

NBMLHD Motor Vehicle Policy

Intended Audience: All NBMLHD staff, volunteers and contractors that may be required to utilise a NBMLHD Fleet Managed Vehicle

Policy Directive, Guideline or Information Bulletin:

[PD2017 051 Motor Vehicles – Use of Within NSW Health](#)

[NSW Government Motor Vehicle Operational Guidelines](#)

[IB2015 013 Motor Vehicles – Award Employees – Charges for Private Use](#)

[NSW Government Motor Vehicle Prequalification Scheme Contract 653](#)

[NBMT - PROC102359 Overnight Garaging of Fleet Vehicles NBMT](#)

[PD2016 016 Official Travel](#)

[GL2011 010 Motor vehicle acquisition and management practices for NSW Department of Health](#)

[NBMT – PROC102505 Fleet Vehicle Management and Usage in Community Based Motor Vehicle Pools](#)

[NSW Government Resource Efficiency Program](#)

[NSW Electric and Hybrid Vehicle Plan](#)

[NBMT-PROC100972 – Management of Administration Records](#)

[NSW Government Fleet Telematics Policy](#)

Context:

The Motor Vehicle Policy has been developed to ensure that the NBMLHD Motor Vehicle Fleet is utilised in accordance with the Ministry of Health's guidelines in the safest and most efficient manner possible in the delivery of health and support services

Definitions

Policy	A Policy is a statement of intent that establishes a governing principle or set of principles that guide practice and reflects the District's position on an issue. Compliance with endorsed Policy is mandatory and therefore must be adhered to by employees of the LHD. Where variation is warranted, the reason must be documented.
ATO	Australian Taxation Office
CTP	Compulsory Third Party Motor Vehicle Insurance
Facility	Refers to any Hospital, Health Centre or department within the NBMLHD
FBT	Fringe Benefit Tax: is a tax levied on benefits obtained by employees in respect of their employment
Fleet Vehicle	Any vehicle or plant that is managed by the Fleet Management Organisation. Includes a vehicle leased or owned by the NBMLHD and provided for the operation of day to day business
MOH	Ministry of Health
MVP	Motor Vehicle Pool: Refers to a group of NBMLHD Fleet Vehicles kept together at any of NBMLHD's Facilities or Health Centres
NSW Procurement RFQ	NSW Procurement Request For Quote: In relation to Fleet Vehicles is for a six month period from January to June then July to December. The RFQ outlines the cheapest vehicles including consumables for that period
Private Motor Vehicle	Refers to a staff members own personal motor vehicle that they are responsible for
Private Use Vehicle	Refers to an NBMLHD Fleet Vehicle that has been approved by the CE to be packaged under a business/private use arrangement with staff contributions
RMS	Roads and Maritime Service – The NSW governing licencing body for Vehicles and Drivers Licences
SGFleet	SGFleet is the Fleet Management Organisation that has been awarded the state contract for whole of government for NSW. SGFleet provide systems and support services to assist government branches in the management of their fleets, breakdown support and billing
TMF	Treasury Managed Fund – The Agencies insurer
Telematics	Telematics is software installed into the vehicle that relays data such as GPS (Global Positioning System) location, vehicle performance & fuel efficiencies in real time.

Plant	Any vehicle that qualifies for Conditional Registration that is not a passenger vehicle including Tractors, fork lifts, garbage tugs, tug trailers, shuttle bus. Also includes motor vehicle trailers
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Method

1. Introduction

NBMLHD Fleet Management department is not an entity within itself, but comprises of and administers the procurement and use of Motor Vehicles and plant with the assistance of staff across the various sites of the LHD.

The fleet includes, but is not limited to: sedans, hatchbacks, wagons, utilities, vans, buses, trucks, tractors, fork lifts, garbage tugs, trailers and shuttle buses.

2. Motor Vehicle Selection Criteria

- Motor Vehicles selection including make, model and size must be relevant to the needs of the service and take into account work health and safety considerations, for example: the type of equipment carried and manual handling requirements; the need for cargo barriers; the type of roads driven on and the need for 4/all-wheel drive /suitable clearance; the need for fog lights; etc.
- Wherever possible Fleet vehicles will be replaced with an available Petrol/Electric Hybrid variant. This is to ensure the Fleet meets the [NSW Government Resource Efficiency Program](#) targets as set out by the NSW Government. Existing target is 10% of all passenger vehicles, NBMLHD currently have over 80% of fleet Hybrid.
- It is mandatory that all station wagons and SUV's have a dealer fitted cargo barrier. The cargo barrier must be in place per the manufacturers specifications at any time the vehicle is in use
- Refer to the NSW Procurement Request for Quote (RFQ) which will be provided by Fleet Management with the Motor Vehicle Application for Replacement Paperwork.
- Approved Motor Vehicles are listed on the [NSW Government Motor Vehicle Prequalification Scheme Contract 653](#) .
- Speciality Motor Vehicles not listed within the current period NSW Procurement RFQ will require a Brief with the appropriate justification outlining the clear business requirements
- Approval of Briefs will be required as per the [NBMLHD Delegations Manual](#)

2.1. Service/Department Vehicle

- The replacement Motor Vehicle type and lease, will be based on the vehicle's usage and future intended use of the vehicle. Fleet Management will provide information on vehicle category type and suitability for specific service needs. The vehicle utilisation will determine if the vehicle will be replaced at all.

2.2. Motor Vehicle Pool

Regardless of the Cost Centre aligned all vehicles are managed by NBMLHD Fleet and form part of a Motor Vehicle Pool. All Motor Vehicle Pool (MVP) Vehicles requiring replacement will be replaced with a vehicle from the NSW Procurement RFQ, with a like for like vehicle category. Where possible the MVP is required to have a diverse range of vehicle types available for use to ensure the MVP continues to meet the LHD's needs.

2.3. Private use vehicles

NBMLHD Motor Vehicles approved under a business/private arrangement are required to:

- Be a Vehicle type that suits the needs of the relevant MVP
- Be available for business use and form part of the relevant facilities MVP
- Upon cessation of business/private arrangement by either the employee or the NBMLHD for any reason, the vehicle is to be returned to the MVP for continued use or reallocation where necessary

3. Use Of NBMLHD Fleet Vehicles

- Staff are required to comply with all conditions of their current drivers licence. Provisional licenced drivers are required to display their appropriately coloured "P" plates
- Staff must complete an [Agreement to Use NBMLHD Fleet Vehicle](#) form at the beginning of each financial year. These forms are to be forwarded to Fleet Management for recording on Content Manager.
- Staff are responsible for ensuring their licence details are renewed when required and a fresh Agreement to Use NBMLHD Fleet Vehicle is completed and forwarded to Fleet Management reflecting new licence expiry date
- Infringements incurred by drivers while operating an NBMLHD Fleet Vehicle are their personal liability and Infringement Notices will be redirected to the relevant driver and remain the driver's responsibility to ensure that the infringement is processed to completion
- Staff are **not** to consume any food or drink other than water in a Fleet vehicle
- Fleet Vehicles must be made available to Fleet Management for yearly inspections to record any damage, overall condition both exterior/interior
- If a staff member using Fleet Management pool vehicles are noted as not having returned an hour or more after original booking Return time, Fleet Management will where possible, make a courtesy call to the driver's manager advising same. It is the responsibility of staff and their manager to have a process in place for a safety check where they are delayed. It is also their responsibility to notify Fleet Management of a late return.
- Staff utilising community based Motor Vehicle Pools, including shared vehicle pools can find agreed procedures of use here - [Fleet Vehicle Management and Usage in Community Based Motor Vehicle Pools](#)
- Fleet vehicles are to be used for business purposes only and normally the most direct route to and from the designated location is to be taken. Where there is a large discrepancy in kilometres to the location listed or vehicles are inappropriately used an investigation will take place. Should written action be required this will be in line with NBMLHD Managing Misconduct may also include suspending an individual staff

member's use of a Fleet Vehicle. Note: Fleet vehicles are fitted with Telematics that can provide location history as part of an investigation (any investigation must be approved by Teir 2 Manager, or Internal Audit).

3.2. Motor Vehicle Electronic Logs

Motor Vehicle Electronic Logs are a mandated requirement set out by the ATO. These will be recorded by the in-vehicle Telematics system

- Staff will be required to log into Telematics and select their trip type.
- Motor Vehicle Electronic Logs are used as supporting documentation for Infringements received at NBMLHD to identify the driver of the vehicle
- Certification by the Cost Centre Manager of the Motor Vehicle Electronic Logs are required to be completed along with the Monthly Motor Vehicle Inspection Form on the reverse side of the certification
- Completion of the [Monthly Motor Vehicle Inspection](#) Form is mandatory. Any items identified as not meeting safety requirements, must be addressed immediately and notified by email to Fleet Management.
- All damage to fleet vehicles must be notified to Fleet Management immediately
- Motor Vehicle Electronic Logs, Monthly Cost Centre Certification and Monthly Vehicle Inspections must be sent to Fleet Management by the 15th of each month.
- Fuel dockets are to be attached to the Motor Vehicle Inspections.

3.3. Motor Vehicle Booking System

NBMLHD Fleet Vehicles are to be managed through Booking Intelligence to ensure vehicles are rotated, utilised and shared accordingly at each location. The Booking Intelligence access form can be found [here](#)

- All vehicles must be shared in a centralised MVP online system set up at each Facility/Health Centre that has multiple vehicles
- The use of each vehicle must be booked on Booking Intelligence. Failure to do so will show low vehicle utilisation leading to a reduction of total vehicle numbers within the local Motor Vehicle Pool
- Prior to staff driving, Fleet Vehicles must be inspected for any damage. Damage that has not been previously reported will be the responsibility of the previous driver per the Motor Vehicle Running Sheet
- Motor vehicle keys held at Facility/Health Centre are required to be kept in a central location with limited access. Vehicle keys must be locked away when unattended and at the close of business each day
- Spare Motor Vehicle keys are to be kept in a locked key cabinet at their designated Facility/Health Centre with an auditable Key Register to record issue and return of spare keys. Alternatively spare keys can be located at Fleet Management Nepean.
- Motor Vehicle reporting and utilisation will be undertaken on a regular basis and any scenarios that see Facility/Health Centre vehicles with utilisation 50% or below may lead to vehicles being reallocated to other MVP's and locations where there is a proven need

- Staff booking Motor Vehicles are reminded that there may not always be a vehicle available to meet their needs particularly with short notice. Bookings made in advance do not guarantee a vehicle will be available. Occasionally emergencies may arise that require advanced bookings to be reallocated at short notice
- All Motor Vehicles that have become surplus to a Facility/Health Centre requirements due to services reducing, ceasing or being no longer required for their intended purpose will be reallocated or disposed at the discretion of Fleet Management
- Overnight bookings are not to be allocated prior to staff receiving approval as per the [Overnight Garaging of Fleet Vehicles NBMT-PROC102359](#)
- In the event Fleet vehicles are required at short notice or in the event of a disaster, each Fleet Vehicle is to be returned to the MVP with a minimum of a quarter of a tank of fuel.

3.4. Telematics

The NSW Government Fleet Policy now mandates Telematics for all general purpose Fleet Vehicles. Telematics is software installed into the vehicle that relays data such as GPS (Global Positioning System) location, vehicle performance & fuel efficiencies in real time. The introduction of Telematics replaces the need for 'run sheet' and meets ATO requirements.

Telematics refers to technology that uses a device attached to a vehicle to gather data including vehicle location, driver behaviour, and vehicle activity. In some instances, management action may be required when data analysis indicates that an employee has engaged in unsafe or unacceptable driving behaviour.

Parameters for management action include:

- Speeding over 10kms for greater than 10 seconds
- Driving for extended periods of time without a break (driver fatigue) for more than 3 hours
- Private unauthorised use of a fleet vehicle (e.g. driving on weekends, personal use)
- When an employee is reported to have deliberately caused damage to a vehicle, including tampering with the telematics device
- Patterns of repeated unacceptable driver behaviour

The Fleet Management Unit will identify any potential inappropriate driver behaviour and refer that behaviour to the employee's manager to investigate.

In line with the [NSW Government Fleet Telematics Policy](#), when addressing unacceptable or unsafe driver behaviour, the employee's line manager will confirm:

- the driver of the vehicle, as it is possible that there was a change in driver
- any circumstances that could have caused the reports to be incorrect
- any circumstances or expectations set by the business that could have influenced the driving behaviour
- consider any extenuating circumstances, for example overtaking, rough terrain, avoiding road hazards, traffic delays

Each instance of potential unacceptable driver behaviour will be assessed and managed on a case-by-case basis, taking into account any mitigating circumstances, and any relevant NSW Health or NBMLHD policy. Outcomes may include:

- A discussion with the employee
- Restriction from driving a fleet vehicle for a period of time
- Requirement to undertake a safe driving training course
- Formal management due to breach of the Code of Conduct
- If the employee's driver behaviour continues to be unacceptable, disciplinary action may be taken
- A review of the employee's contract may be required should the employee's driver behaviour not improve

3.5. Motor Vehicle Monthly Inspections/ Cleaning

As Fleet Vehicles represent the NBMLHD, they must be kept clean and tidy both internally and externally

- Where a vehicle is required to have its exterior cleaned, vehicles fuel cards have automated car wash added
- Each Facility/Health Centre that has Fleet Vehicles is to implement a process for:
 - Vacuuming interior. Where there is a cost involved this can be shared between co-located services
 - Undertaking Motor Vehicle Monthly Inspections
 - Reviewing and undertaking any relevant actions from the Motor Vehicle Monthly Inspections
 - Ensuring all Fleet Vehicles have their scheduled mechanical servicing up to date
- Where a Service/Support animal has been in a fleet vehicle, the vehicle is required to be cleaned internally each and every time.

3.6. E-tags

- E-tags are automatically ordered as part of a replacement vehicle lease and are to be returned with the vehicle at End of Lease or a \$40 RMS fee is applicable
- E-tags are only to be used for business purposes.
- Private Use drivers are to reimburse the LHD for any personal trips charged against the E-tag fitted to their approved vehicle.

3.7. First Aid Kit

- A portable First Aid Kit is to be kept in all LHD vehicles.
- Kits will be provided at the purchase of each new/replacement vehicle.
- Kit contents are to be current stock within its use by date.
- Forms part of the Monthly Inspection

4. Private Use Of NBMLHD Fleet Vehicles

4.1. Health Executive Service, Public Service senior executives and non–award remunerated employees

Employees that have been allocated a Motor Vehicle are to ensure the following:

- That their Authorised Vehicle Driver hold a valid RMS approved licence to operate a Motor Vehicle within NSW and follow all licence conditions and displays any required provisional and learner plates
- Any private use trip must be indicated in the trip purpose in Telematics

4.2. Award employees (NSW Health Service employees only)

Award employees of NBMLHD who meet the role requirements to be considered for a business/private use arrangement of an official Motor Vehicle, may apply to be allocated the use of a Fleet Vehicle subject to:

- Submission of a Brief for approval by the NBMLHD Chief Executive based on the recommendation of the Executive Director, Finance & Corporate Services
- When the business/private vehicle use is approved, the staff member must confirm in writing their acknowledgment and understanding of all of the following conditions of use under a business/private agreement
 - Payment of contributions prescribed in [IB2015_013 Motor Vehicles – Award Employees – Charges for Private Use](#) that may be updated from time to time
 - The business need takes priority over private use
 - The Motor Vehicle be available for use within the relevant facilities MVP during business hours and booked through the online booking system when the vehicle is required during business hours
 - Private travel, in general, includes travel to and from home to the normal place of work
 - It is the staff members responsibility to ensure the vehicle is maintained in accordance with all manufacturer specifications for servicing and care
 - The Motor Vehicle being kept and maintained in a clean and professional state at all times, without exception. Private Use drivers are responsible for the washing and vacuuming of their car. Wash will not be added to the fuel cards
 - All Tolls incurred whilst on approved leave or outside of business use are the responsibility of the approved staff member
 - That in all circumstances the ATO approved motor vehicle running sheet is completed accurately to distinguish business and private usage
 - Use of the Fleet Vehicle whilst on leave greater than 4 working days, is to be approved prior to commencement of leave or on return from any unexpected/emergency leave
 - Allowable Leave includes annual and sick leave, workers compensation and any other type of personal leave
 - Private Use can be granted for 30 working days (6 weeks) per calendar year (Jan to Dec)

- Leave up to 4 working days, not requiring approval, is included in the annual total allowed
- Prior to the commencement of leave, the fuel tank is to be filled, fuel cards handed to Fleet Management and the vehicle to be returned with a full tank of fuel at the completion of leave. The fuel cards will be returned to the officer for normal use when these requirements are met
- Staff members are to seek their own financial advice in relation to the approved private use of a fleet vehicle and how this may affect their salary packaging or FBT liability
- Failure to adhere to any of the requirements listed for example Motor Vehicle Running Sheets, Vehicle Condition and servicing may result in the Fleet Vehicle being removed and the business/private arrangement ceased
- The business/private arrangement is for the period and term as endorsed by the CE
- At the end of endorsed time, a utilisation and vehicle needs analysis will be undertaken prior to the recommendation of the motor vehicle being replaced
- A brief will be required to be submitted for approval with the NBMLHD motor vehicle replacement paperwork outlining the business and role requirement for the basis of the approved continuation of the business/ private use
- The early termination of the arrangement by the staff member will only be accepted if:
 - It is deemed to be in the best interest of the business and the vehicle can be reallocated or replace another fleet vehicle
 - The termination is due to the approved officer no longer being employed by the NBMLHD or has changed roles within the NBMLHD
 - Approval and acceptance from the relevant delegated officer as per the [NBMLHD Delegations Manual](#) is gained

Failure to adhere to these requirements and the requirements as set out in the [PD2017_051 Motor Vehicles – Use of Within NSW Health](#) may lead to the recommendation of cessation of the approved business/private use of an NBMLHD motor vehicle and removal of vehicle for this purpose.

5. Business Use of Staff Personal (private) Motor Vehicles

- Where a Fleet car is unavailable and it is essential for a staff member to use their personal vehicle for business use and they meet the requirements set out below, and have gained the prior written approval of their delegated officer as per section 6.2.1 of the [NBMLHD Delegations Manual](#), the staff member shall be paid the Official Business Rate of allowance as defined in [PD2016_016 Official Travel](#) for the use of their personal motor vehicle. The allowance rate is found on the MOH Intranet under Travel Allowance rates - shown [here](#).
- Where staff use their personal vehicle on an irregular occasional basis, and do not claim Use of Vehicle Allowance from NBMLHD e.g travel directly from home to off-site meetings or training courses; and they claim per km rate on their tax return, do so at their own risk and liability for insurance claims, including vehicle damage during those journeys, including broken windscreens.

- The approval and the governance of checking insurance, registration, first aid kits and any other aspect of monitoring personal motor vehicles is the responsibility of the line manager.

5.1. Approval Requirements for Non-essential Business Use of Personal Motor Vehicle

- Occasional use of personal vehicles should only occur where it is not possible or practical for staff to use a NBMLHD fleet vehicle.
- Prior approval must be given by the staff member's line manager and an auditable department record maintained of the approval. – Refer Policy [Here](#). [*Delegation Level E, eg. NUM*]
- Staff are not permitted to carry clients in their personal vehicle under any circumstances
- For occasional business use of a personal vehicle, approval can be sought every six or twelve months when the nominated motor vehicles registration is renewed
- Staff must provide a Certificate of Insurance-for full comprehensive insurance. Proof the vehicle is registered can be found here via the RMS link [here](#)

5.2. Approval Requirements for Essential Business Use of Personal Motor Vehicle

- Staff that meet the requirements of section 5.1.1 of MOH [PD2016_010 Official Travel Policy](#) must obtain approval from their senior manager within their organisations structure holding a delegation level of "C" or higher
- Approval to use a personal motor vehicle must be completed prior to a staff member receiving any appropriate allowance or using a personal motor vehicle for business purposes in all instances
- The application must include written acknowledgement from the staff member of their understanding and adherence to the obligations as set out within this policy document and the following requirements that have been reviewed and agreed with the LHD's Workforce Safety & Wellbeing Unit as being mandatory
- It is the staff member's responsibility to ensure these requirements are updated and maintained throughout their yearly approval.

- **Written acknowledgment of –**

- **MOH TMF Scheme Structure and Coverage June 2011 states:**

- TMF cover is not available under any circumstances for the use of their private vehicles by employees/volunteers/board members/committee members
Private vehicles used for business purposes are required to have full comprehensive motor vehicle cover

- **Workers Compensation:**

- A work related injury/illness means an injury/illness to an employee where employment is deemed a substantial contributing factor and of which compensation is, or may be, payable under the Workers Compensation

Legislation. The Fund Claims Manager will gather supporting medical information to verify that a worker has suffered a *workplace injury* and determine liability on the claim and the expected period of injury.

- **Storage of Items:**

1. All items carried in the motor vehicle must be secured and not able to become projectiles in the event of an accident
2. Sharps containers must be secured

- **Dangerous Goods:**

No Dangerous goods, i.e. oxygen bottles are to be transported within the vehicle unless these have been checked by a Certified Restraint Mechanic to ensure they are safely secured. Please see details within the Australian New Zealand Industrial Gas Association (ANZIGA) [Guideline 4 Restraining Individual Gas Cylinders and Other Gas Product for Transport](#)

Please take special note of the following points from this document:-

1. Cylinders should never be transported in car boots or the cargo areas of hatchbacks and station wagons
2. In the specific case where a medical gas cylinder is required for use by a patient, it is recommended that the vehicle be fitted with an adequate means of restraining the cylinder, for example via a secure fixed bracket arrangement designed for the cylinder to be carried
3. Do not store or leave cylinders unattended in vehicle overnight or for long periods (more than 1 hour).

- **Conditions of Approval:**

1. Staff can only use a single private vehicle that has been nominated for business use. Under no circumstances should a vehicle be substituted with a vehicle that has not been approved by the LHD
2. Under no circumstances should staff transport patients in their vehicle
3. During the work hours that staff are engaged by the LHD, they should not deviate from their appointment routes, i.e. to undertake personal shopping, pick up children from school etc. without prior approval from their service manager.

- **Motor Vehicle Registration and Insurance:**

Workers must ensure that their private vehicle, is registered, has Compulsory Third Party (CTP) Insurance and Comprehensive insurance

- **Documents to accompany application and to be provided for every six or twelve month period (depending on vehicle registration term) include:**

- **Upon application:** Certified copies of the following documents directly relating to the staff member's nominated private vehicle to be utilised for business purposes are required:

1. Proof the vehicle has current RMS registration and current CTP (Green Slip) Proof can be provided via the RMS link found [here](#)
2. Full comprehensive motor vehicle insurance showing that the vehicle is insured for private and business use
3. Completed [Agreement to Use NBMLHD Fleet Vehicle](#) form, reflecting that their current driver's licence has been sighted by the relevant manager
4. Health Share's [Business Use of Personal Motor Vehicle Allowance Form](#) completed for each pay period for the payment of the appropriate allowances and to ensure all vehicle use is logged as required by the ATO. The allowance rate to be selected is the Official Business Rate.

These documents are to be provided upon renewal of each expiration date. The nominated vehicle is not to be used for business until renewed documents have been provided.

- **First Aid Kit:**

1. A portable First Aid Kit is to be kept in vehicle whilst the personal vehicle is being utilised for business purposes. The staff member is responsible for ensuring the kit contents are current stock and within its use by date.

6. Motor Vehicle Accidents

6.1. What to do in the event of an accident

- A driver involved in an accident is required to stop and render assistance, regardless of whether on official business or not
- Employees involved in accidents must comply with all legal and insurance requirements such as obtaining particulars of parties involved and notification of Police and to Fleet Management.
- The driver must:
 - Stop at the scene
 - Attempt to make the scene as safe as possible
 - Render assistance to any person injured
 - Arrange emergency services as required
 - Exchange vehicle and licence information with the other driver(s) with an example of the information required to be shared and obtained below; and
 - Not admit liability.
- The Police must be called to the scene of the accident where the following occurs:
 - A person is trapped, injured or killed
 - If any driver appears to be affected by alcohol or drugs
 - If Police are needed to direct traffic or deal with hazards
 - If a truck or bus needs to be towed
 - There are hazards present – e.g. leaking fluids, damage to power poles or structures etc
 - If there are any other issues requiring police attendance – e.g. aggressive or criminal behaviour.

- *The Police Advice Line for reporting accidents is 131 444.*
- *The full FAQ is on the NSW Police Website found [here](#)*

6.2. Accident Notification

- Staff members involved in an accident or their department manager are to notify Fleet Management as soon as practical, normally by the next business day at the latest
- Staff involved are required to fill out a TMF Claim form that will be provided by Fleet Management. Staff will be required to fill out an IIMS Notification for Property and/or Personal Injury
- Claim forms are to be filled out and returned to Fleet Management within a week of receipt to progress the insurance claim
- It is mandatory for staff to notify any damage found on a fleet vehicle
 - In the case where damage has been reported prior to a staff member taking a vehicle and the damage has clearly been done whilst the vehicle was in use (not whilst parked), the notification will be against the previous driver as per the Motor Vehicle Running Sheet
 - Damage that has not been notified or had a valid insurance claim form submitted, will be repaired against the budgeted vehicle's cost centre, regardless of the staff or department's cost centre
- Any damage that affects the operation or normal function of the vehicle in any way, must be reviewed prior to the vehicle returning to normal service
- If the vehicle damage is cosmetic in nature it may be repaired at a more suitable time during the lease of the vehicle to assist in avoiding the vehicle being sent for multiple repairs and inhibiting work practices

6.3. End Of Lease Vehicle Condition

- Each vehicle will have its condition assessed at the end of lease against the [AFLA Fair Wear and Tear Guide](#)
- Any unreported damage found on the vehicle will be quoted for repair and charged to the budgeted vehicle cost centre
- Repair approvals will be sought from the Cost Centre manager with appropriate level of delegation. If no response is received in a reasonable time, Fleet Management will authorise the quote under AFLA guidelines
- Where possible Fleet Management will exclude repairing items considered fair wear and tear to reduce the overall repair cost
- It is part of the lease conditions agreed to at the commencement of the motor vehicle lease period that the vehicle be returned in this condition.
- Failure to repair the vehicle to the condition consistent with the AFLA Fair Wear and Tear guide will result in repairs being undertaken when the vehicle is returned to auction as per the State contract in place at the time
- Repairs undertaken at auction are often charged at a slightly above average amount for the type of panel repair required to have the vehicle meet the AFLA Guide

Implementation Plan

To support the implementation of a new policy an implementation plan will be included in the document and will include:

- **Timeframe:**
 - Implementation to begin immediately upon endorsements and publishing of document
- **Communication strategy:**
 - To be published on the NBMLHD Policies, Procedures and Forms Intranet page. A link to be included on the Fleet Management Intranet page
 - Have a copy of the policy placed in each NBMLHD Fleet Vehicle
 - Meet with key managers through the NBMLHD to discuss any changes that will occur as a result of the policy
 - Promote document via NBMLHD Broadcast
- **Education strategy:**
 - Through meetings and discussions with key stakeholders at the various locations through the NBMLHD
- **Resource requirements:**
 - Fleet Vehicles
 - SGFleet's Fleet Intelligence System
 - SGFleet's Booking Intelligence System
- **Systems for monitoring compliance:**
 - Statistic review of the online vehicle booking system
 - Motor Vehicle Running Sheet review and utilisations
- **Identification of lead manager:**
 - Fleet Manager

Risks of Non-Compliance

- Will lead to increased operating costs
- Compromise the safety of staff utilising Fleet Vehicles
- May lead to underutilised Fleet Vehicle resources
- Inefficiencies within the processing and management of local MVP's

References and Related Policies

All references, where possible, should be no more than 5 years old; references can be hyperlinked.

[PD2017 051 Motor Vehicles – Use of Within NSW Health](#)

[NSW Government Motor Vehicle Operational Guidelines](#)

[IB2015 013 Motor Vehicles – Award Employees – Charges for Private Use](#)

[NSW Government Motor Vehicle Prequalification Scheme Contract 653](#)

[PROC102359 - Overnight Garaging of Fleet Vehicles NBMT](#)

[PD2016 016 Official Travel](#)

[Fleet Vehicle Management and Usage in Community Based Motor Vehicle Pools](#)

[GL2011 010 Motor vehicle acquisition and management practices for NSW Department of Health](#)

[NSW Government Resource Efficiency Program](#)

[NSW Electric and Hybrid Vehicle Plan](#)

<http://internal.health.nsw.gov.au/ecsd/ssc/travel.html>

[Business Use of Personal Motor Vehicle Allowance Form](#)

[Agreement to Use NBMLHD Fleet Vehicle](#)

[Booking Intelligence User Form](#)

[AFLA Fair Wear and Tear Guide](#)

[Monthly Motor Vehicle Inspection Form](#)

[Police - Accident Reporting FAQ](#)

Review Date and Version History

The review date of all policies and procedures is three (3) years unless an earlier review is required due to changes in law, policy or practice.

Any amendments to the document are to be documented in the following table including the author/s names and designation.

Date	Version	Amendments	Author
20/2/18	1.0	Creation of document	David Slyney, Fleet Manager. Fleet Management Team NBMLHD
9/6/20	2.0	Update of Document	David Slyney, Fleet Manager. Fleet Management Team NBMLHD
18/2/22	2.1	Inclusion of Telematics	Cameron Haywood, Reliability Analysis and Improvement Manager / Claire Apps, Workforce Advisor

Draft versions of the policy document will be tracked by using Version 0.1 followed by Version 0.2 etc.

Final and approved versions of the policy will be Version 1.0.

Any small revisions made to the policy after it has been finalised will be documented as Version 1.1, then Version 1.2 etc.

Major changes to a policy will be recorded as whole numbers for example: Version 2.0.

Metadata

All policies must have a metadata form completed before they can be published on the Policy, Procedure & Forms database. **NOTE: When completing the Metadata form please ensure that all appropriate key words are included in order to maximise the capacity to search for the document on the database.**