



Department of
Education

Vehicle Management Procedures

Effective date: 22 May 2018

Version: 1.1

Last update date: 12 June 2024

These procedures must be read in conjunction with the Vehicle Management Policy.

Table of contents

1. Policy supported	3
2. Scope	3
3. Procedures	3
3.1 Procurement and management for all vehicles owned or leased	3
3.1.1 Procurement and utilisation	3
3.1.2 Vehicle use	3
3.1.3 Vehicle safety and security	4
3.1.4 Extended periods of travel	5
3.1.5 School buses	5
3.1.6 Incident/accident reporting	6
3.1.7 Non-employee use of government vehicles	6
3.2 Procurement and management procedures specific for passenger and light commercial < 4.5 tonne (PLC <4.5T) fleet vehicles	7
3.2.1 Leased senior officer vehicle scheme (SOVS) vehicles	7
3.2.2 Pool vehicles	7
3.2.3 Home garaging of vehicles	7
3.2.4 Overnight use of vehicles	8
3.3 Procurement and management of passenger > 4.5 tonne (p>4.5t) and other fleet vehicles	8
4. Definitions	8
5. Related documents	11
6. Contact information	14
7. History of changes	15
8. Appendices	15
9. More information	16
Procedure review date	16
Procedure last updated	16

These procedures must be read in conjunction with the Vehicle Management Policy.

1. Policy supported

Vehicle Management Policy

2. Scope

These procedures apply to all employees.

3. Procedures

3.1 Procurement and management for all vehicles owned or leased

3.1.1 Procurement and utilisation

Site Managers must:

- maximise business utilisation of vehicles;
- confirm the vehicle is licensed;
- confirm the vehicle is only used for approved purposes;
- confirm vehicle maintenance is carried out in accordance with manufacturer recommendations;
- maintain the value of the vehicle asset (allowing for reasonable wear and tear);
- monitor vehicle cost against budget;
- maintain a register of authorised drivers; and
- forward to the Vehicle Management Office:
 - a copy of every new or discontinued registration; and
 - registration details of all plated vehicles when requested as part of annual vehicle stocktakes.

3.1.2 Vehicle use

Site Managers must:

- determine suitability of drivers before approving employees and non-employees to drive government vehicles;
- confirm vehicles are driven only for approved purposes;
- for extended periods of travel confirm all extended period of travel journey plans, and checks have been performed prior to vehicle use;
- confirm the driver has completed an accredited 4WD course prior to driving a 4WD in remote locations or on unsealed roads; and
- confirm detailed log book entries which show origin, destination, purpose and odometer readings for every business trip and driver details are recorded.

Employees must:

- obtain annual approval from their Site Manager to drive a government vehicle Appendix B3.1;
- obtain Site Manager approval before transporting passengers;
- only use vehicles for approved purposes;
- confirm the vehicle is in a suitable condition to drive;
- complete an accredited 4WD course prior to driving in remote locations or on unsealed roads; and
- record detailed log book entries which show origin, destination, purpose and odometer readings for every business trip.

Employees must not:

- travel interstate in Department vehicles unless:
 - Uluru is the nearest major centre and destination; and
 - approval is obtained to travel to Uluru from their Executive Director.

Guidance

Sufficient records are kept to identify the driver of a vehicle at all times—regardless of whether the trip is considered business or private use.

3.1.3 Vehicle safety and security

Site Managers must:

- confirm that vehicles are safe to drive;
- for extended periods of travel, undertake a vehicle risk assessment based on local conditions, identifying potential hazards, and establish control measures be undertaken to minimize risks; and
- confirm that overnight parking is secure.

3.1.4 Extended periods of travel

Site Managers must:

- determine if a journey plan is required, and if necessary confirm a journey plan has been devised that addresses driving risk for their location;
- review, and if applicable, approve driver travel itineraries and journey plans; and
- arrange any training required to equip the driver with skills required to handle the vehicle and to prepare for adverse events.

Employees must:

- prepare a travel itinerary and submit to their Site Manager;
- if the distance or conditions requires a journey plan, prepare a journey plan;
- check the vehicle for roadworthiness;
- pack suitable supplies and safety equipment; and
- undertake training required to equip with skills required to handle the vehicle and to prepare for adverse events.

Guidance

Suitable supplies and safety equipment could include but are not limited to – food, water, first aid kit, satellite phone.

3.1.5 School buses

Site Managers must:

- abide with the special legislative requirements for school buses;
- confirm annual inspections are conducted, and that buses contain required safety features; and

- confirm all school buses (owned or leased) have lap sash seat belts.

Guidance

Refer to Vehicle Management Guidelines sections 12.1 and 13.1.1 (xviii) for further information regarding what is a school bus and the special obligations that attach to owners and custodians of school buses.

3.1.6 Incident/accident reporting

Site Managers must report accidents and incidents with insurance implications to RiskCover.

Employees must:

- report vehicle incidents and accidents immediately to Site Managers using the incident management report; and
- comply with police reporting requirements.

3.1.7 Non-employee use of government vehicles

Site Managers must:

- assess the purpose and suitability of the driver and if appropriate, approve the use of a government vehicle by a non-employee;
- determine suitability of non-employees to drive a government vehicle and if satisfied, approve form Appendix B.3.2 and forward a list of approved drivers to the Specialist Advisor Commercial on a Semester basis for noting;
- only allow authorised persons to drive government vehicles for approved purposes;
- provide non-employees with a copy of the Vehicle Management Policy and Procedures and highlight to them the procedures they need to follow including sections:
 - 3.1.2 on vehicle use (relevance per employees);
 - 3.1.4 regarding preparatory measures for extended periods of travel; and
 - 3.1.6 procedure for reporting accidents or incidents.

Guidance

Provide non-employees with a copy of Appendix B.3.2 - Approval to drive a Department vehicle form to complete.

3.2 Procurement and management procedures specific for passenger and light commercial < 4.5 tonne (PLC <4.5T) fleet vehicles

Site Managers must liaise with the Vehicle Management Office to process procurement approval for all passenger and light commercial < 4.5 tonne fleet vehicles.

Guidance

A business case may be necessary. Appendix A.1 and A.2 provides additional acquisition and specification authorisation.

3.2.1 Leased senior officer vehicle scheme (SOVS) vehicles

Employees must:

- complete an application form (Appendix B.1.) for a new, or to renew, SOVS vehicle, and supply evidence by way of official employment level certification that verifies their entitlement to a vehicle;
- contribute on a fortnightly basis for the cost of the SOVS vehicle;
- maintain the SOVS vehicle cleanliness and professional presentation;
- avail their vehicle for pool use during normal business hours unless exemption is approved by Specialist Advisor Commercial; and
- if seeking cessation of contribution for non-use of the SOVS vehicle for whole days:
 - relinquish both sets of keys, and
 - complete an application for contribution cessation (Appendix B.2.)

3.2.2 Pool vehicles

Employees must:

- complete an application form (Appendix B.3.1.) to drive a government vehicle each calendar year, prior to driving a vehicle;
- book a vehicle from their vehicle booking office; and
- cancel bookings which are no longer required to enable the vehicle to be rebooked.

3.2.3 Home garaging of vehicles

Employees (not entitled to SOVS) who seek to home garage a government vehicle must complete the form Appendix B.4.

Guidance

Home garaging is only allowable in exceptional circumstances where approved by the Director General.
Home garaging is limited for a period of up to twelve months.

3.2.4 Overnight use of vehicles

Employees who seek to overnight garage a government vehicle must request permission by completing the form Appendix B.5.

Guidance

Vehicles may be requested for overnight garaging for early morning or on-call purposes.

3.3 Procurement and management of passenger > 4.5 tonne (p>4.5t) and other fleet vehicles

Site Managers must:

- comply with the requirements of the Procurement Administration Schedule; evaluate value for money and operational need on an ongoing basis, disposing of vehicles no longer required

Guidance

In accordance with the Procurement Administration Schedule:

- an approved business case is required for purchases > \$250,000.
- Purchases < \$250,000 require an approval to initiate a purchase memo.

Site Managers undertake a procurement process in accordance with State Supply Commission policies.

Contact Commercial Services for guidance on specifications.

4. Definitions**Department best buy guide (plc<4.5t fleet vehicles)**

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 Director General with the Department of Finance as being required for operational purposes.

Extended periods of travel

A more extensive journey, for example of more than two hours duration and that involves travel outside the metropolitan area.

Fleet vehicles

All vehicles owned and leased by the Department of Education.

Gross vehicle mass (GVM)

Means the maximum loaded mass of the vehicle as specified by the manufacturer; or by the CEO (Department of Transport) if the manufacturer has not specified a maximum loaded mass; or the vehicle has been modified to the extent that the manufacturer's specification is no longer appropriate.

Home garaging

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

Light commercial vehicle

A goods (and/or passenger) vehicle with a Gross Vehicle Mass not exceeding 4.5 tonnes.

Other fleet vehicle

Includes (but is not limited to) trailers, ride-on lawnmowers, 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

Scheme (participant)

Participant in the SOVS scheme.

School bus

A motor vehicle that:

is equipped to carry more than 8 adult persons;
is at the material time being used to pick up, transport and set down school children, and
is solely or principally used for the purpose mentioned in (2).

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.

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 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 office

A division of the Department to manage bookings of Pool vehicles, scheduling of Pool vehicle service, and Pool vehicle cleaning.

Vehicle management office

A division of Commercial Services assigned responsibility for managing the Department's vehicle fleet and vehicle policies.

WAGFP

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

5. Related documents

Relevant legislation or authority

[Common Use Arrangement Motor Vehicle Fleet services \(CUA19510\)](#)

[Common Use Agreement Motor Vehicle Passenger & Light Commercial \(CUA37804\)](#)

[Common Use Arrangement Motor Vehicle Rental Services \(CUAMVR2014\)](#)

[Financial Management Act 2006](#)

[Fringe Benefit Assessment Act 1986](#)

[Identification of Public Servants who Infringe Traffic Laws When Driving Government Vehicles \(Public Sector Commission Circular 2009-05\)](#)

[Occupational Safety and Health Act 1984](#)

[Occupational Safety and Health Regulations 1996](#)

[Pay-roll Tax Assessment Act 2002 \(Fringe Benefits Tax\)](#)

[Procurement Act 2020](#)

[Public Sector Management Act 1994](#)

[Road Traffic Act 1974](#)

[Road Traffic \(Administration\) Act 2008](#)

[Road Traffic \(Inspection of Vehicles\) Notice 2012](#)

[Road Traffic \(Vehicles\) Act 2012](#)

[Road Traffic \(Vehicles\) Regulation 2014](#)

[Safe Driving Guidelines for Western Australian Government Agencies](#)

[State Fleet Agency General Agreement](#)

[Treasurer's Instruction 411 Motor Vehicles](#)

[WA Government Fleet Policy and Guidelines \(passenger and light commercial vehicles\)](#)

[Western Australian Procurement Rules](#)

Related Department policies

[Central Office Vehicle Parking](#)

[Excursion Procedures](#)

[Occupational Safety and Health](#)

[Student Drivers in Agricultural Education Procedures](#)

Other documents

[Department Best Buy Guide \(staff only\)](#)

[Department Financial and Accounting Manual \(staff only\)](#)

[FMIS Asset and Resources Manual \(staff only\)](#)

[Guidelines for First Aid in Department Workplaces \(staff only\)](#)

[Guidelines for Employees Working Alone \(2017\) \(staff only\)](#)

[Journey Management Plan \(staff only\)](#)

[Public Service and Government Officers General Agreement 2014 \(staff only\)](#)

6. 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

E: fleetvehicles@education.wa.edu.au

7. History of changes

Effective date	22 May 2018
Last update date Procedure version no.	1.0
Notes	These procedures incorporates and replaces the Motor Vehicles Management Remote Teaching Schools policy and Motor Vehicles, Motor Cars and Buses Leased/Purchased by School. Endorsed by the Director General at Corporate Executive on 4 April 2018.

Effective date	22 May 2018
Last update date	12 June 2024
Procedure version no.	1.1
Notes	Minor changes to Related Documents D24/0420297

8. Appendices

Appendix A: [Acquisition exemptions](#) (DOCX file - 17.9kB)

Appendix B: [Approval forms](#) (DOCX file - 27.8kB)

9. More information

Supporting content

Policy

[Vehicle Management Policy](#)

Procedure review date

22 May 2021

Procedure last updated

12 June 2024
