



CHIEF MINISTER'S DEPARTMENT

Governance Division
Employment Policy Section

**ACTPS NON-EXECUTIVE
PASSENGER AND LIGHT
COMMERCIAL VEHICLE
MANAGEMENT GUIDELINES**

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1. DEFINITIONS

<i>ACTPS</i>	means the Australian Capital Territory Public Service.
<i>authorised driver</i>	means an officer or employee who has approval from the Chief Executive to drive an ACTPS vehicle on official government business, and who holds a current and appropriate driver's licence.
<i>authorised use</i>	means the use of ACTPS vehicles for official business as approved by the Chief Executive.
<i>Chief Executive</i>	for the purpose of these guidelines: <ul style="list-style-type: none">• is a person who performs the duties of an office of Chief Executive or equivalent office, in terms of their responsibility for managing an administrative unit; or• their authorised delegate.
<i>emergency</i>	means an incident or injury of serious or life threatening nature.
<i>fleet vehicles</i>	means all leased passenger and light commercial vehicles comprising the ACT Government fleet and managed by the Territory Fleet Provider.
<i>official business</i>	means business associated with the operation of the agency.
<i>private use</i>	means the use of an ACTPS vehicle for purposes other than official business.
<i>self-drive vehicles</i>	means all vehicles, excluding plant, with a seating capacity up to and including 22 persons.
<i>Territory Fleet Provider</i>	means the contracted fleet provider (the current provider for ACTPS vehicles is sgfleet).

2. INTRODUCTION

Purpose of the guidelines

The guidelines support the ACTPS legislative employment framework and in particular they outline the principles for the management, control and use of ACTPS vehicles in accordance with Part 7.2 of the [Public Sector Management Standards 2006](#).

They also outline specific responsibilities of agencies, their staff, and Chief Minister's Department to ensure that the provisions contained within the guidelines are met.

Vehicles covered by the guidelines

The guidelines cover all 200 series and non-executive private plated self-drive passenger and light commercial vehicles used by the ACTPS.

Agencies covered by the guidelines

The guidelines apply to all ACTPS departments and relevant authorities, referred to in this document as agencies, excluding Territory Owned Corporations and other bodies exempt by Government.

Effective use of vehicles

All agencies and employees have a duty to ensure the most economical, effective and efficient use of ACTPS vehicles for conducting government business.

Unauthorised use of vehicles

All use of ACTPS non-executive vehicles must be appropriately authorised. Private use and home garaging of these vehicles is NOT permitted, UNLESS otherwise approved.

To minimise any liability to the Territory, passengers must NOT be carried UNLESS this is related to official business or as otherwise authorised (for example where official duties involve carrying members of the public).

Any unauthorised use of ACTPS vehicles, including the carrying of unauthorised passengers, may be subject to disciplinary action.

Agency responsibilities

Chief Executives must ensure that:

- any additional instructions issued by agencies on ACTPS vehicles are consistent with these guidelines; and
- staff are made aware of and advised of their responsibility to comply with these guidelines.

Driver responsibilities

Drivers of ACTPS vehicles are required to:

- be appropriately licenced;
- obey all traffic laws and parking restrictions;
- behave in a courteous way at all times;
- ensure the safe and efficient operation of the vehicle, and that any cargo is properly secured;
- record accurate and timely information on usage in a logbook to be provided with each car;
- report vehicle accidents and defects;
- ensure the care and security of the vehicle; and
- comply with the provisions set out in these guidelines.

Drivers are personally responsible for any breaches of road transport legislation while they are in control of an ACTPS vehicle. This includes the payment of any fines incurred.

Chief Executives are ultimately responsible for ensuring all fines for vehicles under their control are paid in a timely manner by the driver concerned.

Restricted licences

Where an employee is subject to a restricted licence i.e. provisional or probationary licence, appropriate plates must be displayed.

3. FLEET MANAGEMENT AND REPORTING

3.1 Fleet management

Chief Minister's Department role

Chief Minister's Department is responsible for:

- development of service-wide guidelines, in consultation with agencies; and
- oversight of measures aimed at ensuring the effective implementation of Government policy from a whole-of-government perspective.

Private plated vehicles

In specific circumstances, such as security, staff protection, sensitivity or increased effectiveness for service delivery, the use of privately plated non-executive vehicles may be appropriate.

The Chief Executive must approve private plating of non-executive vehicles. Approval is subject to these vehicles being used solely for business purposes, where special requirements exist, unless otherwise authorised in accordance with these guidelines.

3.2 Recording and Reporting

Agency records

Chief Executives are to ensure that appropriate records are maintained, to enable the effective monitoring and management of ACTPS vehicle numbers and their usage, in accordance with Government policies.

As a guide, information should be kept in relation to:

- vehicle details (size, engine capacity, registration)
- vehicle usage (mileage and reasons for use);
- excess wear and tear (extent and associated costs);
- private plating (approvals and ongoing requirement);
- home garaging (approvals and associated costs);
- private use (approvals and associated costs);
- Fringe Benefit Tax (liability and payments);
- fines (incidence and payment);
- accidents and damage (accident reports).

Agency reporting

Agencies are responsible for providing relevant information to the Territory Fleet Provider. This information includes organisational details and vehicle transfers, so that the central register can be kept up to date and correct invoicing can occur.

4. VEHICLE PURCHASE/REPLACEMENT, HIRE AND TRANSFER

4.1 Vehicle purchase/replacement

Additional vehicles

In line with Government policy on reducing vehicle numbers, agencies must ensure that additional ACTPS vehicles are individually justified on the grounds of operational necessity and/or cost effectiveness. FBT liabilities associated with new vehicles and their use should also be taken into consideration.

The Chief Executive must approve all requests for additional vehicles.

Further information about the Territory Fleet Provider contract ACTPS '*Vehicle Acquisition Guidelines*' are available through Procurement Solutions' intranet site at <http://sharedservices/actgovt/ProcurementContracts.asp>.

Four cylinder vehicles

All ACTPS non-executive vehicles must be no more than four cylinders. Vehicles which require greater cylinder capacity for work-related purposes must be approved by the Chief Executive.

Use of fuel efficient, low emission vehicles

Government policy is to increase the number of fuel efficient, low emission vehicles in the fleet.

When selecting a vehicle to lease, and having considered all other relevant factors (eg functionality, lease cost), fleet managers/agencies must prefer the vehicle that has the highest star rating under the [Green Vehicle Guide](#).

Unless justified by operational reasons preference should be given to vehicles with a minimum 3.5 star rating.

Vehicle transfers

Transfers should only be effected through the Territory Fleet Provider to ensure that the information maintained on the central register of fleet vehicles is correct. Any transfer will also require changes to the finance lease – this must also be managed by the Territory Fleet Provider.

4.2

Vehicle hire

Short term hire of vehicles

Occasions may arise where a replacement vehicle is required for a short period of time, for example to perform essential services while another ACTPS vehicle is off the road.

Agencies should first endeavour to redeploy existing vehicles. However, if this is not possible, agencies should organise short term car hire through the Territory Car Hire Provider for a period not exceeding 30 days.

Further information about the Territory Car Hire Provider contract and a *'User Reference Guide for Short Term Car Hire of Motor Vehicles'* is available through Procurement Solutions' intranet site at <http://sharedservices/actgovt/ProcurementContracts.asp> .

Approval for vehicle hire

Each occasion of vehicle hire must be individually justified, and approved by the Chief Executive. Vehicles must not be hired on a short term basis to cover a long-term need.

Vehicle hire while interstate

Arrangements relating to short term vehicle hire when travelling interstate are also covered in the *'User Reference Guide for Short Term Car Hire of Motor Vehicles'*. However provisions in these guidelines regarding appropriate behaviour continue to apply.

5. VEHICLE OPERATION

5.1

Authorised use of vehicles

Approval to use vehicles

All use of ACTPS vehicles must be approved by the Chief Executive. This includes authority to drive, and to carry passengers in ACTPS vehicles.

Approval to carry non-ACTPS passengers

Approval to carry persons other than ACTPS employees may ONLY be given where this is related to the business operations of the agency, or as a result of an emergency or special circumstance.

Notification of emergencies

Where persons other than ACTPS employees are transported in an ACTPS vehicle, in an emergency or special circumstance, the driver concerned must advise their supervisor as soon as possible as to the circumstances.

Workers' compensation

Normal workers' compensation provisions apply to employees using an ACTPS vehicle for business purposes, excluding travel to and from work, but not for other private use.

Drivers' licences

Drivers of ACTPS vehicles must hold a current, valid and appropriate licence.

Where an ACTPS employee is required to upgrade an existing driver's licence for employment purposes, they must:

- seek the prior approval of their supervisor;
- hold an appropriate learner's permit;
- be accompanied by an appropriately licensed and qualified driver; and
- display appropriate plates and/or signs as required by law.

Availability of vehicles

All ACTPS vehicles, including Executive vehicles, must be made available for use by authorised personnel during normal working hours.

Parking permits

Agencies are responsible for obtaining and issuing any relevant parking permits.

Private use of vehicles

Non-executive vehicles must NOT be used for private purposes UNLESS approved by the Chief Executive.

Appropriate behaviour	Drivers and passengers of ACTPS vehicles should behave at all times with courtesy towards members of the public, and in accordance with the general obligations of public employees, or “Code of Ethics”, as set out in Section 9 of the <i>Public Sector Management Act 1994</i> .
Smoking in vehicles	Smoking is NOT permitted in ACTPS vehicles.
Consumption and carrying of alcohol	<p>The consumption of alcohol is NOT permitted in ACTPS vehicles.</p> <p>The carrying of alcohol in or on ACTPS vehicles is NOT permitted UNLESS special approval has been given by the relevant Chief Executive.</p>
Disciplinary provisions	The unauthorised or inappropriate use of ACTPS vehicles may be subject to disciplinary action.

5.2

Home Garaging

Approval to home garage

In line with Government policy to reduce the incidence of home garaging, non-Executive vehicles may ONLY be home garaged with the prior approval of the Chief Executive.

Home garaging outside the ACT is NOT permitted without the approval of the Chief Executive.

When considering requests for home garaging the benefits to the ACTPS should be weighed against any additional costs in operating the vehicle, including FBT liability.

Requests for home garaging may ONLY be approved:

- where benefits to the ACTPS can be clearly demonstrated on the grounds of improved operational effectiveness and/or vehicle safety; or
- as part of approved employee conditions of service.

Operational effectiveness

Operational effectiveness applies where the vehicle concerned is required for:

- approved essential services; or
- official business regularly performed out of hours.

In approving home garaging for such purposes, actual frequency of use must be considered and a full description of the nature and need for home garaging documented.

Vehicle safety

Approval for home garaging on the grounds of vehicle safety applies where a vehicle cannot be securely garaged at the worksite or other secure facility.

ACTPS vehicles must be garaged in such a way as to minimise the risk of damage or loss, and in accordance with any other requirements of the Chief Executive.

In this regard, home garaged vehicles must be parked behind the property line. They must NOT be parked in the street or on property verges overnight.

Home garaging and private use

Approval for home garaging of non-executive vehicles extends to travel to and from work for the purposes of home garaging, it does NOT extend to the private use of these vehicles.

Review of home garaging approval

Home garaging approvals should be reviewed every six months to ensure that they continue to be fully justified.

Withdrawal of home garaging approval

Chief Executives may immediately withdraw the approval to home garage, without notice.

Home garaging while on leave

An ACTPS vehicle should NOT continue to be home garaged while a staff member, who ordinarily home garages that vehicle, is on leave.

Fringe Benefits Tax

Agencies are responsible for the payment of any FBT liability associated with home-garaged vehicles and for ensuring that the real cost of FBT is minimised.

It is imperative that appropriate records, namely log books, be kept of all home-garaged vehicles for FBT calculation and audit purposes.

Before a Chief Executive agrees to home garage a vehicle, for operational reasons or otherwise, they should give careful consideration to any FBT liabilities that may be applicable. They should also ensure their employees are informed of these liabilities.

6. VEHICLE UTILISATION

6.1 Maintenance and care of vehicles

Vehicle servicing

Chief Executives are to ensure that ACTPS vehicles are serviced at intervals recommended by the manufacturer, maintained in a safe and roadworthy condition, and that prompt arrangements are made to correct any defects.

Servicing must be authorised by the Territory Fleet Provider and arranged through approved service centres.

The costs of unauthorised service and maintenance will be met by the area responsible for the vehicle.

Excess wear and tear

Excessive wear and tear may result in a vehicle attracting a lower than usual resale price. Where the resale price is less than the residual calculated under the lease, the agency responsible for the vehicle will bear the cost of any price difference.

Vehicle defects

Users of ACTPS vehicles are to advise the Territory Fleet Provider of any defects requiring correction.

Any vehicle with a defect that renders it unsafe must NOT be driven. A person knowingly driving an ACTPS vehicle which is unsafe does so at their own risk and liability.

Vehicle modification

Where modifications are made, the costs of restoration will be charged to the agency.

All changes to the structure of the vehicle are to be reported to the Territory Fleet Provider before activation of the modification.

Use of official logos

As a general rule, logos and transfers should NOT be affixed to vehicles where this could damage paintwork and reduce the resale value.

The Territory Fleet Provider must be consulted before any logos are affixed to vehicles, and prior approval must be obtained from the Chief Executive.

Where approval has been granted, transfers should be affixed to glass rather than to paintwork.

Any costs associated with the restoration of paintwork will be charged to the agency.

Care of vehicles

Drivers are responsible for the care of ACTPS vehicles in their control, including:

- conducting necessary safety checks (such as fuel, oil and water levels, tyre pressure, etc);
- reporting any defects or faults requiring rectification as soon as possible; and
- keeping vehicles clean and tidy at all times.

Fuel and other supplies

Fuel should be obtained from approved outlets or participating service stations using the fuel card allocated to that vehicle.

Ethanol blends such as E10 should be used in vehicles where available and suitable for the car.

The use of other alternate fuels such as liquefied petroleum gas, and biodiesel should be considered where suitable for the vehicle.

An accurate odometer reading must be recorded each time an ACTPS vehicle is supplied with fuel to ensure appropriate vehicle management. This information is used to monitor fuel usage against industry benchmarks.

The filling of receptacles other than the vehicle fuel tank is NOT permitted, and may be regarded as fraud.

Any loss of fuel from a vehicle is to be reported to the relevant agency immediately.

Where other vehicle items need to be purchased in an emergency a tax invoice should be obtained and provided to the agency Fleet Manager together with an explanation for the purchase and reimbursement if appropriate.

Fuel cards

Fuel cards are supplied with executive vehicles, which entitle the holder to purchase fuel, top up oil and for car wash for official purposes ONLY. Use of fuel cards for other than official purposes would constitute fraud and may lead to disciplinary action.

These cards must NOT be used for any other vehicle.

Information regarding the choice of fuel cards may be obtained from the Territory Fleet Provider. In this regard primary consideration should be given to the principle of best value for money.

Any loss or damage to a fuel card must be reported to the relevant agency and to Territory Fleet Provider immediately. Replacement cards are to be arranged through the Territory Fleet Provider.

Roadside assistance

Drivers should follow the instructions contained in the *Driver Information Card or Kit* provided with each ACTPS vehicle.

7. ACCIDENTS

7.1

Reporting of accidents

Accident reporting procedures

Drivers should follow the instructions contained in the *Driver Information Card or Kit* provided with each ACTPS vehicle.

Drivers should also report the accident to their agency Fleet Manager immediately.

8. CONTACT INFORMATION

Employees seeking further information regarding executive vehicle use and entitlements should contact their agency Human Resources or Corporate Services area provider in the first instance.

Agency Human Resources or Corporate Services areas seeking further information in relation to the policy/legislative framework for executive vehicle entitlements should contact:

Employment Policy Section
Public Sector Management Group
Governance Division
Chief Minister's Department
Ph: 620 77844

Governance Division
Employment Policy Section

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