



**Department of
Education**

VEHICLE MANAGEMENT GUIDELINES

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1 INTRODUCTION

The purpose of this document is to support user compliance with the Department of Education (Department) *Vehicle Management Policy* and *Vehicle Management Procedures*, and assist user understanding of whole of government policy regarding vehicles.

FEEDBACK

Feedback is welcome. If you find something difficult to locate, or understand—in either this document or the policy or procedure documents—or you identify an aspect of vehicle management that requires consideration, please let us know; contact details are located in section 12.2.

2 BACKGROUND

Vehicles are significant assets of the Department. Vital for operations, vehicles impact on educational programs, welfare (safety) of students and staff, and the Department's financial performance. The Department has a wide range of registered (licence plated) and unregistered vehicles, purchased outright and leased.

Vehicles, and driving of vehicles, are subject matters heavily regulated—there are lots of laws governing this space.

3 ALIGNMENT WITH STRATEGIC PLANNING

3.1 EXTERNAL

There are many policy documents concerning vehicles, internally and externally derived. These are listed in section 13.1.1 together with a brief summary highlighting their application to vehicles, or driving, and with a description of compliance obligations imposed on employees.

The *Strategic Vehicle Management Plan* is an internal planning tool mandated in *WA Government Fleet Policy and Guidelines* (WAGFPG) as being required to facilitate agency management of vehicles. The Department of Finance recommends agencies include in the plan mechanisms to facilitate establishment, maintenance, and evaluation of the most cost effective balance of fleet composition and utilisation necessary to achieve efficient and effective operational use of vehicles. “The purpose of strategic fleet management is to make the fleet work harder (and) smarter (for the government)”. The plan is to describe review processes for evaluating fleet performance.

3.2 INTERNAL

The Department’s *Vehicle Management Policy, Procedures and Guidelines* adopt the following strategies from the *Strategic Plan for WA Public Schools 2016-2018*: empowering school communities, developing “a strong coalition of expertise and support that is unique and distinctive to each school while lifting standards across the public school system”; and “Implementation of Government and Department legislative and policy requirements, including budget”.¹ This is done by “Enhancing corporate and administrative capabilities of school leaders and managers corporate services”.²

¹ Department Strategic Plan for W.A. Public Schools 2016-2019.

² Focus 2017

4 SCOPE

These guidelines apply to procurement, use, or management of acquired or leased vehicles, and to chartered vehicles.

The following vehicles are excluded:

- Salaries and Allowance Tribunal (SAT) vehicles;
- aeroplanes;
- boats; or
- agricultural machinery.

For excluded vehicles, Site Managers should establish suitable processes at the site level to manage these vehicles and accord with normally accepted government standards.

5 COMPLIANCE

Local laws and their relevance to vehicles and vehicle management are summarised in the *Vehicle Management Guidelines*, refer to section 13.1.1.

Procedures and practices for managing fleets are mandated in the following external government documents:

- Treasurer's Instruction 411 Motor Vehicles;
- the WA Government Fleet Policy and Guidelines (WAGFPG); and
- the State Fleet Agency General Agreement.

The Department's *Vehicle Management Policy and Vehicle Management Procedures* supports whole of government directives.

Under WAGFPG clause 4 passenger and light commercial fleet vehicles are to be leased through State Fleet unless an alternative arrangement is agreed with State Fleet. The *State Fleet Agency General Agreement* applies to all vehicles leased. The Director General is responsible for fleet size and management. Administrative lease obligations are the responsibility of the vehicle Site Manager; and under WAGFMG 4.2 vehicle selection is to comply with fuel efficiency standards.

Under the State Fleet Agency General Agreement lease terms and conditions are set.³

³ These may be renegotiated though with State Fleet, facilitated by the Department Vehicle Management Office.

6 PROCUREMENT AND DISPOSAL

6.1 DETERMINING OPERATIONAL NEED

In justifying vehicle acquisition, both new and renewing, Site Managers should base decisions on a full assessment of operational need. Justification may include evaluation of the following factors:

- availability of alternative transport options
- source of funding
- operational cost
- period of operation
- cost/benefit analysis

6.2 VEHICLE PROCUREMENT PATHWAYS

Vehicles are classified as passenger and light commercial < 4.5 tonne (PLC<4.5T) fleet vehicles, passenger > 4.5 tonne (P>4.5T) fleet vehicles, or other fleet vehicles. Classification affects local level discretion regarding vehicle selection and management.

Procurement processes and management of PLC<4.5T fleet vehicles—including establishment of a “fleet cap”— are prescribed by Government policy. The Department cannot exceed the allocated PLC<4.5T fleet cap.

The following table provides guidance as to procurement options available to Site Managers, by vehicle classification.

VEHICLE	LIKELY CLASSIFICATION	PROCUREMENT ⁴	PLC<4.5T FLEET CAP IMPLICATION?
SOVS vehicles	PLC<4.5T Fleet	State Fleet Lease	Yes
Pool vehicles	PLC<4.5T Fleet	State Fleet Lease	Yes
Mini Buses	PLC<4.5T Fleet	State Fleet Lease	Yes
Small Buses	P>4.5T Fleet	Site Decision	No
Trailers	Other Fleet	Site Decision	No
Large buses	P>4.5T Fleet	Business Case	No
Ride on lawn mowers	Other Fleet	Site Decision	No

⁴ State Fleet Lease means vehicles are leased from State Fleet. Management and governance is mandated via *WA Government Fleet Policy and Guidelines*, and *State Fleet Agency General Agreement*. **Site Decision** means procurement decisions may be at the site level. **Business case** decisions require line Executive approval, tier 3 and above. All forms of procurement require Vehicle Management Office consultation, procedural requirements are stipulated in the Approval to Initiate a Purchase (Staff only) document.

VEHICLE	LIKELY CLASSIFICATION	PROCUREMENT ⁴	PLC<4.5T FLEET CAP IMPLICATION?
Trucks > 4.5 Tonne	P>4.5T Fleet	Business Case	No
Tractors	Other Fleet	Business Case	No
Motor Bike/ATV	Other Fleet	Site Decision	No
Street Sweeper	Other Fleet	Site Decision	No

6.3 FLEET VEHICLE SELECTION

Vehicle procurement requires Vehicle Management Office consultation. PLC<4.5T vehicles are selected from the current Department Best Buy List. There may be exceptions, see *Vehicle Management Procedures*, Appendix A.2.

Acquisition of vehicles not listed as 'best buys', may be reported to the Expenditure Review Committee bi-annually.⁵

6.3.1 REPLACEMENT

The Vehicle Management Office (VMO) co-ordinates routine replacement of PLC<4.5T fleet vehicles, including lease terms, and initiates this process at least three months prior to expiry of leased vehicles. The VMO confirms that proposed vehicles are listed in the Department's Best Buy list. All PLC<4.5T fleet vehicle procurements are subject to Director General approval.

Vehicle justification and selection accords with WA Government Fleet Policy & Guidelines (WAGFPG) clause 4, supplemented with these *Vehicle Management Procedures*.

Vehicles greater than 4.5 tonne do not need to be leased through State Fleet.

PLC<4.5T fleet vehicles are subject to Fleet Cap restrictions. If a vehicle is procured outside the *Vehicle Management Policy and Procedures*, and it is a PLC<4.5T fleet cap qualifying vehicle, it may be reassigned to another location as part of PLC<4.5T fleet cap management, without recompense. This would be actioned by the Vehicle Management Office on recommendation of Specialist Advisor Commercial and approval by the Deputy Director General.

It is recommended vehicles be replaced according to the following regime:

- all vehicles at the expiry of the lease period;
- smaller buses, with a seating capacity of 13 or less passengers (14 people including the driver), every five years or 100,000 kilometres; or
- bigger buses, with a seating capacity of 14 or more passengers (15 people including the driver), every 15 years or 200,000 kilometres for bigger buses.

⁵ WAGFPG 3.2.1.

For owned vehicles, judgement can be made based on the ability of the bus to continue to maintain the Department's safety standards, evaluated via annual inspections. If extending beyond 15 years Site Managers should notify the Vehicle Management Office of this decision, and be able to provide evidence that a risk assessment has been undertaken.

6.3.2 SPECIFICATIONS

The WAGFPG clause 3.2.3 leaves vehicle specification to the agency. Justifications are based on operational requirements, occupant safety and whole of life cost.

New vehicles procured should comply with the "proven" vehicle safety features listed in Appendix 2 of *Safe Driving Guidelines for Western Australian Government Agencies*. Exemptions from the "proven" vehicle safety feature standards listed in Appendix 2 of *Safe Driving Guidelines for Western Australian Government Agencies* require Director General and State Fleet approval.⁶

6.3.3 ACCESSORIES

Purchase of personal accessories is only possible for SOVS vehicles and only with Director General approval. The SOVS participant bears full upfront cost.⁷

Accessories routinely available for selection have been included in section 13.1.2. A list of possible "extra accessories" approved by the Director General which may be selected by the Site Manager has been included in the *Vehicle Procedures*, Appendix A.1. All extra accessories comply with vehicle manufacturer recommendations.

Assessment of need for "extra" accessories selection requires local consideration of inherent incident risk (fauna, climate etc) compared to risk, for example, of injury to pedestrians in the event of impact. Accessories should not be selected if ANCAP rating would be reduced, or airbag or crumple zones affected.

Equipment and accessory selection should be minimised and only considered if imperative for operational need. Accessory selection will add to the cost of the vehicle and in turn the lease.

6.3.4 SAFETY SPECIFICATIONS

The Department Best Buy List has been derived to include vehicle selection recommendations from the *Safe Driving Guidelines for Western Australian Government Agencies (Safe Driving Guidelines)* clause 2. Approval will only be granted to procure a vehicle outside the Best Buy List where specifications include recommendations within the *Safe Driving Guidelines* classified as "Proven". The features classified as "Emerging" are also recommended.

⁶ WAGFPG section 4.4

⁷ WAGFPG 5.1.3.

Vehicle specifications should be tailored to local conditions and Site Managers should liaise with the Vehicle Management Office to confirm local need is considered in vehicle selection. Vehicle specifications selected must at all times comply with manufacturer recommendations, including limitations on load or weight. No modification can depart from this requirement.

4WD have become adopted rather than accepted practice, in terms of preferred vehicles. Other than SOVS vehicles, 4WD are only approved where there is off road (rough terrain, unsealed, or adverse local conditions) operational need. Drivers must have received appropriate 4WD training, before driving a 4WD vehicle. Remote travel may encompass unsealed roads, flooding, excessive wildlife numbers or size, or extreme weather conditions, that could justify selection of a 4WD vehicle.⁸

SOVS vehicles are available for operational use and drivers requiring a 4WD may book a SOVS 4WD vehicle if required. Employees are required to have skill appropriate to the vehicle driven. Employee Support Bureau fund accredited 4WD training courses; which include driving and surviving in remote locations.⁹

6.3.5 FUEL EFFICIENCY

Vehicle selection must maximise fuel efficiency.¹⁰

6.4 PASSENGER > 4.5 TONNE FLEET VEHICLES AND OTHER FLEET VEHICLES PROCUREMENT

Passenger > 4.5 tonne fleet vehicles and other fleet vehicles are procured per Department of Finance instruction *Goods & Services Procurement Practice Procedures 2017*, refer to the Commercial Service's Intranet site "Buying Guide":

<http://det.wa.edu.au/buying/detcms/portal/> (Staff only)

New vehicles procured (not exempted) must comply with the "proven" vehicle safety features listed in Appendix 2 of Safe Driving Guidelines for Western Australian Government Agencies.

Where vehicles, such as passenger > 4.5 tonne fleet buses, are required for operational purposes and cost is likely to be beyond \$250,000 Site Manager applicants complete a business case including: cost benefit, environmental, operational, financial and safety analysis prior to requesting a vehicle. Funding including ongoing operational costs require Executive Director approval (eg Director of Education and Executive Director Finance and Commercial Services). If operational need and cost effectiveness can be demonstrated, and approval is obtained, the Site Manager should also liaise with the Vehicle Management Office to update records including registration details.

⁸ refer to section 5.1.3.

⁹ these may be located via section 18.1.1, see also section 1.3.2.

¹⁰ *State Supply Commission Act 2010* s26AA (5)(a)(i)

The business case should demonstrate value for money and show estimated cost per student transported be demonstrably less than a hire alternative. Value for money on an ongoing basis could be measured by for example, annual cost per student transported. Cost per student transported may be reduced by sharing acquisition and running costs between sites. If value for money cannot be demonstrated an equally imperative reason is required, for example, unavailability (due to remoteness) of a suitable alternative.

If a vehicle ceases to provide the Department with value for money, the Site Manager should contact the Vehicle Management Office to arrange for the vehicle to be relocated to an area of operational need.

If the fleet vehicle is a school bus there may be additional obligations on the owner or custodian (for example the requirement for bus inspections), refer to whole of Government policy described in the *Vehicle Management Guidelines* 13.1.1.

Note, a business case is not required for the other fleet vehicle categories such as motor bikes, ATVs, trailers, ride-on-lawn mowers, and street sweepers where value is < \$250,000, an approval to initiate a purchase may be required.

Determination of requirements is via the Procurement Administration Schedule. (Staff only)

6.5 VEHICLE DISPOSAL

6.5.1 PLC<4.5T FLEET VEHICLES

Refer to State Fleet Agency General Agreement for guidance on PLC<4.5T fleet vehicle disposal obligations. Vehicles must be returned in acceptable sale condition, or cost to return the vehicle to that condition will be charged to the incurring Cost Centre. Vehicles working hard, in remote locations, may have shorter lease terms negotiated between the Vehicle Management Office (on behalf of the Department) and State Fleet.¹¹

6.5.2 P>4.5T FLEET VEHICLES AND OTHER FLEET VEHICLES

Site Managers may dispose of P>4.5T fleet vehicles and other fleet vehicles in accordance with State Supply Commission disposal policy. If such a vehicle continues to have utility but is surplus to need or under-utilised Site Managers should offer to sell to another WA Government school before disposing to the wider community. The Vehicle Management Office can assist by listing on an internal “available vehicle” list.

7 DRIVERS & DRIVING

7.1 DRIVERS

Schools, Central Office, and similar vehicle booking centres, and contract managers should maintain a register of approved drivers. Approval to drive a Department vehicle forms are located in Appendix B.3 of *Vehicle Management Procedures* for employees and non-employees.

¹¹ Authority State Fleet.

In determining the suitability of a driver, Site Managers should:

- assess the skill of driver, and refer the driver for four-wheel drive training as required, refer to *Vehicle Management Guidelines*, section 13.1.1 (xiv);
- check driver licence validity, see Forms B.3. this may include verification of continued demerit point validity; and
- review completed check lists (see *Vehicle Management Guidelines* for example check lists, sections 13.1.2 -13.1.8).

Overnight use of Department Vehicles requires completion of form B.5, and Home Garaging requires completion of form B.4.

Site Managers located in remote schools have broader discretion in determining vehicle usage and what constitutes “official business of an agency”,¹² and may take into consideration, in that determination, factors such as staff isolation and need for assisted transport. Remote schools are listed in the School Education Act Employees’ (Teachers and Administrators) General Agreement 2014, Schedule E. (Staff only)

7.1.1 EMPLOYEES

Employees are required to comply with local driving and vehicle laws and government policy.

Employees undertake four-wheel drive training as required (refer to *Vehicle Management Guidelines*, section 13.1.1 xiv and should complete a vehicle check list for extended periods of travel (refer to *Vehicle Management Guidelines*, sections 13.1.3-13.1.8).

7.1.2 NON-EMPLOYEES

Non-employees require approval to drive. This is to be sought from the Site Manager. For insurance purposes a list of all non-employees approved to drive should be provided to the Specialist Advisor Commercial.

Site Managers must check if additional compliance with Departmental policy is required, for example Working with Children Checks.

<http://det.wa.edu.au/screening/detcms/navigation/working-with-children-checks/>

7.2 DRIVERS, SECURITY, LAWS

WAGFPG clause 5 details vehicle usage conditions including approved drivers, security and home garaging of non SOVS vehicles, and supports requirement for driver adherence to relevant legislation and traffic by-laws. Relevant legislation has been listed in these *Vehicle Management Guidelines* section 13.1.1.

Non SOVS vehicles are not permitted to be used for private purposes.

Only licensed vehicles can be driven on public roads.

¹² WAGFPG cl 3.2.4.

Capability to drive includes holding a valid licence issued by an authorised licensing centre, and being physically able to drive safely. Drivers should notify Site Managers if their circumstances render them unsuitable to drive a Department vehicle.

Liability for infringement attaches to the driver, including but not limited to, driving infringements; parking infringements; and fines for, and impoundment costs from hooning. If a fine is received the Site Manager is responsible for identifying the driver, through photographic evidence, and or log book record, and for confirming the driver completes all steps in the punitive process.

7.3 DRIVING SAFETY

Site managers are responsible for the safety of people (including employees and students) who utilise Department vehicles, and for the vehicles under their control. Safe Driving Guidelines for Western Australian Government Agencies, Appendix 2, lists “Emerging” vehicle safety features: the Department recommends these features be considered good practice.

Vehicle management must also comply with Department Occupational Safety and Health Policy and Procedures. OSH guidance provides additional support: driving fatigue; first aide; driving plans; no smoking in vehicles; and working alone, refer to *Vehicle Management Guidelines* section 13.1.1.

It is recommended also that drivers:

- do not permit distraction, turn mobile phones off while driving;
- do not leave the vehicle if a breakdown occurs;
- do not drive tired;
- carry water and food
- carry satellite phones in remote areas and mobile phones in Regional locations;
- refer to OSH documents Fatigue Management; first aid, smoking free workplace, and working alone;
- avoid driving at dawn and dusk in non-metropolitan areas, to avoid higher risk of collision with animals; and
- avoid driving alone in remote areas if possible.

Site managers may determine if additional checking (to regular maintenance and service) is required, and who is best placed to do checks. Journey planning is particularly important when travelling in remote areas. For extended journeys, examples have been included in Appendices 13.1.3-13.1.8 for as possible checklists.

Drivers should be skilled. To support skill training may include: 4 wheel drive training, first aid, cultural awareness, using towing implements, or any other necessary training to undertake work related travel commitments.

Refer to the Appendix 13.1.4.1 for an example risk assessment template - a similar risk assessment should be undertaken at the local area as required.

It is recommended local policy be devised that supplements the overarching *Vehicle Management Policy and Procedures*, and associated documents. It may be that this includes special consideration for transporting children with special needs, or safety stowage considerations for equipment that is required to be transported with children, relevant to that location.

7.4 LOG BOOKS

WAGFPG clause 5.2.1 requires logbooks be maintained for all government vehicles, and that drivers comply with booking records and log books (WAGFPG clause 6.1.5). Logbooks are used to calculate Fringe Benefit Tax, to support justification of operational need, and to assign infringement notices to the correct incurring officer.

Log book entries that have details such as “meeting” are inadequate. Entries need to stipulate where and why. Data is used to assess utilisation for business use, it helps to justify PLC<4.5T fleet cap numbers allowed for the Department, and is used for calculation of FBT.

Vehicle utilisation is one measure used to justify PLC<4.5T fleet numbers.

7.5 FUEL

SOVS are responsible for maintaining adequate fuel levels of SOVS cars, all drivers or vehicle custodians should as a courtesy ensure that adequate fuel is available for other drivers prior to returning pool vehicles.

Fuel-cards are available for vehicles, and allow staff to fill vehicles with fuel from nominated service stations. Purchase cards may be used to purchase fuel in emergencies when fuel cards are not accepted. Employees notify the Fleet Manager of the litres purchased and odometer reading. Note that fuel-cards only allow for ULP or diesel fuels specific to that vehicle.¹³

7.6 HOME GARAGING OF POOL VEHICLES

Home garaging is permitted for specific operational reasons and contemplates extended periods. Home garaging is a temporary arrangement and should not be ongoing or available for periods of leave. The occasional overnight, adhoc use of a pool vehicle and garaging for limited occasions for operational purposes, is not considered to be home garaging. Home garaging incurs FBT assessment.

Home garaging requires Director General approval and applications are made using the form in Appendix B.4 of the *Vehicle Management Procedures*.

7.7 ROAD-SIDE ASSISTANCE

For PLC<4.5T fleet vehicles Fleetcare should be contacted for all maintenance requirements. Fleetcare can also be contacted for roadside breakdown assistance by phoning 1300 655 170.

¹³ If a driver fills up a 91 octane vehicle with 95 octane fuel the fuel card will be rejected. The driver will be required to pay by purchase card, private credit card, or cash.

7.8 INSURANCE

The Department self-insures. Site Managers are not required to take out vehicle insurance. RiskCover covers vehicles under the Motor Vehicle General Cover. Insurance risk is calculated based on Department use of vehicles. Vehicles therefore cannot be “hired out” or loaned for non-department use. RiskCover does allow the Department to elect that drivers other than employees drive Department vehicles subject to authorisation within Department policy.

7.9 ACCIDENTS

7.9.1 IMMEDIATE RESPONSE

There is an instruction card in glove boxes of pool vehicles.

The RiskCover form can be found on the Insurance Commission of Western Australian website:

<https://www.icwa.wa.gov.au/riskcover/how-to-make-a-claim/motor-vehicle-damage>

The critical incident and accident form can be found

<http://det.wa.edu.au/intranet/employeesupportbureau/detcms/workforce/employee-support-bureau/safety-and-health/new-osh-site/accident-incident-investigation-report-form.en> (Staff only)

Police guidance on accident reporting can be found

<https://www.police.wa.gov.au/Traffic/Reporting-a-traffic-crash>

If an employee requires medical treatment as a result of work related injury they should follow the Process for lodging a claim for workers' compensation.

7.9.2 CONTINUOUS IMPROVEMENT

The Site Manager should interview drivers involved in accidents as soon as possible after the event, and issue a written report to the appropriate department, to the Vehicle Management Office detailing vehicle related factors that reduced or contributed to personal injury or vehicle damage and to OSH for work practice feedback. The Vehicle Management Office will consider all feedback and adjust policy, and deploy interim vehicle management instruction as required.

8 VEHICLE SCHEME SPECIFIC RULES

WAGFMG clause 5 details eligibility for, and rules underpinning, the Senior Officer Vehicle Scheme (SOVS). The entitlement to participate in a scheme attaches to position, not person.

8.1 PARTICIPATION

8.1.1 ENTITLEMENT

Department of Education does not support participation in Government Vehicle Scheme (GVS), WAGFMG clause 5.3. GVS will be phased out in 2017/18.

8.1.2 AGENCY ADDITIONAL CONDITIONS FOR SOVS VEHICLES

The WAGFPG clause 5.1.1 provides the Director General with discretion to specify additional conditions to suit the Department circumstances.

8.1.3 APPLICATION TO PARTICIPATE IN THE SOVS SCHEME

SOVS participation is only available if justified by operational need. The form for applying to participate in the SOVS is found in Appendix B.1. of the *Vehicle Management Procedures*. Participation is not automatic. PLC<4.5T Fleet vehicle availability is capped. Priority of approval is given to employees where vehicles are in high demand for operational utilisation. Where operational utilisation is low, and vehicle availability prevents an applicant with high operational need from participation, the Director General may reassign approval to participate in the SOVS scheme. One month notice that approval has been withdrawn will be given to the departing scheme participant. Prior approval to participate in a scheme is not a factor that supports priority for ongoing consideration in cases involving re-evaluation of participation decision.

Participants wishing to exit the scheme are to give notice to the Vehicle Management Office. The scheme then ceases on the last day of a pay cycle. Keys are to be handed to the Vehicle Booking Office, or equivalent.

Utilisation records assist with assignment and approval decisions. Potential re-evaluation by State Fleet as to optimal PLC<4.5T fleet size may also be an impetus for Department reassignment. Other factors that are considered in deciding applications to participate, or permission to continue, in the scheme will include location (Metropolitan or Regional), school facing requirements, requirement to travel between school business sites with regularity, and availability of alternative travel options.

8.1.4 VALIDATION OF ENTITLEMENT TO PARTICIPATE

Participation in the SOVS scheme is subject to DG approval and demonstration of entitlement to participate as prescribed by WAGFPG.

All SOVS participation applicants (new and renewing) must furnish current supporting evidence demonstrating qualification for participation. This is to be attached to form B.1.

8.1.5 PARTICIPANT CONTRIBUTION

SOVS participant is responsible for ensuring contributions are paid. Entitlement to the SOVS scheme ceases if the employee contribution ceases. The vehicle is to be returned immediately.

See *Vehicle Management Procedures* Appendix B for relevant forms:

- B.1 Senior Officer Vehicle Scheme – Application to Participate form
- B.2 SOVS – Application for Contribution Reimbursement.

8.1.6 REIMBURSEMENT OF CONTRIBUTION

To maximise vehicle availability as Pool stock, and to enable as many Pool vehicles as possible to be allocated to schools and regions, SOVS participants are permitted to cease contributions for periods of operational use that are whole days, WAGFPG clause 5.4.5. Custody and control of the vehicle has to be relinquished to qualify. The SOVS participant relinquishes both sets of keys passed to the Vehicle Booking Office (or equivalent). Custody and control are not considered to be fully relinquished on days keys are dropped off or picked up. To qualify all sets of keys are dropped off at the Vehicle Booking Office.

Application for reimbursement requires completion of *Appendix B.2. SOVS Application for Contribution Reimbursement* contained the *Vehicle Management Procedures*.

Entitlement to cease contribution is certified by the Vehicle Management Office and Director, Business and Customer Services. Reimbursement can be claimed in the month following non-use. The right to reimbursement is forfeited if not claimed within 1 month of relinquishment. Reimbursement is not available on the day of relinquishment, or the day of collection.

8.2 VEHICLES AND UTILISATION

8.2.1 SOVS VEHICLE PROCUREMENT

SOVS vehicles are sourced from available or relinquished vehicle stock before new vehicles are purchased. Lease terms may be adjusted if Specialist Advisor Commercial determines in conjunction with State Fleet that cost and benefit warrants.

8.2.2 SOVS AND LEAVE

SOVS employees can only use a SOVS vehicle while on leave for a maximum of three months (WAGFPG 5.4.4.).

8.2.3 SOVS AND POOL AVAILABILITY

All SOVS vehicles will be made available for operational use.

The Vehicle Booking Office requires one set of SOVS keys at all times.

No SOVS vehicle should be booked and not used, booking offices should be notified of changed plans to enable the vehicle to be available to others.

Alternative transport should be used if it is planned that a vehicle is to be parked at one location for the whole day, for example at the airport, or at a workshop. Alternative transport could include short term hire, or taxi.¹⁴

9 THE OBJECTS OF GOOD VEHICLE MANAGEMENT

Fleet vehicles are expected to work for the Department. Where optimal utilisation is unlikely to be achieved, the Site Manager is responsible for mobilising the vehicle to an area of higher demand.

The Department's Strategic Vehicle Management Plan articulates optimal fleet utilisation. The Vehicle Management Office can assist in identification of sites with high vehicle demand. Failure to achieve expected utilisation levels may result in reallocation of the vehicle to an area of need, as determined by the Director General and on advice from the Specialist Advisor Commercial.

Government assets are to be preserved or maintained in good condition and working order, allowing for reasonable wear and tear. All vehicles must be maintained and serviced in accordance with manufacturer recommendations, to preserve the warranty. Appropriate maintenance reduces cost, and improves safety.

9.1 VEHICLE MANAGEMENT AND UPKEEP

9.1.1 PLC<4.5T FLEET MANAGER

Fleetcare manages the Department's PLC<4.5T fleet vehicles including facilitating:

- acquisition and disposal;
- maintenance;
- fuel management;
- reporting and operating costs;
- accident management;
- vehicle registration; and
- supply of data for FBT calculation.

9.1.2 CLEANING

Cleaning is the SOVS entitled officer's responsibility. Failure to keep SOVS vehicle in a clean and roadworthy state may lead to loss of entitlement on grounds of adverse public perception of a government asset. SOVS vehicles predominantly used for operational purposes will be cleaned as required at Department cost, and at Department discretion.

Non-SOVS pool vehicles are cleaned as required. Site Managers are responsible for arranging cleaning. For centrally based vehicles this function is co-ordinated by the Vehicle Booking Office.

9.2 ALTERNATIVE TRANSPORT OPTIONS

Alternative transport options may be procured where PLC<4.5T fleet vehicles are unavailable. Options may include taxis, car hire, or public transport. The Site Manager notifies the Vehicle Management Office if availability of Central Pool Vehicles warranted vehicle hire. The Vehicle Management Office monitors optimisation of Pool vehicles and determines if Pool fleet is adequate to cover operational need.

Car hire is procured under the Common Use Agreement (MRV2014). Smart-Riders may be organised for a business through the attached link.

Payment for short term vehicle use (Taxi) is via a purchasing card. Cabcharge to be phased out.

9.3 VEHICLE BUDGET

9.3.1 PERIODICAL BUDGETS AND EXPENDITURE

The cost of vehicles including vehicle maintenance, repair, penalty for overuse, cost of return to lease standard, and procurement cost is to be charged to the incurring cost centre. It is the responsibility of the cost centre manager to confirm vehicle costs have been correctly assigned; if costs are assigned to the Site Manager's cost centre that do not belong to the site, the Site Manager should contact the Vehicle Management Office (section 12.2), or Business and Customer Services on 9264 8575.

9.3.2 CAPITAL ACQUISITION FUNDING

Capital acquisition costs (being for all non-lease vehicles) are site costs. It is the responsibility of Site Managers to ensure that funding is available for procurement and ongoing running costs, for the life of the asset (while it remains a site asset). Funding source for non-lease vehicles may be a mix of site reserves, and could include ongoing annual site funding (if allocated by the Site Manager to vehicles).

9.4 VEHICLE RECORDS

9.4.1 AGENCY VEHICLE DATABASE

The Vehicle Management Office should be notified of any vehicle purchased. A database is maintained enabling location of all vehicles. When a new vehicle is purchased (eg trailer) vehicle registration details are to be provided to the Vehicle Management Office and should include the cost centre (through which registration expenditure is incurred), contact name (of person who can respond to registration queries), phone number, and location (division or school).

9.4.2 STOCKTAKES

It is necessary for the Department to maintain a register of all vehicles to verify that cost effective use is made of resources and that:

- registrations are paid only for vehicles held;
- further fines are not incurred (as a result of unresolved infringements);
- lease optimisation is monitored; and
- vehicle best practice management is achieved.

The Vehicle Management Office co-ordinates any stocktake required to create and update this register. All Site Managers are required to participate by providing details about all licence plated vehicles held at the site. Stocktake reviews are co-ordinated in conjunction with School Performance and may be listed as a school *Mandatory Reporting* obligation. Arrangements will also be made to capture information for sites which are not schools.

10 SCHOOL BUSES - LARGE AND MINI

School buses may be classified as “PLC<4.5T Fleet” or “P>4.5T ”. *Vehicle Management Guidelines* provides assistance in determining classification, refer to 6.2. Classification imposes further obligations—for example maintenance—on the owner or custodian, and impacts on procurement options.

School buses are regulated via legislation, refer section 13.1.1.

Road Traffic (Vehicles) Regulations 2014 defines school buses as a motor vehicle that is equipped to carry 8 or more adult persons; and is being used to pick up, transport and set down school children. The Regulations also specify: warning signs that are required (r326); and colours required for school buses (r385). There is requirement that annual inspections, to specified standards, be passed in order for a school bus to continue to obtain registration.

Additional to legislation, it is Department policy that all Department owned and leased school buses have lap sash seat belts. Hire buses from CUAMUR 2014 Motor Vehicle Rental Services must have lap sash belts.

It is not Department requirement for charter buses to have lap-sash seat belts, however it is recommended that Site Managers charter buses with lap-sash seat belts, where possible.

There is no specification as to disposal age for non-leased school buses. Bus retirement at 10 years for smaller buses and 15 years for larger is recommended. This will depend on the condition of the bus, and is likely to vary according to local conditions. Mini Buses are to be replaced every 5 years.

When procuring new buses manufactured bus configurations should not be altered without Vehicle Management Office approval.

For extended periods of travel, Site Managers must also perform a travel risk assessment that takes into consideration distance, passengers to be transported, environmental conditions, vehicle, and driver qualities including skill (see *Vehicle Management Procedures* 3.1.2.). Site Managers should also check that appropriate restraints are used where required. This may include booster seats for smaller children, or where a child is under an *Individual Behaviour Management Plan*, the appropriate aide or restraint specified in the plan is used.

11 USEFUL CONTACT DETAILS

Location	Function	Email	Phone
Central Office	Vehicle Booking Office	Vehiclesmail@education.wa.edu.au.	9264 4496
Central Office	Vehicle Management Office	Fleetvehicles@education.wa.edu.au	9264 5567
Central Office	Fleet Fringe Benefit Tax (FBT)	FinanceServices.MotorVehicleInformation@education.wa.edu.au	9264 8588
Central Office	Payroll (SOVS enquiries)	ppteamleaders@education.wa.edu.au	9264 8763
Central Office	Central Office Parking	Ted.carrivick@education.wa.edu.au	9264 5800
Fleet Manager	Fleetcare Account Manager	Tanya.davies@fleetcare.com.au	1300 655 170 Ext. 852
Fleet Manager	Fleetcare Relationship Manager	Marie.robbs@fleetcare.com.a	1300 655 170 Ext. 850
Fleet Manager	Fleetcare	Accidents, Maintenance & Servicing	1300 655 170

12 DOCUMENT SUPPORT

12.1 DEFINITIONS

ANCAP

It is mandatory for purchase of 5 star Australasian New Car Assessment Program (ANCAP) rated vehicles (passenger and light commercial) unless approved by State Fleet.

ATV

All-terrain vehicle.

DEPARTMENT BEST BUY LIST

The list of vehicles approved by the Department as being suitable for operational requirements, sourced from Department of Finance's short-list of vehicles as providing value for money, and any additional vehicles agreed by the DG with the Department of Finance as being required for operational purposes.

FLEET MANAGEMENT COMPANY (FLEETCARE)

A private organisation who provides leased vehicles and fleet management services on behalf of the Department or organisation.

FLEET VEHICLES

All vehicles owned and leased by the Department of Education.

GVS

Government Vehicle Scheme. GVS participation is not approved in Department of Education. Existing GVS will be phased out in 2017/18.

HOME GARAGING

Taking a pool vehicle home on other than a one-off basis.

LARGE BUSES

Seating capacity greater than 30 seats, including the driver.

LEASED VEHICLES

Passenger and light commercial vehicles less than < 4.5 tonne leased from State Fleet.

MINI BUS

Seating capacity less than 14 seats.

OTHER FLEET VEHICLE

Includes (but is not limited to) trailers, ride-on mowers, and street sweepers.

PASSENGER > 4.5 TONNE (P>4.5t) FLEET VEHICLE

Includes (but is not limited to) buses and trucks.

PASSENGER AND LIGHT COMMERCIAL (PLC<4.5T) FLEET VEHICLES

Passenger and light commercial vehicles less than < 4.5 tonne.

PLC

Passenger and Light Commercial vehicle.

PLC<4.5T FLEET CAP

Government Agencies are allocated a maximum number of PLC<4.5T fleet vehicles, adjusted periodically based on demonstration of operational utilisation.

Q PLATE

Government Pool vehicles 100% business use, not part of a vehicle scheme.

SCHOOL BUS

A motor vehicle that:

- a. is equipped to carry more than 8 adult persons; and
- b. is at the material time being used to pick up, transport and set down school children, and
- c. is solely or principally used for the purpose mentioned in (b).

SITE MANAGER

Officers, including Principals, College Managers and Line Managers, who have executive responsibility for overall management and control of any Department vehicle, or purchase decision involving a Department vehicle, or who has responsibility for directing a driver of a Department vehicle.

SMALL BUS

Seating capacity greater than 15 seats and less than 30; >4.5 tonne.

SOVS

Senior Officer Vehicle Scheme PSA L9 or above, or Special Calling L6 or above, or equivalent.

STATE FLEET

A branch of the Department of Finance responsible for setting whole of government fleet policy, and managing agency PLC<4.5T fleet leases.

VEHICLE

Any vehicle registered by the Department and includes (but is not limited to) cars, buses, trucks, trailers, ride on mowers, street sweepers, or any device that requires a Department of Transport vehicle registration plate. The following vehicles are excluded: Salaries and Allowance Tribunal (SAT) vehicles; aeroplanes; boats; or agricultural machinery.

VEHICLE BOOKING OFFICES

Department sites that manage bookings of Pool and SOVS vehicles, scheduling of vehicles service, and vehicle cleaning. Each site has their own booking office arrangements. See section 11.

VEHICLE CUSTODIAN

In the case of a SOVS vehicle is the employee (scheme participant), otherwise the Site Manager or employee exercising current control of the vehicle.

VEHICLE MANAGEMENT OFFICE

A division of Commercial Services assigned responsibility for managing the Departments vehicle fleet and vehicle polices.

WAGFPG

WA Government Fleet Policy & Guidelines, a key policy document prescribing management of Fleet vehicles.

12.2 CONTACT INFORMATION

Policy Manager:

Specialist Advisor – Commercial
Commercial Services
Department of Education
151 Royal Street
East Perth WA 6004
T: (08) 9264 4748

Vehicle Management
Office:

Manager Contract Planning and Management
Commercial Services
Department of Education
151 Royal Street
East Perth WA 6004
T: (08) 9264 5301

12.3 HISTORY OF CHANGES

Date	Author	Section affected	Comments
18 January 2021	Minor Change	Directors of Education	Minor changes to replace the Regional Executive Director position title with Director of Education D20/0647278.

13 APPENDICES

13.1 LISTS

13.1.1 INTERNAL AND EXTERNAL POLICY SUPPORTING VEHICLE MANAGEMENT

	Policy (click on these links to view the document)	Policy Custodian	Impact (Vehicle context)	Discretion¹⁵	Authority
i	<u>Central Office Vehicle Parking</u>	DoE Policies	Central office pool vehicles, SOVS, Q Plated (central)	Mandatory	See <i>Public Sector Management Act 1994</i> s80(a) DoE Policy
ii	<u>Common Use Agreement Motor Vehicle Fleet Services</u>	Department of Finance	Common Use Agreement 19510	Mandatory	Legislature
iii	<u>Common Use Agreement Motor Vehicle Passenger & Light Commercial</u>	Department of Finance	Common Use Agreement 37804	Mandatory	Legislature
iv	<u>Department Financial Management Manual</u> <u>(Staff only)</u>	DoE Guidelines	Asset management	Guidance	

¹⁵ Mandatory documents must be complied with. While there is discretion for complying with material in guidance documents recommendations are considered good or best practice. Any employee finding themselves in a defensible position could draw strength from following a guideline, and would be assumed to be able to demonstrate evidence of equally defensible (evidence based) reasons for departing from a guideline recommendation.

	Policy (click on these links to view the document)	Policy Custodian	Impact (Vehicle context)	Discretion¹⁵	Authority
v	<u>Department Best Buy List (Staff only)</u>	DoE Guidelines	The Department's pre-defined selection of cost-effective fit for purpose vehicles (based on whole of life costs); extracted from the State Fleet electronic Decision Aid. Acquisitions are limited to vehicles on the list.	Mandatory	See <i>Public Sector Management Act 1994</i> s80(a) <i>Vehicle Procedures</i>
vi	<u>Financial Management Act 2006</u>	State Parliament (legislature)	Obligation on agencies to balance cost effectiveness with composition and utilisation in meeting operational need.	Mandatory	s52 and s53 Agencies are responsible to the Minister for the financial management of the services under the control of the agency and for ensuring that the agency operates in a manner that is efficient and economic and achieves the agency's objectives; and for ensuring that the agency complies with this Act, the Treasurer's instructions and any other written law that applies to the agency; and for having the custody, control and management of public property.
vii	<u>FMIS Asset and Resources Manual (Finance for Schools Intranet) (Staff only)</u>	DoE Guidelines	Asset management and financial accountability	Guidance	

	Policy (click on these links to view the document)	Policy Custodian	Impact (Vehicle context)	Discretion¹⁵	Authority
viii	<u>Four Wheel Drive Training in Remote Locations (Staff only)</u>	DoE Guidelines	Employees working in remote locations who drive a 4WD vehicle for work purposes (or those who drive 4WD vehicles on unsealed roads) are required as part of their induction to successfully complete a 4WD drive course prior to driving the department of Education vehicle. The cost is met by the Department.	Guidance	
ix	<u>Fringe Benefit Assessment Act 1986</u>	Commonwealth Parliament	FBT calculation on vehicle use	Mandatory	Legislature
x	<u>Goods & Services Procurement Practice Guidelines 2017</u>	Department of Finance	Guidance on complying with SSC's Open and Effective competition Policy. Enables public authorities to determine the most appropriate procurement approach by bands (up to \$50,000, \$50,000-\$250,000 etc).	Guidance	Mandatory if cross-over with State Supply Commission Policy

	Policy (click on these links to view the document)	Policy Custodian	Impact (Vehicle context)	Discretion¹⁵	Authority
xi	<u>Identification of Public Servants who Infringe Traffic Laws When Driving Government Vehicles (Circular 2009-05)</u>	Public Sector Commission	Assignment of liability for misdemeanours (infringements)	Mandatory	Commissioner's Instructions are instruments issued by the Public Sector Commissioner under s22A of the Public Sector Management Act 1994 (PSM Act) which provide directions to public sector bodies and/or employees on matters relating to the Commissioner's functions or the application of the PSM Act.
xii	<u>Occupational Safety and Health Act 1984</u>	Commonwealth Parliament	Reduce hazards and risk, improve safety and health	Mandatory	Legislature
xiii	<u>Occupational Safety and Health Regulations 1996</u>	Commonwealth Parliament	Reduce hazards and risk, improve safety and health	Mandatory	Legislature
xiv	<u>Occupational Safety and Health Policy</u>	DoE Policy	Reduce hazards and risk, improve safety and health eg mandatory 4WD training for applicable employees, smoke free workplaces, fire extinguishers, maintain plant & equipment (vehicles)	Mandatory	See <i>Public Sector Management Act 1994</i> s80(a)
xv	<u>(OSH) Driver Fatigue Management</u>	DoE Guidelines	Vehicles are an extension of the workplace. All relevant OSH policies and laws apply. Signs and tips	Guidance	

	Policy (click on these links to view the document)	Policy Custodian	Impact (Vehicle context)	Discretion¹⁵	Authority
xvi	<u>(OSH) Guidelines for First Aid in Department Workplaces</u>	DoE Guidelines	Vehicles are an extension of the workplace. All relevant OSH policies and laws apply.	Guidance	
xvii	<u>(OSH) Journey Management Plan</u>	DoE Guidelines	Vehicles are an extension of the workplace. All relevant OSH policies and laws apply. From: To, contact numbers, basic vehicle check	Guidance	
xviii	<u>(OSH) Safe Driving Practices</u>	DoE Guidelines	Vehicles are an extension of the workplace. All relevant OSH policies and laws apply. Detailed vehicle and driving checklist	Guidance	
xix	<u>(OSH) Department Standards for Maintaining a Smoke Free Workplace</u>	DoE Procedures	Vehicles are an extension of the workplace. All relevant OSH policies and laws apply. Not permitted	Mandatory	See <i>Public Sector Management Act 1994</i> s80(a)
xx	<u>(OSH) Working Alone</u>	DoE Guidelines	Vehicles are an extension of the workplace. All relevant OSH policies and laws apply. Signs and tips	Guidance	
xxi	<u>Pay-roll Tax Assessment Act 2002 (Fringe Benefits Tax)</u>	State Parliament	Motor vehicle allowance	Mandatory	Legislature
xxii	<u>Procurement Administration Schedule</u>	DoE Guidelines	Approved governance for vehicle procurement	Mandatory	Delegations under <i>School Education Act 1999 (SEA1999)</i> s216(2)(e.) ¹

	Policy (click on these links to view the document)	Policy Custodian	Impact (Vehicle context)	Discretion¹⁵	Authority
xxiii	<u>Public Sector Management Act 1994</u>	State Parliament	Definition of employee and describes obligation for employees to comply with laws and policies. An employee who — disobeys or disregards a lawful order; or contravenes any public sector standard or code of ethics commits a breach of discipline.	Mandatory	Legislature
xxiv	<u>Public Service and Government Officers General Agreement 2014</u>	Industrial Agreement	Remuneration bands used in determining entitlement to Vehicle schemes (SOVS)	Guidance (in this context)	See also <i>WA Government Fleet Policy and Guidelines</i>
xxv	<u>Road Traffic Act 1974</u>	State Parliament	Driving Offences	Mandatory	Legislature
xxvi	<u>Road Traffic (Administration) Act 2008</u>	State Parliament	Road laws, infringements, defined (vehicle & driving) terms	Mandatory	Legislature

	Policy (click on these links to view the document)	Policy Custodian	Impact (Vehicle context)	Discretion¹⁵	Authority
xvii	<u>Road Traffic (Inspection of Vehicles) Notice 2012</u>	Department of Transport	Vehicles with 13 seats or more (inc driver), or a motor vehicle used solely or principally for carriage of children to & from a school and is fitted with 8 or more seats inc driver (cl 7), renewal of vehicle licence is prohibited (cl 6) unless an inspection is passed. NB s29(1) repealed however ref s146 <i>Road Traffic (Vehicles) Act 2012</i> .	Mandatory	<i>Gazetted Notice</i> made under s19 <i>Road Traffic (Vehicles) Act 2012</i>
xviii	<u>Road Traffic (Vehicles) Act 2012</u>	State Parliament	Licensing and standards of vehicles and for mass, dimension and loading requirements for vehicles used for transporting goods and passengers by road. Requirements for inspection (prior to licensing s19) NB s146 provides existing notices to continue effect under this (new) Act. See below for Regulations (eg standards for inspection).	Mandatory	Legislature

	Policy (click on these links to view the document)	Policy Custodian	Impact (Vehicle context)	Discretion¹⁵	Authority
xxix	<u>Road Traffic (Vehicles) Regulations 2014</u>	State Parliament	Includes: <ul style="list-style-type: none"> • definition of school bus • examination for licensing purposes r24 • warning signs required r326 • colours required for school buses r385 • prescribed standards for inspection r17 (& Part 8, 10, 11) 	Mandatory	Legislature
xxx	<u>Safe Driving Guidelines for Western Australian Government Agencies</u>	Road Safety Commission	Support safe systems of work (vehicles an extension of workplaces)	Guidance	
xxxi	<u>State Fleet Agency General Agreement</u>	Department of Finance	Lease terms, agency obligations for managing lease, value of asset, use, returns.	Guidance (NB lease contract terms are mandatory)	
xxxii	<u>Strategic Vehicle Management Plan</u>	DoE Guidelines	Agency level plan to facilitate establishment, maintenance, and evaluation of the most cost effective balance of fleet composition and utilisation necessary to achieve efficient and effective operational use of vehicles.	Guidance	

	Policy (click on these links to view the document)	Policy Custodian	Impact (Vehicle context)	Discretion¹⁵	Authority
xxxiii	<u>Supply Policies</u>	State Supply Commission	Regulate government procurement of goods and services, primarily through the creation of supply policy (CUAs)	Mandatory	<i>State Supply Commission Act 1991</i> Compliance with Supply Policies are mandatory s17
xxxiii	<u>Student Drivers in Agricultural Education Policy and Procedures</u>	DoE Policy	Students driving government owned vehicles on agricultural property	Mandatory	See <i>Public Sector Management Act 1994</i> s80(a)
xxxiv	<u>Treasurer's Instruction 411 Motor Vehicles</u>	Department of Treasury	The accountable authority shall ensure that procedures and practices relative to government motor vehicles are in accordance with government policy, and are adhered to by officers of the agency.	Mandatory	See <i>Financial Management Act 2006</i> s52 & s53
xxxvi	<u>WA Government Fleet Policy and Guidelines</u>	Department of Finance	Management of the passenger & light commercial motor vehicle fleet.	Mandatory	<i>Treasurer Instruction 411.</i>

13.1.2 ACCESSORIES APPROVED BY DIRECTOR GENERAL FOR FITTING ON VEHICLES IF REQUIRED FOR OPERATIONAL NEED

SOVS staff are responsible for meeting the cost of purchase, fit, and removal of all SOVS accessories.

- Tow bar (standard or simple)
- Window tinting (to mid tint, not dark)
- Additional spare tyre
- Telematics
- Daytime running lights
- Active head restraint
- Roll bar
- Cargo barriers
- Cruise control
- First aid kit
- Communication equipment

Further information may be found WA Government Fleet Policy and Guidelines (cl 4.3).

13.1.3 VEHICLE CHECK LIST (EXAMPLE)

A local check list should be designed that factors local conditions. The checks should include provision for sign off and reporting of faults. Requirement for check criteria will vary according to type of trip.

Daily Check

Visual inspection of vehicle by walk-around, for body damage
Visual inspection of tyres for obvious under-inflation or damage
Check that all lights are in full working order
Visual check that fuel gauge indicates an adequate level of fuel
Visual check that the windscreen, side and rear windows and mirrors are clean, with good visibility from external mirrors
Visual check interior for loose objects (such as cans that could roll under the brake pedal)
Fuel levels

Weekly Check

Check brake pedal is firm and does not sink to the floor
Check workshop service is up to date
Visual check of safety equipment warning lights
Check engine oil level
Visual check engine coolant level
Visual check brake fluid level
Visual check of windscreen wipers
Visual check of washer fluid levels

Monthly Check

It should include all items of the daily and weekly checks plus:

Physical checks of tyre pressures on all wheels including the spare
Visual inspection of tyres for adequate tread depth and uneven wear
Visual check for damage to seat belts
Visual check of battery, its connections and that it is secure fitted

13.1.4 TRIP PLANNING CHECKS

13.1.4.1 LOCAL VEHICLE RISK ASSESSMENT TEMPLATE EXAMPLE (PILBARRA)

Risk	Likelihood	Consequence	Level of Risk (likelihood rating x consequence rating)	Treatment Strategies
	1. Rare 2. Unlikely 3. Moderate 4. Likely 5. Almost Certain	1. Insignificant 2. Minor 3. Moderate 4. Major 5. Catastrophic		
Fatigue	2	3	6	Follow OSH fatigue guidelines
Vehicle breakdown en route	2	4	8	Complete Trip Planning checks and preparations before trip
Accident eg hit wildlife	2	3	6	Ensure driver skill and vehicle selected is commensurate with risk
Severe weather event	1	4	4	Check BOM site before travel. Comply with local travel policy.
Flat tyre	2	2	4	Ensure travelling with appropriate spare equipment (tyre) and that pre-trip checks have occurred, and appropriate training has been undertaken.
Snake bite	1	4	4	Ensure travelling with appropriate communication equipment, first aid kit and first aid training has been undertaken.

13.1.4.2 RISK ACCEPTANCE KEY

LEVEL OF RISK	CRITERIA OF RISK MANAGEMENT		WHO IS RESPONSIBLE
1 – 3	Acceptable	With adequate controls	Management
4 – 5	Monitor	With adequate controls	Management
6 – 9	Management control required	With adequate controls	Senior Management
10-14	Urgent management attention	Only acceptable with excellent controls	Senior Management
15 - 25	Unacceptable	Only acceptable with excellent controls	Director General

13.1.5 OCCUPATIONAL SAFETY AND HEALTH DRIVER CHECKLIST

See also: [Occupational Safety and Health Intranet](#)

[Driver and vehicle safety](#)

13.1.6 TRAVEL CHECKLISTS

13.1.7 TRAVEL ITINERY

- Location of travel
- Travel route
- Estimated travel time
- Rest stops
- Accommodation details
- Supplies
- Fuel Stops
- Arrival confirmation

13.1.8 TRAVEL PREPARATION

- Check vehicle
- Check road conditions
- Check weather
- Fill vehicle with fuel
- Take extra water, food, and appropriate clothing
- Check and take or fit communication equipment (Satellite phone or EPIRB)
- Ensure personal medical needs are accommodated
- Ensure adequate rest is obtained prior to trip
- Take sun protection
- Country/Regional/Remote Emergency Assistant Contacts: telephone 000, mobile 112, RFDS 24 hour 1800 625 800, Medical emergency help satellite phone calls 08 9417 6389.

13.2 FORMS

13.2.1 RISKCOVER MOTOR VEHICLE CLAIM FORM

[Motor Vehicle Claim Form](#)
(Click on Link)

13.3 FREQUENTLY ASKED QUESTIONS

Question	Answer
Can P plate drivers drive government vehicles	It is considered holding a licence and complying with the conditions of a licence provides the requisite competency to drive. It is the Site Manager's discretion who drives a government vehicle and whether they have the competency to drive the vehicle in question. SOVS – no (WAGFPG 5.4.6)
Can I use my own car for work purposes	The Department provides pool vehicles for work purposes. The Department does not endorse use of private vehicles. If private vehicles are required discuss situation with Site Manager.
Can vehicles be used for recreational use	SOVS, yes under limited circumstances (WAGFPG 5.4.2, 5.4.4). All other vehicles no (WAGFPG 3.2.4).
Can students drive Department vehicles on private land	Agricultural vehicle policy is out of scope. All other students – no.

