the investigation and determination of whether an employee has breached the Code of Conduct*.

Where a driver is convicted of a serious driving offence, the Secretary may decide to take disciplinary action against that employee under the State Service Act’s Code of Conduct and relevant agency procedures.

Where disciplinary action is taken under the Code of Conduct, and the offence causes damages that result in costs to the Department and / or others, the Secretary may decide to recover some or all of those costs from the employee.

Where non-State Service personnel are involved in the improper use of a government vehicle resulting in damages that result in costs to the Department and/or others, the Secretary may decide to pursue recovery of those costs through legal means.

## Offences and Fines

Drivers are personally liable for paying all fines and penalties they incur in respect of any breach of Commonwealth and State Statutes and Local Government by-laws relating to the use of a motor vehicle including parking and speeding fines.

Drivers are required to pay fees immediately, based on the original ticket.

# Operation of Motor Vehicles

The driver of the vehicle must ensure the vehicle is in a safe condition when they pick up, use and return the vehicle after use. The relevant Output is responsible for ensuring that the vehicle is appropriately maintained, cleaned and serviced, including regular oil, water and tyre checks.

The driver of the vehicle must familiarise themselves with the features (i.e. hand brake, fuel flap, type of fuel, etc) of the vehicle they are driving, to ensure its safe operation. Vehicle manuals are kept in the glove box of vehicles for reference.



## Driver's Information Booklet

The Government Fleet Manager provides information on the proper operation of a motor vehicle in a booklet entitled Drivers’ Responsibilities. A copy of this document should be found in the glove box of each motor vehicle. This booklet also explains what to do when:

* routine maintenance is required;
* you experience mechanical problems; and
* the motor vehicle is involved in an accident.

## Maintenance, Servicing and Repairs

The importance of maintaining vehicles cannot be understated. Vehicles, where the overdue servicing exceeds 60 days, may be subject to an RACT inspection at the relevant Output’s cost and temporary removal whilst repairs and overdue maintenance/servicing is undertaken. The RACT will also be authorised to undertake random audits of Fleet vehicles for roadworthiness, and where vehicles are identified as being unroadworthy, the above will also apply.

Relevant Outputs of departmental motor vehicles are responsible for arranging any necessary maintenance, servicing or repairs of their motor vehicle, as per the manufacturers’ specifications. The next service due date is determined either by time (such as 6 months, 9 month or 12 months) or by the kilometres travelled (generally every 10,000 km or 15,000 km) whichever occurs first. Vehicles are to be serviced at the manufacturer's dealership from which the vehicle was purchased the details of which are located in the vehicle manual which is found in the glove box.

Drivers of executive vehicles are to contact the appropriate dealer for their motor vehicle directly to arrange a time for any maintenance, servicing or repairs. For G-plate and specialised vehicles, this function may be performed by specific designated staff. Responsibility for maintenance, servicing and repairs for each vehicle lies with the relevant Output.

## Roadside Assistance

A roadside emergency breakdown service is provided as part of the motor vehicle lease agreement. In general, the service covers roadside assistance with flat tyres, batteries, lock out and unexpected mechanical malfunctions. Details are available in the manufacturer’s vehicle manual located in the glove box.

## Accident Assistance

Guidelines on what to do if your motor vehicle is involved in an accident are provided in [the Drivers’ Responsibilities](http://147.109.254.181/domino/bfg.nsf/5DE1BE9364065587CA257EC70083A8DB/$FILE/Drivers+Responsibilities+September+2015.pdf) document. In addition to the instruction in the document, drivers are also required to:

* Immediately notify your relevant work area supervisor of the accident;
* Complete and forward the [Motor Vehicle Accident Notification Form](http://www.treasury.tas.gov.au/domino/dtf/dtf.nsf/LookupFiles/CLAIM_FORM_generic.pdf/$file/CLAIM_FORM_generic.pdf) to Facilities;
* Obtain two quotes for repairs from [approved repairers](http://intra.justice.tas.gov.au/finance/cars/?a=237857) and forward them to Facilities; and
* complete an [OHS Hazard of Safety Incident report form](http://intra.justice.tas.gov.au/whs/report_incident_forms/hazard_and_incidents), irrespective of whether the accident is minor.

Facilities will liaise with the Government Insurance Administration Agent and Government Fleet Manager to determine the process for organising vehicle repairs.

In the event that the wrong fuel is pumped into a vehicle (example: unleaded into a diesel vehicle), this should be treated as an accident for insurance purposes.

## Windscreen Repairs

If a departmental motor vehicle sustains windscreen damage only, the driver who is responsible for the vehicle is to contact a [preferred windscreen repairer](https://www.leaseplan.com.au/driver/tools/supplier-finder) for windscreen replacement or chip repairs. Identify your motor vehicle as a departmental motor vehicle and the supplier will contact the Government Fleet Manager for authorisation to repair and gain approval for payment. The preferred suppliers that provide roadside repair service are noted at [windscreen repairers](https://www.leaseplan.com.au/driver/tools/supplier-finder).

## Fuel and Fuel Cards

The Government Fleet Manager will issue a fuel card for each leased departmental motor vehicle. This fuel card is linked to the specific vehicle and must remain out of site and securely in the vehicle at all times when not being used. A pin number feature can be activated on each fuel card for additional security, which can be arranged through Facilities. A listing of all authorised fuel sites is available on the Department’s intranet.

When refuelling, drivers must use the Primary Government Fuel Provider - Caltex, fill the vehicle with the manufacturers’ specification fuel and enter an accurate odometer reading at the time of purchase. Fuel cards for the Secondary Fuel Provider; BP, may be obtained for vehicles, but only in circumstances where the vehicle operates extensively in parts of the State where there is no coverage by the Primary Fuel Provider. Requests for BP cards must be made to Facilities and accompanied by a business case justifying the need for a BP card.

If a Government Fuel Contractor facility is not available, then the driver may use another facility and seek reimbursement for the expense incurred. Government credit cards **must not be used** for purchasing fuel in any circumstances.

When returning a vehicle, drivers should ensure the vehicle is returned with at least one quarter of a tank of fuel.

A fuel card allocated to a specific vehicle must only be used to fuel that vehicle and must not be used to fuel any other vehicles, boats, lawn mowers, fuel containers or other assets.

In the event of lost, stolen or damaged fuel cards, the Department is liable for any purchases made against the card until the Government Fuel Provider is advised of the loss. Holders of cards should therefore treat the card as they would any other private credit card in their possession.

Any requests for replacement cards for departmental motor vehicles are to be made to Facilities. Any lost card must be reported immediately to Facilities on 6165 4893. To cancel lost, stolen or damaged cards outside of normal business hours, contact the fuel contractor on 1300 130 027.

## Unallocated Fuel Cards

Outputs, which regularly hire vehicles, may be issued with an unallocated Caltex Fuel card through Facilities, to be used for paying for fuel for hire vehicles. All unallocated fuel cards are to have a designated person responsible for their safekeeping. The use of all unallocated fuel cards should be [recorded in a log](file:///G:\FACILITIES%20MANAGEMENT\Vehicles\Vehicle%20Policy\Unallocated%20Fuel%20Card%20Log.docx) and available for auditing purposes on request. The vehicle’s odometer reading must be entered on each fuel purchase.

Fuel cards must not be used for fuelling personal vehicles, boats or other non-government assets. The need for unallocated fuel cards in each Output should be reviewed annually.

## Fair Wear and Tear

Employees who are responsible for the use of departmental motor vehicles must:

* ensure it is kept clean and tidy;
* maintain the motor vehicle in good condition at all times (fair wear and tear exempted);
* arrange for any repairs and regular servicing with the vehicle supplier; and
* ensure that G-plate and specialised vehicles are returned with a minimum of one quarter of a tank of fuel remaining.

## Registration

Motor vehicle registration renewals are automatically processed by the government Fleet Manager for all leased vehicles. Renewal of registration for owned vehicles needs to be organised by the relevant Output in consultation with Facilities.

## Insurance

All motor vehicles leased or owned by the Department have full comprehensive insurance coverage provided through the Tasmanian Risk Management Fund (TRMF). The Fund Administration Agent performs a claims management role.

The Department’s excess is $1,000 and is payable by the Branch or Division to which the motor vehicle is allocated. No age excess applies.

# Fringe Benefit Tax



## Impact of Fringe Benefits Tax

The Department pays the Fringe Benefit Tax (FBT) liability on motor vehicles with private (or unspecific) usage from the budget of the Output to which the motor vehicle is allocated.

Each year the Finance Branch, in conjunction with the Government Fleet Manager calculates the agency’s fringe benefit tax liability for the period 1 April to 31 March.

There are two methods for calculating the FBT liability on a motor vehicle - the 'statutory formula' method and the 'operating cost' method. The FBT regulations allow for the method providing the lowest liability to be used. Finance will calculate the cost of both methods for each vehicle to minimise the Department’s FBT liability on motor vehicles.

As an employer the Department is required to record the taxable value of certain fringe benefits provided to employees. Where the total taxable value of those fringe benefits exceeds $2,000 in a FBT year, the Department is required to report an amount grossed up on an employee’s payment summary.

Where employees have use of a motor vehicle for private purposes (which includes home to work travel) and depending on the particular circumstances, a reportable fringe benefit may be reported on their payment summary in a given financial year.

The Finance Branch can be contacted regarding the potential FBT liability for a departmental motor vehicle. If an employee requires specific advice about how a reportable fringe benefit is likely to affect them that advice should be obtained from their own financial advisor. Further information regarding the [calculation of FBT](http://intra.justice.tas.gov.au/finance/documents/FBT_Overview.doc) is available on the [FBT intranet page](http://intra.justice.tas.gov.au/finance/gst/fbt).

## Logbooks

All Departmental operational vehicles are required to have a continuous active logbook. The reasons for this include:

* to enable the Department to use the operating costs method to calculate the minimum FBT payable on each vehicle;
* to determine how the vehicle is being used to enable to Department to maximise the efficiency and effectiveness of its vehicle fleet; and
* to enable the Department to identify the driver at the time of any traffic related infringements.

The Finance Branch requires an up to date logbook for each vehicle as part of its preparation of the Department’s FBT Return each year. All completed logbooks should be forwarded to Finance for recordkeeping purposes.

Drivers must make an entry in the vehicle logbook after each trip for all operational vehicles. This must include the date of the trip, the opening and closing kilometres, the purpose of the trip and the name of the driver. This should be written clearly and be able to withstand scrutiny should further investigations be held around the vehicle and its usage. In order to minimise the Department’s FBT liability, drivers of executive vehicles provided under their contracts of employment need to ensure that they have a valid logbook. A valid logbook is a record of 12 weeks of driving activity and is able to be used for 5 years, unless driving patterns change and a new log book is required. Finance will liaise with drivers of private‑plated motor vehicles to ensure that they have a valid logbook at the time of each FBT Return.

Further information on completing a vehicle logbook is available in the [Guidelines for Completing a Log Book](http://intra.justice.tas.gov.au/finance/gst/fbt), on the Finance section of the departmental intranet.

Log books may be hard copy or electronic. The implementation of the Carpooling Software ‘Smartfleet’ will assist in the collection of electronic logbooks and will apply to those vehicles that form part of the carpooling fleet. These logbooks must be updated by the driver after each trip is completed and can be collected electronically by the Systems Administrator. Any unlogged trips or kilometres that are not recorded will be considered private use and will increase the FBT payable by the output responsible for the vehicle.

Further information on completing logbooks is available in the [Guidelines for Completing a Logbook](http://intra.justice.tas.gov.au/finance/documents/Log_Book_Instructions.doc), or from the Finance Branch.

# Accessing a Motor Vehicle for Use

A Departmental employee who is required to travel intrastate on departmental business should select a vehicle in the following order:

* a departmental G-plated motor vehicle; then
* an allocated private‑plated motor vehicle provided under an employment contract.

A number of Outputs within the Department utilise the Smartfleet vehicle booking software, which is available at: http://smartfleetaustralia.com.au/.

Executive staff should use their own private-plated motor vehicle provided under their employment contract as the first option.

If no motor vehicles noted above are available, then alternative arrangements can be made which may incur additional expense. These include:

* Buses;
* Taxis;
* a motor vehicle from the Government hire-car contract;
* the employee's private motor vehicle with payment of appropriate travel allowance with **written approval** from their manager who has sufficient financial delegation.

A motor vehicle from the Government motor vehicle hire contract or an employee's private motor vehicle when used for Government purposes are considered operational motor vehicles within this document and the relevant guidelines apply.



## Hire Car Facilities

A departmental motor vehicle is to be utilised for work related transportation needs. However, if none are available, then staff may utilise the [Common Use Contract - Vehicles](http://db.purchasing.tas.gov.au/domino/contracts.nsf/all-v/35460E9F8BD8965BCA256B3B00004956) (contract V672). This whole-of-government contract is managed by Treasury.

Where it becomes necessary to hire a car, a fit for purpose motor vehicle should be selected whenever possible and be consistent with the safety standards and greenhouse rating requirements of this policy. Where available, it is required that light highly visible colours are selected for motor vehicles used on the open road.

Prior approval from your manager with an appropriate financial delegation is required when hiring of a motor vehicle is necessary. Any vehicle to be hired should be on the Department of Justice account. [Instructions for hiring a vehicle](http://intra.justice.tas.gov.au/finance/cars/hiring_a_car) are available on the intranet.

All users of hire cars should read the hire conditions before signing the hire contract. In particular, note that hire car companies may reserve the right to charge for an extra day or half day if the motor vehicle is brought back later than the agreed time.

A contractor or consultant engaged by a government agency is deemed a government employee for the purposes of this contract where the agency is responsible for the payment of the government short-term hire account.

All conditions on the operation and restrictions (including private use) that apply to a G-plated vehicle also apply to a hired motor vehicle.

## Use of Personal Motor Vehicles

Personal motor vehicles may only be used when a departmental motor vehicle is unavailable and the use of buses, taxis or a hire motor vehicle is deemed uneconomical or impractical.

Employees or volunteers who use their personal motor vehicle as part of their employment or assistance to government must ensure that the vehicle is comprehensively insured, as the Tasmanian Risk Management Fund does not cover privately owned vehicles, even if being used for work purposes. The Department is notresponsible for any costs incurred as a result of an accident, breakdown or maintenance involving usage of a private vehicle for work related purposes, as per current Government policy.

The supervisor must:

* make all reasonable efforts to determine a solution that does not involve private motor vehicle use;
* ensure the employee has volunteered the use of their private motor vehicle for approved work related purposes;
* ensure that the employee has confirmed that the motor vehicle is comprehensively insured
* take all reasonable efforts to be satisfied that the employee’s private motor vehicle is fit for purpose; and
* make it clear to the employee whether the approval for use of the private motor vehicle for work related purposes is for a one-off situation or ongoing. Unless absolutely necessary approval for ongoing use of a private motor vehicle should not occur.

The employee must:

* have the approval of their Output Manager;
* ensure the private motor vehicle is registered for the period of use;
* ensure the private motor vehicle used for approved work related purposes has a current comprehensive insurance policy;
* advise the insurance company that their private motor vehicle is to be used for occasional work related purposes (if their vehicle is used for work purposes in excess of 50 per cent of the time);
* accept full responsibility for the private motor vehicle while being used for approved work related purposes;
* undertake to maintain and regularly service the private motor vehicle as would reasonably be accepted for the type and model of the motor vehicle;
* ensure that the general condition of the private motor vehicle is appropriate and safe for the purpose;
* agree to the use of their private motor vehicle for approved work related purposes; and
* maintain sufficient records of the travel undertaken to enable a proper travel claim to be made.

Whereas it is each employee’s personal responsibility to ensure that they have their own motor vehicle comprehensively insured, the Agency should regularly inform employees of their liability in the use of private vehicles for official purposes.

# Ordering/Disposing of Vehicles

Vehicles may be ordered for two purposes;

* To replace an existing vehicle; or
* As a new vehicle for a specific purpose.

The Department of Treasury and Finance manages the common use contract for passenger and light commercial motor vehicle under which the government fleet of motor vehicles are purchased. Under this contract, there is a list of vehicles which may be selected for use. All vehicles on this list meet the Government’s safety and efficiency standards. On top of this, the Department requires that all G-plate passenger vehicles be of four cylinders or fewer. All new and replacement operational vehicles are to be selected from the Whole of Government Vehicle Contract with the focus on the most economical and fit for purpose option.

As mentioned above, all departmental G-plated passenger vehicles may be a maximum of four cylinders. There must be a business need for the order of a four wheel drive vehicle to be approved.



## Renewing an Existing Vehicle

The Government Fleet Manager will advise the Department six months in advance when motor vehicles are due to be replaced.

The Output to whom a motor vehicle is assigned should review the need for the motor vehicle before the lease expires and should advise the Facilities Officer if it is no longer required.

If the vehicle is required to be replaced, the replacement order is to be completed and provided to the Facilities Officer for review at least 3 months prior to the existing vehicles end of lease. Once the Facilities Officer has reviewed the request to replace the vehicle, it will be provided to the relevant Deputy Secretary or Secretary for approval.

## New Vehicles

All requests for new vehicles need to be supported by a detailed business case, endorsed by the relevant Output Manager, and provided to Finance for review. Finance will review the request for the new vehicle before providing it to the relevant Deputy Secretary or Secretary for approval.

## Vehicle Order Form

The Government Fleet Manager has a standard vehicle order form to be used for acquisition of all leased vehicles. This form is to be completed and provided to the Facilities Officer for review.

## Collection of New/Replacement Vehicles

All Outputs are responsible for organising for the collection of their own new and replacement vehicles. The vehicle Dealership will contact the driver or output designated vehicle manager to arrange the collection of new vehicles together with the return of existing vehicles as required.

## Cost of Vehicles

The full cost of the motor vehicle lease, insurance and ongoing operating costs are allocated to the relevant Output's budget.

Operating costs include fuel, maintenance and management fees. Lease rates vary depending on the type of motor vehicle, length of lease period and the expected sale price.

Any losses incurred on the sale of prior motor vehicles (sale price less than the expected sale price), must be paid out in full.

The lease rates are calculated by the Government Fleet Manager at a rate per month based on:

* purchase price of the motor vehicle;
* interest rate as advised by the Contract Manager; and
* a residual value for the motor vehicle determined by the Government Fleet Manager and approved by the Contract Manager from time to time.

Outputs will also be responsible for any FBT costs on their vehicles. For those Outputs who utilise electronic booking systems and loan their vehicles to other outputs on a price per kilometre basis. Those costs will be transferred accordingly by Finance on a monthly basis.

## Term

The standard lease term of all departmental motor vehicles is three years and 60,000 kilometres. This term may be modified for particular vehicles with an unusually high usage.

## Vehicle Equipment

It is recommended that new and replacement vehicles be fitted with the following equipment where relevant:

* **Floor Mat Sets**: should be installed to enhance resale value.
* **Cargo Barriers**: As a work, health and safety precaution, cargo barriers are to be fitted to all operational station wagons and vans.
* **First Aid Kits**: as a safety precaution in case of vehicle accident or health related issue.
* **Fire Extinguishers**: In case of vehicle or other fire, fire extinguishers are to be stored in all operational vehicles.
  + Fire extinguishers are mandatory for all G-Plated vehicles and should be supplied by the Output and be stored securely or fitted by a competent installer.
  + Fire extinguishers are recommended for executive vehicles and should be purchased by the executive and stored securely or fitted by a competent installer.

Where vehicles are replaced, the first aid kits and fire extinguishers should be transferred between the vehicles.

Accessories are only to be approved for operational reasons, having regard to the particular conditions under which the vehicle operates, and necessity for the safety of the vehicle or reasonable comfort of the occupants. The installation of any other equipment is to be approved by the relevant Deputy Secretary or Secretary.

Personal stickers: The placing of any sort of personal stickers (political, religious or other) on Government vehicles is strictly prohibited. The only stickers permitted on Government vehicles are those approved by the Road Safety Task Force, and agency specific.

## Optimising Usage

The Department is required to ensure that an optimum financial return is achieved from the lease of departmental motor vehicles. Best financial return on the turnover of a motor vehicle is generally achieved when both the term and distance of the lease is met. Penalties for early return of a motor vehicle before the term of the lease has expired may apply.

When it is likely that the kilometre target will be completed prior to the term, Outputs should look to reprioritise the use of that vehicle within the existing Output or consult with the Facilities Officer to determine if there are any underutilised vehicles available elsewhere with the Departmental fleet.

Facilities will monitor vehicle usage on a regular basis and as a result may rotate operational vehicles at their discretion after considering the operational requirements of the affected Outputs.

## Disposal/Return of Vehicles

The return of a motor vehicle is not to occur until the lease term has been reached. The Government Fleet Manager will arrange for the disposal of the old motor vehicle through the nominated Disposal Agent.

The retiring motor vehicle is to be returned to the new vehicle supplier at the time of change over by the relevant Output.

The vehicle supplier is required to prepare a Vehicle Surrender Report (VSR) on the motor vehicle’s condition and provide it to the Government Fleet Manager. The employee returning the motor vehicle must sign the VSR.

Motor vehicles must be returned in a clean and undamaged condition and with any documents to be left in the motor vehicle including:

* manufacturer’s handbook, service and owners’ manual;
* spare keys including glove box keys;
* spare tyre and jack;
* fuel card; and
* all fitted accessories.

The Disposal Agent will rectify any motor vehicle damage prior to sale or missing equipment, including spare keys. The Government Fleet Manager will provide authorisation to repair the motor vehicle via an 'approved repairer' and replace missing equipment such as spare keys. Damage will be repaired and replacement equipment will be charged to the relevant Output as 'do and charge' maintenance.

First Aid kits and fire extinguishers purchased by the department are to be removed from the vehicles just prior to return of the vehicle.

Costs for work undertaken that is not covered by insurance and is considered the result of accidental damage, maintenance oversight or safety requirement will be charged to the relevant Output.

## Reporting

The Government Fleet Manager provides a comprehensive range of management reports on a monthly basis. These reports include a list of motor vehicles due for replacement, service and maintenance, fuel transactions, motor vehicle utilisation and repair transactions.

In addition, a detailed usage and exception summary report is provided by the Government Fleet Manager on a quarterly basis.

Material variations are investigated by Finance and will be discussed with the relevant Output as appropriate.

# Key Performance Indicators

The Department has a number of Key Performance Indicators (KPIs) by which it monitors the efficient and effective usage of its vehicle fleet, including but not limited to:

* Vehicle utilisation rate;
* Number of vehicles;
* Percentage of private usage per G-plated vehicle;
* Number of accidents (over $1,000 damage) per vehicle per year;
* Percentage of vehicles to undergo servicing within manufacturer’s timeframes;
* Number of driver infringements;

These KPIs are classified as agency KPIs and are reported to the Agency Executive every quarter.

# Related Policies

This policy and the guidelines are based on and supported by a number of other government documents including:

* [Driver Safety Policy](http://intra.justice.tas.gov.au/whs/_/policy/Driver_Safety_Policy_1.0.docx);
* [Policy and Guidelines for the Allocation and Use of Tasmanian Government Motor Vehicles](http://www.dpac.tas.gov.au/divisions/corporate_and_governance_division/gov_vehicles_policy) (issued by DPAC);
* [Common Use Contract V672](http://db.purchasing.tas.gov.au/domino/contracts.nsf/all-v/35460E9F8BD8965BCA256B3B00004956) – Vehicles (issued by Treasury);
* [Common Use Contract F200](http://db.purchasing.tas.gov.au/domino/contracts.nsf/all-v/FA6791BED7CA45C6CA256B3A0080C842) – Fleet Management Agreement (issued by Treasury);
* [Tasmanian Government Fleet Management Handbook](http://www.purchasing.tas.gov.au/buyingforgovernment/getpage.jsp?uid=A97563BE4D988028CA256C98007DB133) (issued by Treasury);
* [Mandating Minimum Safety Requirement for Government Fleet](http://www.transport.tas.gov.au/roadsafety/vehicles/mandating_minimum_safety_standards_for_the_government_vehicle_fleet) (Department of State Growth);
* [Government Vehicle Emissions Policy](http://www.purchasing.tas.gov.au/buyingforgovernment/getpage.jsp?uid=C85AEBEBCD89B4BFCA2574F300173FB1);
* [Government Vehicle Fleet – Minimum Safety Standards](http://www.transport.tas.gov.au/roadsafety/vehicles/mandating_minimum_safety_standards_for_the_government_vehicle_fleet);
* [Tasmanian Road Rules Handbook](http://www.transport.tas.gov.au/__data/assets/pdf_file/0009/109566/Tasmanian_Road_Rules_2015_for_web1.pdf);
* [Report of the Auditor-General No. 3 of 2014-15 - *Motor vehicle fleet management in government departments*](http://www.audit.tas.gov.au/media/Report-No-3-Motor-Vehicle-Fleet-Management.pdf); and
* [Employment Direction No 17: Senior Executive Service and Equivalent Specialist Officers – Administrative Arrangements and Conditions of Service](http://www.dpac.tas.gov.au/__data/assets/pdf_file/0009/254979/ED17.pdf).

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