

ACTPS VEHICLES

POLICY

EPD has implemented this policy to ensure that arrangements for directorate officers utilising fleet vehicles are sustainable, efficient, equitable, ethical and in accordance with legislative and Whole-of-Government requirements.

These procedures should be read in conjunction with the EPD Motor Vehicle Policy and guidelines available on the intranet.

RATIONALE FOR POLICY

The basis for this policy is the Public Sector Management Standards Parts 7.2 (Non Executive Vehicles); ACTPS Non-Executive Passenger and Light Commercial Vehicle Management Policy; and the Chief Minister and Treasury Directorate Guidelines for the Management and Use of Executive Vehicles.

RESPONSIBILITIES AND ACCOUNTABILITIES

The primary responsibilities and accountabilities in relation to the use of ACTPS motor vehicles rest with the following:

Position	Responsibility
Executives utilising employer-provided vehicles	<ul style="list-style-type: none">● being appropriately licensed to drive their vehicle;● avoiding driving a vehicle that has any defect that renders it unsafe;● properly securing any vehicle cargo;● ensuring that every business trip is recorded in the vehicle's log book correctly and accurately;● ensuring that their vehicle is available during work hours for the use of other employees;● notifying the Facilities Manager of any emergency including where persons other than ACTPS employees are driving or being transported in an ACTPS vehicle;● nominating to the Directorate any other licensed driver who may also drive the vehicle for private purposes (e.g. partner);● ensuring necessary refuelling and maintenance is arranged;● meeting the cost of fuel and any excess wear and tear where the vehicle is used for more than two days approved leave;● reporting any vehicle damage to the Facilities Manager;● payment of any vehicle-related infringement notice e.g. speeding, parking, red lights; and● arranging 'Class B' parking sticker.

Non-Executives utilising employer-provided vehicles	<ul style="list-style-type: none"> • being appropriately licensed to drive the vehicle; • not driving a vehicle that has any defect that renders it unsafe; • properly securing any vehicle cargo; • ensuring that each trip is recorded in the vehicle's log book correctly and accurately; • booking vehicles for use through the official system; • notifying the Facilities Manager of any emergency including where persons other than ACTPS employees are driving or being transported in an ACTPS vehicle; • ensuring necessary refuelling is arranged and maintenance requirements reported; • reporting any vehicle damage to the Facilities Manager; and • payment of any vehicle-related infringement notices.
Facilities Manager	<ul style="list-style-type: none"> • arranging new vehicles, including new executive vehicles; • arranging replacement of vehicles in accordance with the ACT's finance lease arrangements; • arranging insurance; • ensuring that all fines for vehicles under his/her control are paid by the driver concerned; • arranging regular servicing; • ensuring that any requests for home garaging within the ACT of non-executive vehicles have been approved (home garaging of vehicles outside the ACT is not permitted without the approval of the Director-General) and reviewing all such home garaging approvals every six months; • ensuring every vehicle is registered; • ensuring any damage is reported to the facilities manager/provider and repairs are arranged; • ensuring that ACTPS controlled car parking spaces are allocated appropriately; and • adding each vehicle to the vehicle booking system for use by employees during business.
Fleet Provider	<ul style="list-style-type: none"> • supply and disposal of vehicles; • registration, insurance and issuing of parking stickers; • provision of fuel cards; • provision of breakdown and accident reporting procedures with each ACTPS vehicle; • maintaining a central register of vehicle details; and • invoicing the Directorate.

NON-COMPLIANCE

Failure to comply with these procedures may result in exposure of staff and members of the community to risks, particularly health and safety risks, as well as inefficient use of government resources and possible fraud.

Staff are therefore accountable to the Director-General for the fulfilment of their responsibilities under these procedures. Non-compliance will be taken as a serious matter and may result in disciplinary action or be reflected in performance reviews.

PROCEDURES

The following procedures are addressed by these guidelines:

- use of vehicle log books;
- use of vehicle booking system;
- vehicle operation, care and servicing;
- fuel and top-up oil purchase;
- Use of private vehicles for official purposes
- calculation of fringe benefits tax.

Use of Vehicle Log Books

Accurate records must be kept by the Directorate of the use of executive and non-executive vehicles for Fringe Benefits Tax (FBT) calculation, audit purposes, to enable the monitoring of servicing and to assist with the timing of vehicle replacement.

The recording of vehicle usage in log books is mandatory for all business-related journeys in both executive and non-executive vehicles. All journeys, taken in non-executive vehicles, must be recorded by the officer who booked and utilised the vehicle.

Use of Vehicle Booking System

Vehicles are to be booked through the resource booking system.

Vehicle Operation, Care and Servicing

Drivers of ACTPS vehicles are responsible for:

- the care of the vehicles under their control, including necessary safety checks (fuel, oil, water etc);
- reporting any defects or faults and keeping the vehicles clean and tidy at all times;
- not smoking in ACTPS vehicles; and
- not carrying any alcohol in ACTPS vehicles.

The responsibility for monitoring that vehicles are serviced regularly lies with the Fleet Manager.

The fleet provider is responsible for developing and supplying vehicle breakdown procedures and making them available with each ACTPS vehicle.

The unauthorised or inappropriate use of ACTPS vehicles may be subject to disciplinary action.

Fuel and Top-Up Oil Purchases

Fuel cards are supplied with all ACTPS vehicles, and in the case of non-executive vehicles, must only be used for official purposes. The cards entitle the holder to purchase fuel and top-up oil. Information regarding the choice/use of fuel cards may be obtained from the fleet provider.

Loss or damage to fuel cards must be reported to the Fleet Manager and to the fleet provider immediately.

The use of fuel cards for anything other than official purposes would constitute fraud. This includes the filling of any receptacle other than the fuel tank of its associated vehicle.

Use of private vehicles for official purposes

Prior approval from Executive is required when using a private vehicle for regular or long distance travel. Application forms are located under Finance on the intranet. For further information refer to the EPD Motor Vehicle Policy.

Calculation of Fringe Benefits Tax (FBT)

Under current FBT procedure requirements, the Directorate pays lease rentals to the fleet provider and provides executive employees with the exclusive use of vehicles under salary sacrificing arrangements. An Executive under a Temporary Contract must maintain a detailed log book when provided with a short term or rented vehicle in order to reduce FBT costs incurred by the Directorate and also to accurately record the employee reportable fringe benefits on the Executive's Payment Summary. Otherwise, the taxable value of such a vehicle is essentially the amount paid by the employer to hire the vehicle.

Reportable Fringe Benefits appear on the Payment Summary of any employee who receives relevant benefits with a total taxable value exceeding \$2,000. The combined gross salary and benefits amount shown on the Payment Summary is used for calculating the Medicare Levy Surcharge and Superannuation Surcharge (where applicable) and for determining any entitlement for income tested payments such as Family Payment and Child Support Liability. FBT will also vary significantly between short-term hire vehicles and standard lease arrangements with the fleet provider. The Directorate is responsible for the accurate calculation and payment of FBT liabilities associated with employer-provided vehicles, and the accurate use of logbooks helps to ensure this.

Opening and closing odometer readings must be taken annually. The Directorate must have in writing, a record of business usage and business usage percentage estimates before the lodgement of the Directorate's FBT return (replacement cars must have details of the previous car, replacement car and date of effect).

Probity and Ethics

Officers who utilise the employer-provided vehicles are to act with honesty and maintain the highest ethical standards. Information on this topic is available through the [ACTPS Code of Ethics](#).

Fleet Management

The acquisition or disposal of ACTPS passenger and light commercial fleet must accord with Whole-of-Government guidelines. Refer to Procurement Solutions [Vehicle Acquisition Guidelines](#).

REFERENCES

Source	Description
FMA	S31
FMA Regs/FMOs	n/a
Other legislation/regs	Public Sector Management Standards
Related DGFI	n/a
Related Guidelines	ACTPS Non-Executive Passenger and Light Commercial Vehicle Management Policy CMD Guidelines for the Management and use of Executive Vehicles EPD Motor Vehicle Policy and Guidelines