Victorian Government Standard Motor Vehicle policy

December 2018

D18/369744

The Assistant Treasurer

Department of Treasury and Finance

1 Treasury Place

Melbourne Victoria 3002

Australia

Telephone: +61 3 9651 1044

Facsimile: +61 3 9651 1088

www.dtf.vic.gov.au

Authorised by the Victorian Government

1 Treasury Place, Melbourne, 3002

Published 21 December 2018 Version 10.3

### Document history

#### TRIM number: D18/117502

|  |  |  |
| --- | --- | --- |
| Date | Person | Change detail |
| April 2011 | Marie Kos | Established updates in document |
| April 2011 | Keelie Reader | Transferred SMVP to new template |
| April 2011 | Anna Anderson | Minor edits |
| May 2011 | Marie Kos | Incorporated feedback from VicFleet, departments and agencies, David Roche and Steve Schinck |
| July 2011 | Marie Kos | Approved by Assistant Treasurer incorporated feedback |
| July 21, 2011 | Marie Kos | Final Version |
| Oct 2011 | Linda McHutchison | Inclusion of definition of the word ‘operational’ in the glossary and index. |
| Jan 2012 | Linda McHutchison | Rearranged paragraphs on Executive Vehicle Scheme and clarified use of Government vehicles. |
| April 2012 | Carly Strachan | Policy update – Procurement of 5 star ANCAP rated vehicles |
| Oct 2012 | Lara Wright | Page numbers updated & Driver safety heading. |
| Jan 2014 | Steve Pascoe | Changes to the Supporting Australian Vehicle Manufacturers Policy. |
| Oct 2014 | Steve Pascoe | Removal of the requirement for registration labels. |
| Oct 2014 | Steve Pascoe | Addition of the requirement to purchase replacement tyres from retailers that participate in the national tyre product stewardship scheme. Refer section 3.3.1.1. |
| May 2015 | Steve Pascoe | Assistant Treasurer and Victorian Public Sector Commission update. |
| August 2015 | Steve Pascoe | Mandate the purchase of 4‑cylinder passenger sedans. Refer section 3.2.1.1 |
| June 2016 | Steve Pascoe | Removal of requirement to fit government registration plates to operational vehicles |
| July 2016 | Steve Pascoe | Update to the supporting Australian vehicle manufacturers policy. Refer section 3.2.1.3. |
| Aug 2017 | Steve Pascoe | Update to the supporting Australian vehicle manufacturers policy, Refer section 3.2.1.3. Updates to the safety policy refer 3.2.2.1. Update all links |
| Oct 2017 | Steve Pascoe | Revised vehicle selection policy. |
| Feb 2018 | Steve Pascoe | SMVP applied to all general government departments and agencies |
| May 2018 | Steve Pascoe | Revised approval process for additions to fleet refer 3.1.3.1 |
| Dec 2018 | Bill Redpath | Update, replace Minister for Finance with Assistant Treasurer |

Contents

[Introduction 1](#_Toc515877761)

[1. Policy objectives 2](#_Toc515877762)

[1.1 Fleet management foundation 2](#_Toc515877763)

[1.2 Fleet management framework 2](#_Toc515877764)

[1.3 Vehicle Lease Facility 2](#_Toc515877765)

[1.4 Key links 2](#_Toc515877766)

[2. Policy governance 3](#_Toc515877767)

[2.1 Governance framework 3](#_Toc515877768)

[2.1.1 Department and agency governance responsibilities 3](#_Toc515877769)

[2.2 Legislation 3](#_Toc515877770)

[2.3 Key links 4](#_Toc515877771)

[2.4 Roles and responsibilities 4](#_Toc515877772)

[2.4.1 Assistant Treasurer 4](#_Toc515877773)

[2.4.2 Overview of roles and responsibilities 4](#_Toc515877774)

[2.4.3 Key links 5](#_Toc515877775)

[3. Fleet management framework 6](#_Toc515877776)

[3.1 Fleet management 7](#_Toc515877777)

[3.1.1 Safety 7](#_Toc515877778)

[3.1.2 Vehicle efficiencies 9](#_Toc515877779)

[3.1.3 Fleet efficiency management plan 10](#_Toc515877780)

[3.1.4 Vehicle procurement options 11](#_Toc515877781)

[3.2 Vehicle/fleet lifecycle process and procedures 12](#_Toc515877782)

[3.2.1 Vehicle selection 12](#_Toc515877783)

[3.2.2 Equipment options and accessories 13](#_Toc515877784)

[3.2.3 Registration and identification of vehicles 14](#_Toc515877785)

[3.2.4 Insurance 15](#_Toc515877786)

[3.3 Vehicle/fleet operations 15](#_Toc515877787)

[3.3.1 Vehicle maintenance policies and procedures 15](#_Toc515877788)

[3.3.2 Environmental driving and fuel economy 16](#_Toc515877789)

[3.3.3 Breakdowns 17](#_Toc515877790)

[3.3.4 Vehicle trailers 17](#_Toc515877791)

[3.3.5 Fuel 17](#_Toc515877792)

[3.3.6 Tolls and e‑tags 18](#_Toc515877793)

[3.3.7 Interstate travel 19](#_Toc515877794)

[3.3.8 Driver responsibilities and penalties 19](#_Toc515877795)

[3.3.9 Motor vehicle crashes and reporting 20](#_Toc515877796)

[3.3.10 Care and security of vehicles 21](#_Toc515877797)

[3.3.11 Pooling of government vehicles 22](#_Toc515877798)

[3.3.12 Vehicle identification and markings 23](#_Toc515877799)

[3.3.13 Use of private vehicles for government business 23](#_Toc515877800)

[3.3.14 Alternative vehicles and transport 24](#_Toc515877801)

[3.4 Executive Motor Vehicle Scheme rules 24](#_Toc515877802)

[3.4.1 Key links 27](#_Toc515877803)

[3.5 Vehicle disposal 28](#_Toc515877804)

[3.5.1 Disposal criteria 28](#_Toc515877805)

[3.5.2 Disposal of vehicles owned by departments 28](#_Toc515877806)

[3.5.3 Preparing vehicles for disposal 28](#_Toc515877807)

[3.5.4 Vehicle registration refund 29](#_Toc515877808)

[3.5.5 Replacement policy 29](#_Toc515877809)

[3.5.6 Key links 29](#_Toc515877810)

[4. Content information 29](#_Toc515877811)

[4.1 Glossary 29](#_Toc515877812)

[4.2 Reference links 31](#_Toc515877813)

[5. Consultation 33](#_Toc515877814)

[6. Index 34](#_Toc515877815)

# Introduction

This Victorian Government’s Standard Motor Vehicle Policy (SMVP) is a whole of Victorian Government (WoVG) framework to optimise the management and use of government vehicle assets for the benefit of all departments and agencies and for the government overall.

The SMVP maintains a focus on key fleet objectives including fleet efficiency, vehicle and passenger safety, environmental sustainability.

The Victorian Government is committed to reducing the cost of operating the fleet by implementing more efficient vehicle fleet arrangements, and the SMVP will be used to assist in meeting the Government’s efficiency agenda.

Adherence to this policy is a requirement for all Victorian general government departments and agencies and should be used as a guide for all other agencies. It is to be applied consistently with the requirements of all relevant legislation, policies and contractual arrangements.

All general government department and agency fleet managers and vehicle users are required to become familiar with this policy and its implications.

**The Hon ROBIN SCOTT MP  
Assistant Treasurer**

* + 1. Policy objectives
       1. Fleet management foundation

The following framework synthesises existing processes into a logical framework to reduce duplication of effort and improve fleet efficiencies.

State Government motor vehicles (government vehicles) are provided where it is appropriate that the government operates its own transport or where, in the interests of financial and operational efficiency, it is appropriate to use motor vehicle transport.

Prior to the procurement of a vehicle, general government departments and agencies are required to review existing transport practises to ensure the use of fleet vehicles, including executive vehicles and the government vehicle pool are maximised. Also, that staff considers alternative means of transport such as walking, public transport, taxis (within five kilometres of the destination) and that non travel options, such as video conferencing are used.

The policy objective of the government is that motor vehicle use supports the government’s service delivery requirements and also delivers effective outcomes in vehicle efficiency, safety, environmental performance.

* + - 1. Fleet management framework

A key requirement for the effective management and use of a vehicle fleet is the establishment of a fleet management framework that incorporates the policy and rules of use for government vehicles and drivers, alongside department‑specific requirements, processes and procedures. By following the rules and processes set out in this SMVP, departments and agencies will have adopted an appropriate fleet management framework.

* + - 1. Vehicle Lease Facility

To support the efficient management of the government vehicles, Government has established a vehicle Finance Lease Facility managed by the Department of Treasury and Finance (DTF). This arrangement is compulsory for general government departments and agencies and is available to all other government agencies.

VicFleet (within DTF) is responsible for managing the vehicle Finance Lease Facility.

* + - 1. Key links

For a copy of the Victorian Government Standard Motor Vehicle Policy (SMVP) document (this document): [www.dtf.vic.gov.au/VicFleet](http://www.dtf.vic.gov.au/VicFleet).

* + 1. Policy governance

For the purpose of this policy, governance is the process (or processes) by which a department or agency, through the accountable officer, holds itself to account for the management and use of their vehicle fleet.

* + - 1. Governance framework

The SMVP provides the overarching governance framework including policies and rules of use relating to the management and operation of the government motor vehicle fleet.

* + - * 1. Department and agency governance responsibilities

Departments and agencies are responsible and accountable for the governance framework, management and operation of their motor vehicle fleet. The governance framework establishes the context for departments and agencies to manage their motor vehicle fleet which incorporates a fleet management plan, policies, processes, procedures and practices.

The framework operates on two levels, the overarching structure and roles within the department or agency and the processes or mechanisms that drive fleet performance comply with government’s occupational health and safety (OH&S) obligations and promote efficiencies.

* + - 1. Legislation

The SMVP highlights vehicle‑related government legislation and initiatives along with various policies, guidelines and processes relevant to managing a vehicle fleet.

The SMVP should not be used as a definitive guide to the law and should be read in conjunction with relevant legislation where required. The SMVP does not over‑rule legislation where it impacts the operation of the government’s vehicle fleet.

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

The vehicle related legislation and policies are listed in Table 1.

Table 1: Vehicle related governance legislation and polices

|  |  |
| --- | --- |
| Policy consideration | Related governance |
| Safety | *Occupational Health and Safety Act 2004*  *Road Safety Act 1986*  *Road Safety (Road Rules) Regulations 2009*  *Road Transport (Dangerous Goods) Act 1995*  *Guide to Safe Word Related Driving – A handbook for workplaces* (WorkSafe Victoria)  Road Safety Strategy and Action Plan, 2016-2020 |
| Crashes | *Transport Accident Act 1986* |
| Environment | *The Environment Protection Act 1970* |
| Public service employees | *Public Service Code of Conduct*  *Crimes Act 1958*  *Crown Proceedings Act 1958*  *Victorian Public Service (VPS) Executive Employment Handbook*  Executive Motor Vehicle Scheme  *Privacy and Data Protection Act 2014* (Vic) |
| Fleet policy | Victorian Government Standard Motor Vehicle policy (this document) |
| Government State Purchase Contracts | Victorian Government Standard Motor Vehicle Policy (this document)  Refer to individual Contracts ‘Rules of Use’ |
| Procurement and Disposals | Victorian Government Purchasing Board |

* + - 1. Key links

For a copy of the SMVP refer to VicFleet: [www.dtf.vic.gov.au/VicFleet](http://www.dtf.vic.gov.au/VicFleet)

For copies of the legislation refer to: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)

* + - 1. Roles and responsibilities
         1. Assistant Treasurer

The Assistant Treasurer is responsible for policy relating to government’s passenger and light commercial motor vehicle fleet. The Assistant Treasurer is supported by DTF that manage a range of fleet services. The Victorian Public Sector Commission (VPSC) and the Victorian Government Purchasing Board (VGPB) also have vehicle related policy roles. An overview of the roles and responsibilities are provided in Table 2.

* + - * 1. Overview of roles and responsibilities

Table 2: Overview of fleet management roles and responsibilities

|  |  |
| --- | --- |
| Government | Roles and responsibilities |
| The Assistant Treasurer (via DTF) | Oversees government’s vehicle Finance Lease Facility.  Authority to make government vehicle fleet policy and issue the SMVP. |
| DTF VicFleet – vehicle lease and fleet services | * Management of the vehicle Finance Lease Facility. * Development of fleet policy and procedures. * Management of the SMVP document. * The administration of vehicle related State Purchase Contracts (excluding fuel). * Provision of policy advice including the executive vehicle schemes. * Provision of fleet services to select client departments and agencies.   For information refer: [www.dtf.vic.gov.au/VicFleet](http://www.dtf.vic.gov.au/VicFleet). |
| DTF – vehicle related contracts | Establish and manage government vehicle related State Purchase Contracts.  For information refer: [www.dtf.vic.gov.au/VicFleet](http://www.dtf.vic.gov.au/VicFleet) [Key links](#_Key_links_) |
| DTF – Car Pool Services | Manage the Shared Service Provider Car Pool Services: For information refer to: [www.intranet.vic.gov.au/book‑car](http://www.intranet.vic.gov.au/book-car). |
| VPSC | Determine policy and provide advice on salary packaging for the:   * Executive Motor Vehicle Scheme; and * Novated Leasing arrangement:   + Novated Lease Vehicles are for private use and therefore not subject to the SMVP.   For information refer: [www.vpsc.vic.gov.au](http://www.vpsc.vic.gov.au) [Key links](#_Key_links_) |
| VGPB | Determines the policies and procedures for the procurement and disposal of goods and services, including vehicles, by departments and agencies.  For information refer: www.procurement.vic.gov.au |
| General government departments and agencies | * Develop a fleet management framework. * Develop organisation‑specific requirements and maintain internal motor vehicle operational procedures and practices. * Ensure all managers and drivers of government vehicles acquaint themselves with the key aspects of the SMVP. * Use VicFleet Vehicle Fleet Leasing arrangements. * Use State Purchase Contracts. * Compliance with the Executive Motor Vehicle Scheme. |
| Other government agencies | Should use the SMVP as a guide in managing their vehicle fleet.  Subject to eligibility, have access to the following DTF services:   * The government Finance Lease Facility; and * Government State Purchase Contracts. |
| Government drivers | * Understand the key aspects of this document. * Have a duty to comply with all driving, vehicle and occupational legislation, codes of conduct, agreements, etc. |

* + - * 1. Key links

VicFleet: [www.dtf.vic.gov.au/VicFleet](http://www.dtf.vic.gov.au/VicFleet)

The Executive Motor Vehicle Scheme – employment salary sacrificing arrangement: [www.vpsc.vic.gov.au](http://www.vpsc.vic.gov.au)

Government vehicle related State Purchase Contracts: [www.dtf.vic.gov.au/VicFleet](http://www.dtf.vic.gov.au/VicFleet)

Car pool services: [www.intranet.vic.gov.au/book‑car](http://www.intranet.vic.gov.au/book-car)

Victorian Government Purchasing Board: http://www.procurement.vic.gov.au

* + 1. Fleet management framework

Fleet management, whether in small or large organisations, requires the establishment of a framework within which to operate. The framework should include an internal fleet management plan, policies and procedures that ensure compliance with the employer‘s legislative obligations and responsibilities, vehicle selection that aligns with business needs and the vehicle lifecycle process comprising the acquisition, operation and disposal of the vehicles.

The government fleet management framework outlined in this document is provided in Figure 1. The framework may require inclusion of additional policies and procedures to meet individual organisational requirements.

Figure 1: Outlines the fleet management framework

**Fleet management framework**

**Fleet management**

* Internal policies and procedures
* Safety requirements
* Vehicle efficiency
* Fleet plan
* Procurement options
* Executive Motor Vehicle Scheme rules

**Vehicle lifecycle and fleet process and procedures**

Vehicle acquisition:

* Vehicle selection
* considerations
* Executive Motor Vehicle Scheme rules

Vehicle/fleet operations:

* Vehicle management responsibilities and procedures
* Executive Motor Vehicle Scheme rules

Vehicle disposal:

* Disposal considerations
* Replacement policy
  + - 1. Fleet management

Departmental secretaries and agency chief executive officers, or authorised delegates, are responsible and accountable for managing their vehicle fleet according to the SMVP and are required to develop internal fleet policies and procedures. These internal policies and procedures must cover the implementation, operation and monitoring of sound practices and adequate controls aligned with the SMVP, including rules and guidelines, in addition to the SMVP, specific to their needs.

An organisation’s fleet management internal policies and procedures should address the key issues of safety, efficiency and procurement options as set out in 3.1.1, 3.1.2, and 3.1.4 below.

* + - * 1. Safety

Workplace safety

A vehicle provided for business use is considered to be both plant and a workplace. Employers must establish internal safety policies and procedures and provide such information, instruction, education and supervision as is practicable to ensure compliance with applicable legislation and the health and safety of employees and others.

Departments and agencies should refer to *the Guide to Safe Work Related Driving – a handbook for workplaces* (the Guide) published by the Transport Accident Commission and WorkSafe Victoria as it provides a guide to good Occupational Health and Safety (OH&S) practices and information on how to develop work‑related driving safety policies. For further information refer to the VicFleet website [www.dtf.vic.gov.au/VicFleet](http://www.dtf.vic.gov.au/VicFleet).

Driver safety

Table 3 below sets out many of the key issues which address the issues of driver safety in the OH&S context and which departments and agencies should consider meeting their obligation to government drivers.

Table 3: Driver safety

|  |  |
| --- | --- |
| System | Practice |
| Safe work systems | In consultation with Victorian road safety and workplace safety stakeholders, develop and implement strategies that:  Monitor and achieve reductions in vehicle‑related injuries, collisions, driver‑at‑fault collisions, ‘near misses’, costs of collisions, and vehicle‑related infringements. Such information is to be administered in accordance with the provisions of the Privacy and Data Protection Act 2014.  Ensure driver‑initiated reports on vehicle safety are acted on. |
| Education | 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, and supervision necessary for the ongoing performance of the drivers’ duties in a manner that is safe and without risk to health.  The practices and procedures will include the following:  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.  Actively encourage safe driving practices and provide all drivers of government vehicles with appropriate information, education and training on road safety, OH&S 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.  So far as is practicable, employers shall ensure drivers of government vehicles are aware of sections of the 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 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.  It is recommended each vehicle shall contain the vehicle manufacturer’s vehicle owner’s manual and a summary of the SMVP, being the Vehicle Policy Handbook/ Quick reference guide (available from [www.dtf.vic.gov.au/VicFleet](http://www.dtf.vic.gov.au/VicFleet)) or internal departmental handbooks and breakdown emergency contact details. |
| Driver management | In accordance with the Victorian 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.  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 develop, implement and monitor safe driving work practices relating to driver fatigue, driver health and occupation‑related disputatious 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.  Drivers incurring an infringement notice for an offence are to receive appropriate driver behaviour counselling as provided by the applicable department or agency.  Empower fleet managers by supporting them to improve driver behaviour and the standard of vehicle maintenance. Also implement improved driver awareness and/or education programs to ensure government employees are aware of their responsibilities when driving government vehicles.  Driver authorisation procedures 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 form and/or training process before being permitted to drive a government vehicle. The form is available at the VicFleet website. |

Driver responsibility awareness for safety and vehicle use

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.

Drivers of government vehicles must:

comply with the applicable provisions of the SMVP, the Public Service Code of Conduct, the Occupational Health and Safety Act, the Road Safety Act, the Road Transport (Dangerous Goods) Act and any other relevant legislation of any applicable jurisdiction;

cooperate with the employer on any action taken by the employer to comply with the SMVP or any requirement imposed by relevant legislation;

assist in the risk management and development of effective driver information and education programs, drivers of government vehicles may be required to authorise the employer to record and obtain from VicRoads or any other appropriate authority regarding all traffic and vehicle‑related offences committed while driving a government vehicle. Information includes the driver’s licence details, status and any loss of driver’s licence points. This information is to be administered in accordance with the provisions of the Information Privacy Act.

safely park the vehicle prior to operating: hand‑held mobile phone, two‑way radio; and/or satellite navigation system or other electronic equipment other than where exempt under the Road Safety (Road Rules) Regulations;

comply with drug and alcohol laws at all times; and

effectively finalise infringement notices.

* + - * 1. Vehicle efficiencies

Fleet operational procedures should include vehicle efficiency strategies and practices that maximise vehicle utilisation and implement fuel efficiency measures. Suggested strategies and practices are outlined below in table 4.

Table 4: Vehicle efficiency strategies and practices

|  |  |
| --- | --- |
| Strategy | Practice |
| Maximising vehicle use | * Ensure all government vehicles, including vehicles in the Executive Motor Vehicle Scheme (if required), are available in a pooling arrangement for operational use during normal business hours. * Consider intradepartmental and interdepartmental pooling of government vehicles where practicable and efficient. * Consider use of alternative transport or communication where possible. * Use public transport, walking, car‑pooling and/or teleconferencing. |
| Fuel efficiency measures | * Vehicle maintenance:   + ensure vehicles are maintained in accordance with manufacturers’ recommendations;   + ensure tyres are correctly inflated; and   + ensure all vehicle fluid levels are correct. |
| Driver behaviour | * 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 between 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. * Do not leave a vehicle idling unnecessarily. |

* + - * 1. Fleet efficiency management plan

A fleet management plan shall be developed in order to operate an efficient fleet. The plan should define the fleet requirements and include a strategic fleet utilisation plan aligned to the department’s business service plan and asset strategy.

The fleet management plan should encompass the following:

transport needs analysis where fleet size and composition are optimised against actual transport needs and are purchased according to the outcomes of the analysis. The analysis should consider whether there are 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;

fit‑for‑purpose vehicle selection process – with a focus on workplace safety;

reduction of 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;

vehicle disposal requirement at 60 000 kms or three years from the date of delivery, whichever occurs first – unless an extension to the vehicle lease term has been granted by VicFleet; together with

the development and implementation of strategies that achieve optimum vehicle utilisation from the minimum number of vehicles;

a vehicle replacement policy; and

monitor and assess fleet performance against the key fleet objectives.

Additions to fleet approvals

Where additions to fleet approvals are required departments and agencies must initially seek approval from their Secretary or Chief Executive Officer and then seek final approval from the Assistant Treasurer by writing to the head of VicFleet and providing all relevant documentation.

* + - * 1. Vehicle procurement options

Vehicles must be purchased through:

the government vehicle Finance Lease Facility (managed by VicFleet) for those general government departments and agencies obligated to use the facility. Other government agencies that are eligible have the option to use the government vehicle Finance Lease Facility;

government State Purchase Contracts (SPCs); or

competitive tendering or quotation—according to VGPB procurement policies and processes.

VicFleet vehicle Finance Lease Facility

The vehicle Finance Lease Facility applies to all passenger and light commercial vehicles less than 3.5 tonnes.

VicFleet provide the following services under the facility:

purchase and dispose of vehicles on behalf of departments and agencies;

arrange annual comprehensive insurance for all road‑registered government vehicles;

provide relevant reports to departments and agencies; and

arrange initial road registration (where required) and ongoing road registration.

Under the vehicle Finance Lease Facility, departments and agencies will record these vehicles as a finance lease for annual reporting.

Government vehicle related contracts

Government has established State Purchase Contracts that provide significant discounts and other benefits to government departments and agencies.

State Purchase Contracts include:

the procurement of passenger and light commercial vehicles;

the disposal of passenger and light commercial vehicles;

comprehensive vehicle insurance; and

fuel.

Other contracts may be added from time to time. Refer to the VicFleet website for updates.

General government departments and agencies covered by the 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.

Other government agencies may access the contracts subject to eligibility. For information, refer to the VicFleet website.

Victorian Government Purchasing Board

Where vehicles are not procured through the VicFleet Finance Lease Facility or government State Purchase Contracts, vehicle procurement must adhere to Victorian Government Purchasing Board procurement policies and procedures. For further information, refer to www.procurement.vic.gov.au.

Motor Vehicle Scheme Handbook: [www.vpsc.vic.gov.au](http://www.vpsc.vic.gov.au)

* + - 1. Vehicle/fleet lifecycle process and procedures

The motor vehicle/fleet lifecycle process and procedures set out below outline the considerations that must be taken into account when acquiring, operating or disposing of vehicles.

* + - * 1. Vehicle selection

The selection of vehicles must be based on operational needs taking into consideration vehicle safety, environmental performance, value for money and any government programs or initiatives impacting vehicle selection.

General policy

The general policy is as follows:

vehicle pricing is available from the secure log‑in area of the VicFleet website;

all operational passenger vehicles must be 4‑cylinder. ; and

Government departments or agencies that require an exemption to purchase a 6‑cylinder vehicle must apply in writing to VicFleet, demonstrating a clearly defined operational need. Such requests must be approved by the requesting department secretary or agency chief executive officer.

Fit‑for‑purpose and safety

The following is a list of the vehicle fit‑for‑purpose and safety selection criteria:

that the vehicle fit the intended operational purpose, accommodating driver safety, operating cost and environmental impact;

consideration of 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;

any atypical physical characteristics of particular drivers and the capabilities of the user population;

the vehicle is compliant with all legal and OH&S requirements;

the applicable Australian Design Rules are met; and

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.

Vehicle Selection Policy

Only passenger and light commercial vehicles on the Approved Vehicle List are permitted for lease or purchase.

The Approved Vehicle List is published on the VicFleet website, and will be determined on vehicle safety, environmental performance and value for money.

The Approved Vehicle List will be limited to passenger, sports utility, and light commercial vehicles that are regularly purchased by Government departments and agencies.

The Approved Vehicle List will be updated as vehicle models, pricing and safety features change.

Exemptions

Passenger, sports utility and light commercial vehicles that are required for specific purposes, including emergency services vehicles and vehicles intended to transport people with a disability, may be exempted if a suitable vehicle is not available on the Approved Vehicle List.

Government departments or agencies that require an exemption must apply in writing to VicFleet, demonstrating a clearly defined operational need to purchase a vehicle that is not available on the Approved Vehicle List. Such requests must be approved by the requesting department secretary or agency chief executive officer.

Exempt vehicle purchases must comply with the Victorian Government Purchasing Board procurement policy. Victoria Police have a standing operational need exemption.

Vehicle selection support

There are a number of websites that can assist with the initial selection of a suitable vehicle and to determine the correct balance between vehicle efficiency, safety and the environmental impact. For information refer to the VicFleet website.

* + - * 1. Equipment options and accessories

Generally, vehicle equipment options and accessories must:

be approved for use by the vehicle manufacturer;

maintain the asset value of a vehicle;

be appropriate to the intended use;

add to the health and safety of drivers and passengers (within the meaning of the *Occupational Health and Safety Act* ; and/or

be an operational necessity.

All vehicle equipment options and accessories must comply and be fitted in accordance with the vehicle manufacturers‘ specifications.

Mandatory safety requirements:

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

The following options are mandatory for all government vehicles, including executive vehicles:

front, side and curtain airbags and stability control, where available as an option; and

cargo barriers for all wagons except where third row seats are fitted in an Executive Officer vehicle.

Recommended safety requirements

In addition to the mandated safety requirements, it is highly recommended that all new government vehicles be procured with the following features, when available and cost effective:

high ANCAP pedestrian rating;

auto emergency braking;

advisory speed alerting technology;

lane departure warning or lane keep assist;

seat belt warnings or technology to increase seat belt wearing;

blind spot warning; and

reversing camera and rear obstacle warning.

Other equipment options and accessories:

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; and

window tinting must comply with the *Road Safety (Vehicles) Regulations 2009.*

Non‑compliant equipment options and accessories

The exception to non‑compliant options and accessories is the fitting of emergency and operational lights, sirens, communications devices and operational equipment of a type and in the manner approved by the applicable departmental Secretary or agency chief executive officer.

All other requests for non‑compliant options and accessories must be based on operational necessity and directed in writing to the head of VicFleet for approval.

Post‑delivery fitting of vehicle equipment options

Only the head of VicFleet or an authorised delegate may authorise the post‑delivery fitting of vehicle options that are not genuine and not approved by the vehicle manufacturer.

Colour of vehicles

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.

* + - * 1. Registration and identification of vehicles

The *Road Safety Act* requires all government vehicles to be registered. Victorian Government vehicles permanently garaged and operating in other jurisdictions must be registered according to the relevant laws.

The *Transport Accident Act* requires all government vehicles to pay the applicable transport accident charge. Government vehicles operating in other jurisdictions must be covered by a similar transport accident charge according to the relevant laws.

Registration plates

Government vehicles may be fitted with government or private registration plates depending on the duties of the vehicle.

For the fitment of slimline personalised and other non‑standard registration plates, exemption must be obtained from the head of VicFleet.

Registration

The vehicle registration process is outlined below:

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). Government registration plates appear with red lettering on a white background;

all government vehicles must be registered in the name of the department or agency that owns the vehicle;

the registration of all vehicles leased under the Finance Lease Facility have a common expiry date of 1 August; and

vehicles registered within 70 days of the common expiry date (1 August) must be registered for the following twelve months after the common expiry date.

* + - * 1. Insurance

Comprehensive insurance cover

All road‑registered government vehicles must be covered by full comprehensive motor vehicle insurance.

All vehicles financed under the government’s vehicle Finance Lease Facility (including executive vehicles) are insured under the Government’s insurance policy.

All road‑registered government vehicles must have a minimum third party property damage cover of $30 million.

Exemptions

All road‑registered vehicles leased using the Finance Lease Facility provided through VicFleet are covered by comprehensive insurance arranged annually. All agencies are obliged to conform to these arrangements unless the head of VicFleet grants an exemption in writing. Details of the insurance policy and procedures are available from VicFleet.

* + - 1. Vehicle/fleet operations
         1. Vehicle maintenance policies and procedures

The employer must maintain vehicles and vehicle‑related systems of work that are safe and without risk to health. 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.

Note: some vehicles financed under the Government’s Finance Lease Facility can be procured with pre‑paid servicing up to, but not including, 60 000 kms.

Vehicle maintenance

In developing policies and procedures for periodical vehicle maintenance and vehicle‑related systems of work, vehicles must have:

timely scheduled servicing in accordance with manufacturers’ recommendations and specifications and vehicle service logbooks should be completed and stamped by the servicing agent at the time of servicing;

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. (For advice on manufacturers approved service/repair centres contact VicFleet);

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;

only products/parts meeting the specifications of the vehicle manufacturers are to be used in the service, maintenance and or repair of government vehicles;

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 type placard of the tyre being replaced) and where practicable and cost effective, replacement tyres must be purchased from retailers that participate in the national tyre product stewardship scheme. (Refer to [www.tyrestewardship.org.au](http://www.tyrestewardship.org.au/) for a list of members);

only manufacturer‑recommended lubricants and replacement parts are to be used in the service and repair of government vehicles;

ensure the motor vehicle roadworthiness meet the requirements of the Road Safety Act;

so far as is practicable, ensure the performance of maintenance and safety tasks without risk to health and safety; and

developed and implemented maintenance schedules and procedures that minimise the impact of motor vehicles on the environment and encourage the use of environmentally friendly cleaning products and practices.

Mechanical or body repairs

mechanical or body repairs resulting from a crash should be undertaken by a repairer approved by the insurance provider; and

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

* + - * 1. Environmental driving and fuel economy

To reduce fuel costs and the impact of vehicle emissions on the environment, departments and agencies shall:

develop and implement environmentally responsible fleet management practices and procedures consistent with the SMVP;

develop and implement appropriate information and education for drivers of government vehicles;

monitor fuel consumption to collect data on environmentally efficient driver behaviour so as to provide information and education to reduce fuel consumption where appropriate; and

drivers should plan vehicle routes to increase vehicle efficiency and reduce vehicle emissions, maintenance needs, fuel consumption and kilometres travelled.

* + - * 1. Breakdowns

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 arrangements must encompass all logistical situations of vehicle operations that are relevant to the department or agency.

All vehicles are to be covered by the manufacturers’ 24‑hour roadside assistance program 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.

* + - * 1. Vehicle trailers

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.

Supervisors of government drivers must ensure:

all trailers receive regular and appropriate maintenance, and that the construction and specifications of trailers are appropriate for the tasks for which they are to be used; and

drivers are competent to operate any trailer in their charge.

* + - * 1. Fuel

A State Purchase Contract Panel for the supply of fuel and associated products is available to all government departments and agencies.

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, refer to the VicFleet website.

Fuel cards

Provision of fuel cards is arranged by departmental fleet managers. Cards are to be used as described in the contract rules of engagement. No purchases other than fuel and oil are permitted on fuel cards. Cards are valid only at approved panel member company outlets.

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;

transferable and may be used only for the vehicle to which they were originally allocated; and

to be used in conjunction with any rewards program.

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

Odometer reading

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:

when vehicles are due for replacement;

when they are due for servicing; and

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.

Disruption to normal supply

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.

Non‑contract fuel card purchases

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.

Corporate credit cards

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.

* + - * 1. Tolls and e‑tags

Tollways

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 the vehicle registration number on the toll operator’s database.

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.

Except for Ministerial vehicles, toll costs incurred by government vehicles being used for private or non‑government business are the responsibility of the driver.

* + - * 1. Interstate travel

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 process.

* + - * 1. Driver responsibilities and penalties

Use of government vehicles

All government vehicles may only be used in the performance of authorised government business.

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.

Subject to approval of the departmental Secretary or agency chief executive officer government vehicles may be used for commuting between home and office when:

public transport (including taxis) is not available to an employee required to work beyond his or her normal hours of duty;

an employee is required to complete official duties late at night, away from the base location;

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;

an emergency occurs;

an employee is using a vehicle provided under the Executive Car Scheme; and/or

Government vehicles are not to be used for private purposes unless approved in writing by a departmental Secretary, agency chief executive officer.

Authorisation to carry passengers

Only persons travelling on government business are permitted as passengers in government vehicles.

Exemptions apply:

in instances of serious emergency;

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; and

to executives using vehicles in the Executive Motor Vehicle Scheme, as opposed to being allocated the use of executive vehicles for work purposes.

Traffic laws

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.

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).

The head of VicFleet 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.

Fines

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 with the details of the offending driver within the specified timeframe. Departments and agencies must observe the provisions of the Privacy and Data Protection Act 2014 when dealing with personal information related to infringement notices.

Vehicle‑related incidents and hazardous situations

All vehicle‑related incidents and hazardous situations that have an impact on the OH&S of the driver, passenger or others must be reported to the driver’s supervisor, the OH&S 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).

* + - * 1. Motor vehicle crashes and reporting

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 crash, 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.

At the scene of a crash, drivers should provide:

their name and address;

their driver’s licence details if requested by a member of the Police;

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; and
      * 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 crash; 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 *Privacy and Data Protection Act 2014* and should be used only for the purpose for which they are collected.

Crash liability

The driver of a government vehicle should not admit liability under any circumstances.

In the case of a crash, the driver must complete a Motor Vehicle Insurance Claim Form, have it signed by their fleet manager and then forward it to the insurer (in accordance with departmental procedures) within two working days after the accident.

Drivers of government vehicles must report the full details of accidents, hazardous situations, injury, vehicle damage and other property damage to their supervisor, their OH&S management representative and their fleet manager.

Under occupational health and safety requirements, all incidents and hazardous situations are to be investigated and followed up to determine suitable risk control measures for preventing further incidents as far as is practical.

* + - * 1. Care and security of vehicles

Drivers authorised to drive government vehicles are responsible for the vehicle while it is in their charge. 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.

Drivers must:

not smoke or allow passengers to smoke in government vehicles;

return vehicles in a clean, tidy and safe condition with a minimum of half a tank of fuel;

inspect and report any vehicle damage and/or maintenance requirements to the vehicle allocations officer or fleet manager before driving the vehicle;

leave the vehicle securely locked when left unattended. 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; and

not 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.

Driver’s licence

Drivers and their supervisors are required to observe all the provisions under the *Road Safety Act 1986* or other legislation that applies in the jurisdiction in which the driver is operating.

Supervisors of government drivers must:

ensure a driver, before operating a government vehicle, is appropriately licensed, trained and authorised;

ensure only persons authorised by the provisions of this SMVP are permitted to drive a government vehicle; and

ensure a driver has completed the Application to Drive Vehicle form and provided 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.

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’s licence that authorises him or her to drive such a vehicle.

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’s licence that authorises them to drive such a vehicle.

Drivers must notify their supervisor immediately of any changes in relation to their driver’s licence status (that is, the suspension, cancellation or loss of the licence).

* + - * 1. Pooling of government vehicles

All government vehicles, including vehicles in the Executive Motor Vehicle 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.

Departments and agencies should maintain suitable vehicle booking and recording systems so vehicle availability, location and driver can be readily determined.

Vehicle logbook

All drivers of government vehicles are responsible for maintaining complete and accurate trip records in an Australian Taxation Office (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 at www.ato.gov.au.

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.

* + - * 1. Vehicle identification and markings

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.

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.

* + - * 1. Use of private vehicles for government business

The employee must obtain the approval of the employer before using his or her private motor 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.

Supervisors must not authorise use of a private vehicle:

for more than 5 000 kms of travel for government business in a financial year. Details on the taxation rules can be found on the ATO: www.ato.gov.au, except where specific authorisation is provided in writing by the appropriate departmental Secretary or agency chief executive officer; and

for use on government business where the vehicle does not meet the safety and maintenance requirements for government vehicles, as described in the SMVP.

Reimbursement rate

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 the Victorian Public Service Agreement 2006, or other applicable Award agreements.

Rates payable for motor vehicle use shall be as determined by the ATO.

Employees are not able to make any other claim relating to motor vehicle expenses other than the claim for mileage. The mileage rates determined by the ATO take into account all costs including wear and tear, fuel, repairs and motor vehicle insurance expenses.

Government liability

In accordance with the *Crown Proceedings Act (Vic) 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.

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 SMVP, while being used for government business.

* + - * 1. Alternative vehicles and transport

General policy on taxis

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. Agencies should make their own arrangements with the taxi industry to obtain coupon supplies.

Departmental secretaries and agency chief executive officers are responsible for ensuring all use of taxis are managed as a resource‑efficient transport alternative and properly authorised.

General policy on hire vehicles

In times of a temporary vehicle shortage, when all department or agency vehicles are fully committed and public transport is unsuitable or unavailable, the government Car Pool Services hires vehicles to government departments and agencies for short to medium‑term use. For more information, refer to the Victorian Government Intranet VPS Hub web site [www.intranet.vic.gov.au/how-book-car](https://www.intranet.vic.gov.au/how-book-car)**.**

Hiring a self‑drive vehicle from a commercial company may be permitted as a last resort in the event no other government pool vehicle is available.

Approval by the departmental secretary, agency chief executive officer or the delegated officer is required for any rental period longer than one month and approval from the relevant Minister for temporary additions to the fleet greater than three months.

Supervisors must not authorise a rental vehicle for use for government business if the vehicle does not meet the safety and maintenance requirements for vehicles as described in this policy.

Logbooks (trip records) must be maintained for all hire 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 hire period.

* + - 1. Executive Motor Vehicle Scheme rules

The government provides all vehicles in the Executive Motor Vehicle 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 VPSC Executive Employment Handbook, refer to www.vpsc.vic.gov.au.

The shared private or business use arrangement is as follows:

all vehicles must be made available for business use during business hours, if required, except when the executive is on approved leave;

executives have full use of their allocated executive vehicles during periods of approved recreation leave;

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;

for approved unpaid leave up to twelve 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 twelve months, then vehicles are to be surrendered to the applicable fleet manager;

for approved unpaid maternity leave up to twelve continuous months, the same arrangements apply as for unpaid leave (as above); and

for periods of authorised accident compensation leave up to twelve continuous months, the same arrangements apply as for unpaid leave (see above).

Authorised driver policy

All executive employees participating in the Executive Motor Vehicle Scheme are to complete an application to drive a motor vehicle form before taking delivery of an Executive vehicle. (Forms are available at [www.dtf.vic.gov.au/VicFleet](http://www.dtf.vic.gov.au/VicFleet)).

All drivers of executive 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 application to drive a motor vehicle form along with a nominated driver(private purposes) form, before driving any executive motor vehicle (Forms are available at [www.dtf.vic.gov.au/VicFleet](http://www.dtf.vic.gov.au/VicFleet)). Drivers with a learners permit must be supervised by an appropriately qualified and authorised driver, who must also be nominated to drive the executive vehicle.

Government employees using executive vehicles must comply with all requirements detailed in this policy relating to the use of government vehicles.

Vehicle logbook requirements

Vehicles in the Executive Motor Vehicle Scheme are made available by executives for business use during normal working hours. 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. Government drivers must comply with the requirements of section 3.3.11.1 vehicle logbook.

General policy

The following is a list of general policy applicable to Executive motor vehicle use:

executives are to observe all provisions of the SMVP that relate to the provision and use of government vehicles;

car parking is available for normal business use, subject to individual departmental or agency policy;

Government does not provide e‑tags for toll roads. E‑tags and all tollway costs are the responsibility of executive officers; and

business use costs may be reimbursed and the full cost of fringe benefits tax is disclosed on group certificates.

Benefits provided with the vehicle

The following benefits are provided:

vehicle insurance;

fuel cards are issued for each vehicle in accordance with the agreed terms and conditions;

vehicles are serviced and maintained;

crash management services;

manufacturer’s roadside assistance; and

registration and re‑registration of the vehicle are paid by the government.

Executive Approved Vehicle List

An approved vehicle list of executive vehicles comprises base, more upmarket and prestige vehicles, depending on the executive’s salary band. The approved vehicle list is published on the VicFleet website.

Exemptions

Executives may salary sacrifice a ‘people mover’, where an exemption has been obtained from VicFleet 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 ‘people movers’ available on the government’s vehicle contract.

A ‘people mover’ is defined as being a large vehicle, similar to a van, designed to carry up to eight passengers. Four wheel drives, Sports Utility Vehicles and Station Wagons with a third row seat, are not classed as ‘people movers’.

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.

Permitted equipment options and accessories

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

Permitted equipment options and accessories comprise:

all factory fitted options, body and interior protective accessories (e.g. headlight and bonnet protectors, floor mats, mudflaps and cargo mats);

safety accessories (e.g. rear parking sensors, reversing cameras, fog lights (integrated) and 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 and canoes etc.).

Precluded accessories comprise:

portable or non‑fixed accessories (e.g. portable GPS systems, fridges, child activity organisers and towing 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 and canoes, etc.); and

any third party accessories.

Registration plates

Government vehicles operating under the provisions of the Executive Motor Vehicle Scheme are to be fitted with private (blue) registration plates. (Excluding slim line or personalised plates.)

Insurance policy

Executive vehicles financed under the government’s vehicle Finance Lease Facility are insured under the government’s insurance policy.

Authorisation to carry passengers

Only persons travelling on government business are permitted as passengers in government vehicles and their business must be specifically related to approved government programs. The exemption is where executives use vehicles in the Executive Motor Vehicle Scheme.

Pooling of government vehicles

Executive Motor Vehicle Scheme vehicles 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.

Toll costs

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.

* + - * 1. Key links

Guide to Safe Work Related Driving, a handbook for workplaces: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au/)

Executive Motor Vehicle Scheme Handbook: [www.vpsc.vic.gov.au](http://www.vpsc.vic.gov.au)

Vehicle selection support: [www.dtf.vic.gov.au/VicFleet](http://www.dtf.vic.gov.au/VicFleet)

Government State Purchase Contracts: [www.procurement.vic.gov.au/VicFleet](http://www.procurement.vic.gov.au/VicFleet)

Victorian Government Purchasing Board: www.procurement.vic.gov.au

* + - 1. Vehicle disposal
         1. Disposal criteria

General policy

Vehicles are to be sold in a timely and efficient manner, giving due consideration to prevailing market forces, except where exemptions have been granted by VicFleet all government vehicles must be disposed of:

when they reach 60 000 km; or

three years from the date of initial delivery, whichever occurs first.

Methods of disposal

The disposal of vehicles must be consistent with the provisions of the VGPB policies and processes.

All vehicles financed under the government’s vehicle Finance Lease Facility will be disposed of by VicFleet by public auction or other methods consistent with the Financial Management Act. Contracts are in place to facilitate this process. Refer to the VicFleet website.

* + - * 1. Disposal of vehicles owned by departments

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.
        1. Preparing vehicles for disposal

Vehicles are to be presented for disposal in a condition that will assist in gaining the greatest return to government. For vehicle disposal the following are to be removed:

vehicle identification and markings; and

registration plates prior to disposal.

Transferring vehicles between cost centres

Where the Victorian government department or agency is the registered operator of a government vehicle, the vehicle may be transferred between departments and agencies. The head of VicFleet must be notified, in writing of any transfer.

* + - * 1. Vehicle registration refund

All government vehicles should be disposed of unregistered. Departments or their agents must:

remove registration plates from vehicles before they are sold and arrange deregistration and ensure the destruction of registration plates; and

submit applications to the applicable roads authority, for any unused portion of a registration fee or Transport Accident Commission (TAC) premium that has been paid, who will refund the fee for the unexpired portion of the registration to the registered vehicle owner.

* + - * 1. Replacement policy

Refer to the departmental fleet management plan vehicle replacement policy.

* + - * 1. Key links

VicFleet: [www.dtf.vic.gov.au/VicFleet](http://www.dtf.vic.gov.au/VicFleet)

Victorian Government Purchasing Board: www.procurement.vic.gov.au

* + 1. Content information
       1. Glossary

**All Wheel Drive vehicle (AWD**) **:** A passenger vehicle driven by front and rear wheels, not fitted with a high and low ratio gear box, and intended for on-road use..

**ANCAP:** The Australasian New Car Assessment Program (ANCAP) provides independent and consistent information about how well new car models protect their occupants in serious front and side crashes.

ANCAP crash tests new cars, awards them a comparative star rating and publicises the results to inform consumers of the relative safety performance of new cars on the Australian market. Further details can be found at [**www.howsafeisyourcar.com.au**](http://www.howsafeisyourcar.com.au).

**Authorised manufacturers’ agents:** Authorised manufacturers’ agents are suppliers.

Vehicles purchased under the State Purchase Contract may be purchased through authorised manufacturer’s agents throughout Australia.

**Dealer networks:** A list of approved suppliers.

**Driver Licence:** 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.

**Executive Motor Vehicle Scheme:** Executives are able to include a motor vehicle as part of their total remuneration package through a salary sacrificing arrangement where the vehicle is used for private and business purposes and the costs are shared between the executive and employer. Further details of the scheme may be found at www.vpsc.vic.gov.au

**Executive vehicle:** A vehicle used by executive officers.

**Fleet manager:** Person(s) or agency accredited with responsibility for fleet management of the departmental vehicles and the appropriate authorisation of drivers.

**Four Wheel Drive (FWD) vehicle:** A passenger or light commercial vehicle with high clearance, driven by front and rear wheels, fitted with a high and low ratio gear box and intended for off-road use..

**Government driver:** Subject to the driver licence provisions of the Road Safety Act 1986, is any person authorised under the provisions of the SMVP to drive a government vehicle.

**Government motor vehicles (government vehicle):** Any vehicle owned, leased (including executive vehicles), 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.

**Head of VicFleet:** The executive officer responsible for the management of VicFleet.

**Infringement notice:** 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.

**General government departments and agencies:** departments and administrative offices directly accountable through ministers to Parliament.

**Light commercial vehicle :** Light commercial vehicles consist of utilities (both single and dual cab derivatives) vans, buses, people movers and four wheel drive vehicles less than 3.5 ton gross vehicle mass.

**Logbook:** 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.

**Motor Vehicle Accident Claim Form:** The form for recording accident incidence and vehicle details.

**Motor vehicle insurance contract:** Agreement between VicFleet and the contracted insurance company.

**Motor Vehicle Leasing Facility:** All vehicles leased from the approved government financier.

**Novated Vehicle Lease:** A Novated Lease is a three‑way agreement between the employee, the employer and the contracted supplier.

**Odometer:** An instrument for measuring the distance travelled by a wheeled vehicle.

**Operational** refers to the use of vehicles by government employees to conduct their regular duties where motor vehicles are required. Operational vehicles are selected based on operational need in accordance with section 3.2 of this Policy and expressly excludes vehicles that are provided as part of salary or remuneration packages, or Parliamentary benefits.

**Other government agencies**: refers to Public Financial and Public non-financial corporations that are only partly funded by Government such as statutory authorities and Government Business Enterprises.

**Driver Acknowledgement Form:** A form that a driver needs to complete before driving a government vehicle.

**Passenger vehicle:** A four‑wheeled motor vehicle, sedan or wagon, designed to transport up to five passengers.

**People mover:** A ‘people mover’ is defined as being a large vehicle, similar to a van, designed to carry up to eight passengers. (Four wheel drives, SUV’s and Station Wagons with 3rd row seats are not classed as people movers).

**Roadside assistance:** An outsourced company providing some or most of the following:

breakdown assistance;

emergency fuel;

assistance when keys locked in a car, or lost;

minor repairs;

replacement batteries;

towing;

a private Fleet Parts and Service Locater;

accident procedures;

emergency medical advice;

emergency contact; and

alternate travel arrangements.

**Sport Utility Vehicle (SUV) :** A station wagon style passenger vehicle with an upright cabin and seating position, fitted with all-wheel or two-wheel drive.

**State Purchase Contract (SPC):** Refers to a mandatory standing offer agreement for departments for the purchase of goods and services, which is subject to VGPB procurement policies. The purpose of SPCs is to pursue WoVG contracts to achieve the best value for money outcomes, and make best use of the state’s aggregated purchase power.

**Transport officer:** A person who handles transport enquiries.

**Victorian Government Purchasing Board** (VGPB):The Victorian Government Purchasing Boardrefers to the government entity that develops and approves procurement policies, approves major referrals for goods and services from departments, and discusses related procurement policy and practice matters.

* + - 1. Reference links

Vic Fleet website: [www.dtf.vic.gov.au/VicFleet](http://www.dtf.vic.gov.au/VicFleet)

Shared Government Vehicle Pool website: [www.intranet.vic.gov.au/book-car](http://www.intranet.vic.gov.au/book-car)

The Victorian Public Service (VPS) Executive Employment Handbook website: [www.vpsc.vic.gov.au](http://www.vpsc.vic.gov.au)

VBPB and procurement website: [www.procurement.vic.gov.au](http://www.procurement.vic.gov.au)

* + 1. Consultation

The following organisations were consulted in the development of the initial WoVG SMVP:

VicRoads;

Victorian WorkCover Authority;

Traffic Accident Commission;

Monash University Accident Research Centre;

CGU Insurance (motor vehicle insurer);

Office for Workforce Development;

Industrial Relations Victoria;

Community and Public Sector Union (CPSU); and

all general government departments and agencies including Victoria Police.

* + 1. Index

A

accessories, 14, 15, 18, 31

accident, 16, 23, 24, 29, 35

Additions to Fleet, 11

alcohol, 10

All-wheel drive, 33

ANCAP 5 Star rating, 15

approved vehicles, 30

Australian Design Rules, 13

Authorisation to carry passengers, 22, 31

C

*Code of Conduct*, 4, 8, 10

contract, 20, 21, 27, 34, 35

counselling, 8

crash, 18, 23, 24, 30

D

damages, 23

dealer, 17

driver behaviour, 7, 8, 19, 23

driver licence, 25, 34

driving practices, 7, 8

driving schedules, 8

E

education, 7, 8, 19

emergency, 7, 14, 15, 21, 22, 25, 35

employees, 4, 7, 8, 27, 29, 32

employer, 6, 8, 10, 13, 17, 27, 28, 34

e-tags,, 30

e-tags, tolls, 21

excessive speed, 23

Executive Motor Vehicle Scheme, 4, 5, 13, 22, 25, 29, 31, 34

exemption, 13

exemptions, 14

F

fatigue, 8

fleet management, 3, 4, 5, 6, 7, 11, 19, 21, 33, 34

fleet management framework, 5, 6

fleet operations, 6, 17

fringe benefit tax, 25

fuel, 4, 10, 11, 19, 20, 21, 24, 30, 35

G

group certificate, 25

I

infringements, 7

injury, 23, 24

insurance, 12, 17, 18, 28, 30, 31, 35

Interstate travel, 22

investigation, 23, 24

L

Light Commercial vehicle, 35

lights, 15, 31

logbooks, 18, 29

lubricants, 18, 21

M

maintenance, 8, 10, 17, 18, 19, 24, 27, 28

mandated options, 15

O

occupational health and safety, 3, 16, 24, 28

offences, 34

oil, 20

operational, 7, 10, 11, 13, 14, 25, 26, 31

P

parking, 23, 30, 31, 34

parts, 18

passenger vehicles, 13

penalties, 22, 23, 24

people mover, 35

pooling, 10, 25, 29, 31

private use, 21, 26, 29

private vehicles, 27, 28

procurement, 5, 12, 14

property, 17, 23, 24

public transport, 10, 11, 22, 28

R

registration, 12, 17, 23, 24, 27, 30, 31, 33, 34, 35

rental vehicles, 28

repairs, 18, 35

road safety, 7

roadside assistance, 19, 30

roadworthy, 17, 18, 28

S

safety, 7, 8, 10, 11, 13, 14, 17, 18, 19, 23, 27, 28, 31

safety requirements, 15

security, 19, 24

signage, 27

supervision, 7

supervisors, 25

SUV, 36

T

taxis, 22, 28

traffic laws, 23

Transport Accident Commission, 7, 33

tyres, 10, 18

U

unauthorised person, 25

unlawful driving, 8

unregistered, 33

V

vehicle acquisition, 14

vehicle disposal, 11, 33

vehicle emissions, 11, 19

vehicle manufacturers, 14, 18

vehicle operations, 19

vehicle selection, 6, 11, 13, 30

VicFleet, 2, 4, 5, 7, 8, 11, 12, 13, 14, 15, 17, 18, 20, 23, 30, 31, 32, 33

VicRoads, 37

Victorian Government Purchasing Board, 4, 5, 12, 14, 33, 36

W

warranty, 18

Workcover, 37