



Motor Vehicle Policy

Document number: PO2023-026

Approval

Policy owner	Chief Financial Officer		
Approved by	Executive Leadership Team State Council		
Date approved	ELT 18/10/2023 State Council 30/10/2023	Review date	30/10/2026

Purpose

1. The purpose of this Policy is to ensure safe and effective management of Society owned vehicles, including Tool of Trade and Pool vehicles.
2. The Policy also establishes guidelines relating to Motor Vehicle Allowances and the use of Private Vehicles when conducting Society business.
3. The Procedures are in place to ensure that Society Personnel are accountable for safe, appropriate and effective utilisation of vehicles and fleet related administration is efficient.

Scope

4. This Policy applies to all Society Personnel utilising a Society vehicle and Society Personnel using a Private Vehicle, with their manager's approval, for the purpose of conducting Society business.

Vehicles purchased by a Society Employee under a salary-sacrifice arrangement are treated as Private Vehicles for the purpose of this policy.

Related policies and procedures

5. Related Society Policies and Procedures include:
 - Code of Conduct
 - Credit Card Policy
 - Incident Management Policy
 - Managing Fraud and Dishonest Behaviour Policy
 - Procurement Policy
 - Transporting the People We Assist Protocol (under development)
 - Travel Policy
 - Volunteer Policy
 - Work Health and Safety Policy

Policy principles

6. The Society operates a fleet of passenger and commercial vehicles including Pool Vehicles and Tool of Trade Vehicles. All Society owned and leased vehicles must be managed in accordance with this Policy.
7. Society vehicles are provided to enable Society Personnel to perform their functions within their area of responsibility.
8. Where practical, alternatives to driving may be considered including engagement via online meetings or flying for long distances. Public transport may also be a practical option for shorter distances.
9. Driving is critical to support delivery of much of our core work. The vehicles used for our work are an important piece of equipment and an extension of the workplace for the Society Personnel who use them. It is critical that all vehicles used for Society functions are fit-for-purpose, are selected to include modern safety features, and are regularly maintained and monitored to ensure roadworthiness.

10. All Society Personnel driving on behalf of the Society must be appropriately licenced, capable to drive the specific vehicle being used, and fit-to-drive including being free of the effects of alcohol, drugs or fatigue. Drivers must follow all local road rules and exhibit safe driving behaviour including adherence to the Society's mandatory safety rules for driving (Appendix A) and our Code of Conduct.
11. The provision of a Society vehicle to any Society Member must be approved by the State Council President and the Executive Director, Membership, Volunteers and Regional Operations.
12. The provision of a Society vehicle to any employee as a Tool of Trade to enable them to perform their appointed role, must be approved by the relevant Executive Director and the Executive Director, People, Culture & Safety.
13. All Society vehicles form part of the Society's vehicle fleet and must be made available for use by Society Personnel for Society business during normal business hours unless the vehicle is being utilised by the assigned driver.
14. The Society will pay operating and maintenance expenses for Society vehicles, including the cost of fuel, oil, cleaning, insurance, and registration. Tolls incurred for private travel will not be paid by the Society.
15. A Tool of Trade Vehicle is assigned to a specific role, where business related travel forms an essential part of being able to perform the role as reflected in the position description.
16. The allocation and/or use of a vehicle is not to be regarded as a condition of employment unless stipulated under an employment contract.
17. Where eligible, employees may elect to receive a Motor Vehicle Allowance in lieu of a Tool of Trade Vehicle. The Motor Vehicle Allowance is provided to compensate employees for the use of their own Private Vehicles in these circumstances.
18. All employees who receive the Motor Vehicle Allowance in lieu of a Tool of Trade Vehicle must use their own Private Motor Vehicle for any business-related travel and are not eligible for reimbursement of any travel or maintenance costs.
19. The value of the Motor Vehicle Allowance will be reviewed annually as part of the budgeting process.
20. Any breaches of this policy will be dealt with in accordance with Society's disciplinary procedures.

Roles and responsibilities

21. The Chief Financial Officer is responsible for:
 - maintaining the currency of this policy
 - approving the acquisition of any vehicle outside the provisions of this policy prior to purchase.
22. The Executive Director, People, Culture and Safety is responsible for the oversight of Tool of Trade and Motor Vehicle Allowance arrangements.
23. Executive Directors are responsible for the overall management of vehicles in accordance with this policy, including vehicle allocation and associated costs of both Pool and Tool of Trade Vehicles in their Directorate.
24. Directors, Regional Directors, Managers and Supervisors (or delegate) are responsible for:

- bringing this Policy to the attention of Society Personnel who report to them and who use a vehicle for work activities or may have access to a Society Vehicle. Where applicable, this policy must be discussed as part of induction
- ensuring that Personnel understand and comply with the Motor Vehicle Policy
- ensuring all fleet activity takes into consideration the safety, health and wellbeing of Personnel and compliance with this policy
- managing and monitoring vehicle allocation and associated costs of vehicles
- managing and monitoring the use of Tool of Trade, Pool and Private Vehicles and associated costs
- managing and monitoring Pool Vehicle utilisation
- ensuring all vehicles are maintained in accordance with the Policy and vehicle damage is promptly notified and addressed
- addressing instances of policy non-compliance in conjunction with the Procurement & Fleet and People & Culture teams
- ensuring that drivers of commercial vehicles are provided with a vehicle familiarisation for the vehicle they will be driving.

25. In addition to the above, the Executive Director, Commercial Enterprises and Fundraising, supported by the Logistics Manager, is responsible for compliance with the Heavy Vehicle National Law and Chain of Responsibility law as they apply to Society vehicles and operations.

26. The Director, Procurement and Fleet is responsible for:

- fleet strategy, policy and procedures
- managing the relationship with the Fleet Management Provider
- purchase, modification, operational management and disposal of vehicles.

27. The Procurement & Fleet team is responsible for liaising with the Fleet Management Provider and for the day-to-day management of the fleet, including registration of all Society Vehicles, provision of fuel cards, maintenance and servicing arrangements, and accident management.

28. All drivers and Vehicle Custodians must:

- review and understand this Motor Vehicle Policy
- comply with all applicable road laws, and this Policy, at all times
- be authorised to drive a vehicle and hold appropriate licence/s (e.g., C class licence and/or heavy vehicle licence) for the type and class of vehicle being driven
- complete regular pre-start checks to ensure the roadworthiness of vehicles
- promptly report all faults, damage and incidents
- never drive a vehicle with known defects affecting roadworthiness
- be well rested and unaffected by alcohol or drugs whenever operating a vehicle on behalf of the Society
- adhere to the mandatory safety rules set out in Appendix A

- safeguard the security of all vehicles and their contents, including keys and fuel cards
- maintain Society vehicles in clean and working order, and report and assist to rectify any problems
- pay fines associated with parking and all other infringements incurred
- log accurate odometer readings each time a vehicle is filled with fuel.

Penalties and consequences

29. Non-compliance with this policy exposes the Society to:

- risk of fatalities and serious injuries affecting Society Personnel, the people we assist and other road users in the broader community and serious reputational damage
- unnecessary and uncontrolled expense
- lack of ability to track and report expenses accurately.

30. A violation of this policy may result in disciplinary action.

31. Society Personnel who break the road rules are legally responsible for their actions and may face serious consequences including loss of licence, fines and potential imprisonment.

Review

32. This Policy will be reviewed every three years, or on a needs basis and as required to align with legislative or practice changes.

Further assistance

33. Employees should speak with their Manager or Supervisor regarding any questions about this policy. Members should speak to their Regional Director and Volunteers should speak with their Volunteer Manager.

References

34. Legislation and regulations relevant to this policy include:

- *Fringe Benefit Tax Assessment Act 1986* (Cth)
- *Work Health and Safety Act 2011* (Cth)
- *Work Health and Safety Act 2011 (NSW)*
- *Work Health and Safety Regulation 2017 (NSW)*

35. Other documents relevant to this policy include:

- Australasian New Car Assessment Program (ANCAP), <http://www.ancap.com.au>
- Australian Government, Green Vehicle Guide, <http://www.greenvehicleguide.gov.au/>

Approval and amendment history

Version	Approval authority	Date	Amendment summary
Doc 1	Dianne Lucas Peter Miller Frank Riley	08/09/2012	Motor Vehicle Policy 2012 – amended to remove all references to vehicles being attached to individuals’ remuneration packages. Replaced with Tool of Trade definition and use.
PO2020-026	Executive Leadership Team	22/06/2020	Amended to ensure members included in scope and to clarify Tool of Trade vehicles attached to roles not individuals.
PO2023-026	Executive Leadership Team State Council	18/10/2023 30/10/2023	Reviewed as per policy’s required review period. <ul style="list-style-type: none"> • Vehicle Change over extended • Tolls incurred during defined personal use to be paid by the owner • Private vehicles not to be used to transport People We assist • Members expected to use their own vehicles for reasonable society travel • Organisational requirements to manage risk associated with regional travel • Inclusion of Guidelines to continue personal benefit of Tool of Trade.

Appendix 1: Definitions

36. Relevant definitions include:

Approved driver	<p>For Employees with a Tool of Trade Vehicle, immediate family residing in the same household, with a valid full licence, are considered Approved Drivers (subject to the criteria in the Insurance section).</p> <p>Tool of Trade Drivers must ensure Approved Drivers comply with this Motor Vehicle Policy.</p>
Change-over Criteria	<p>Vehicle change-over criteria is determined based on the vehicle type and its expected use.</p> <ul style="list-style-type: none"> • Average use passenger vehicles (20,000km per annum or less) are generally changed over at 15,000km or 9 months, whichever comes first, under the 'buy back' program. • High use passenger vehicles (20,000km per annum or greater) are generally changed over at 60,000km or 3 years, whichever comes first. • Commercial vehicles and buses are changed over between 150,000km and 200,000km or 5 to 8 years. <p>The Chief Financial Officer may determine that a vehicle is retained beyond the specified changeover criteria.</p>
Employee	<p>An employee is a paid member of staff unless otherwise specified. This includes full time, part time, fixed term or casual staff, and contractors providing services to, or engaged to perform duties on behalf of, the Society.</p>
Fleet Administrator	<p>The Fleet Administrator role is part of the Finance team and is responsible for liaising with the Fleet Management Provider and for the day-to-day management of the fleet, including provision of fuel cards, maintain servicing arrangements as per the owner's handbook and accident management.</p>
Fleet Management Provider	<p>An organisation appointed by the Society to manage the life cycle of the Society's vehicle fleet. Services include vehicle procurement and disposal, fuel card management, maintenance and repairs, and infringement and tolls reporting and management.</p>
Member	<p>The term Member includes Conference, Associate and Volunteer members as per The Rule.</p>
Pool Vehicle Manager	<p>The Pool Vehicle Manager is nominated by their department head and is responsible for the utilisation of pool of vehicles for use within their department in accordance with this Policy.</p>
Pool vehicle	<p>A vehicle dedicated to general Society business and not allocated to a particular position or person.</p> <p>A pool vehicle must be used for business purposes only and should remain at Society sites outside of business operating hours.</p>

Pre-approved repair limit	<p>The preapproved limit is \$500, subject to organisational change.</p> <p>For approvals above \$500, the Fleet Administrator is sent an approval request by the Fleet Management Provider. The Fleet Administrator will seek approval of the repairs in consultation with the Vehicle Custodian, in accordance with the Society's Delegation of Authority Policy, prior to submitting any approvals to the Fleet Management Provider.</p> <p>The Fleet Management Provider is responsible for liaising with the servicing, maintenance, or repair agent to rectify any requested changes, prior to approval.</p>
Private Vehicles	<p>Private vehicles are those owned by individuals who work for the Society and are utilised for Society business travel. Individuals who utilise their private vehicle for Society business may receive a Motor Vehicle Allowance, or be reimbursed for work-related expenses, if appropriate approvals have been acquired prior to use.</p>
Salary packaging (or Salary Sacrificing)	<p>Under a salary sacrifice arrangement between the employer and their employee, the employee agrees to forgo part of their future entitlement (such as salary or wages) in return for benefits of a similar value.</p>
Society Personnel	<p>Employees, volunteers and members, Board Directors and Central Council members, contractors and consultants.</p>
Tool of Trade Driver	<p>A Tool of Trade Driver is the Society Personnel to whom a Tool of Trade Vehicle is assigned as determined by role requirements and position description.</p>
Tool of Trade Vehicle	<p>A vehicle that is owned by the Society and assigned to a specific role, where business related travel is an essential part of being able to perform the role.</p> <p>Society Personnel with an assigned Tool of Trade Vehicle are also able to make use of it for reasonable personal purposes.</p> <p>When the vehicle is not in use by the role's incumbent during a workday, it becomes part of the Society's pool fleet and can be utilised by other Society Personnel.</p> <p>The Society reserves the right to review these requirements at any time.</p>
Vehicle Custodian	<p>A Vehicle Custodian is the Pool Vehicle Manager or Tool of Trade Driver responsible for the day-to-day management of a Society under their care.</p>

Motor Vehicle Procedures

Registration

1. Registration of all Society vehicles is the responsibility of the Fleet Management Provider in conjunction with Vehicle Custodians.

Drivers licence and licence checks

2. Society Personnel who are supplied with or use a Society vehicle are required to have and maintain a current Australian Driver's Licence, appropriate for the vehicle being driven, at all times. Where the driver is a resident of NSW, the driver's licence must be an NSW Driver's Licence.
3. A copy of the Society Personnel's licence must be provided to their manager prior to them driving a Society vehicle.
4. Professional and Tool of Trade Drivers may be asked to provide a certified copy of their driving record at the time of employment.
5. The Society may perform annual and spot checks on licences. Society Personnel must produce their Driver's Licence to the Society if requested at any time.
6. Society Personnel driving any Society Vehicle must inform their manager immediately should they lose their licence. In such circumstances the manager must consult with the Fleet Administrator and the Society Personnel may be required to return the vehicle to the Society without compensation. Employment may be terminated if the conditions of employment require them to drive a vehicle (e.g. a driver in Logistics).

Vehicle types

7. Vehicle types are determined in accordance with the vehicle purpose.
8. Society vehicle types include:
 - Tool of Trade and Member's vehicles.
 - Pool Vehicles, including passenger, light and heavy commercial vehicles.
9. Eligible Society Personnel may be supplied with a new vehicle or a vehicle in the existing fleet depending on availability and organisational requirements.
10. Where there are mobility or accessibility requirements, considerations will be given to vehicle type in consultation with the Safety and Emergency Management Team and must be approved by the relevant Executive Director and Chief Financial Officer.

Tool of Trade and Member Vehicles

11. A Tool of Trade Vehicle is assigned to a role pre-determined to involve travel as part of the inherent duties. Approval to assign or remove a vehicle to a role must be formally obtained from the Executive Director, People, Culture and Safety, and agreed by the relevant Executive Director and Director, Procurement and Fleet.
12. The role requirements must include a minimum level of business travel generally exceeding 12,000 km's per annum (or, in certain circumstances a high frequency of travel) *and* to the extent that a pool car would not meet requirements. The extent of business travel performed by the role must

be reviewed regularly to ensure that the minimum requirements continue to support the ongoing provision of a Tool of Trade vehicle or payment of the Motor Vehicle Allowance.

13. A Member Vehicle is allocated in recognition of the specific requirements of a Member role (for example, State Council President, State Council Vice Presidents and Central Council Presidents), and in accordance with the guidance in The Rule. The provision of a Society vehicle to any Society Member must be approved by the State Council President and the Executive Director Membership, Volunteers and Regional Operations.
14. A Tool of Trade or Member vehicle can be used:
 - for both Society business and reasonable private use by the Society Personnel appointed to the role and their immediate family who meet the criteria for Approved Drivers and are insured as outlined in the insurance section of this policy.
 - by other Society Personnel during business hours, should the vehicle not be in use by the Vehicle Custodian.
15. Eligible Society Personnel who elect to make the use of a Tool of Trade or Member vehicle are expected to retain that vehicle until the vehicle Change-over Criteria is met.
16. Reasonable private use of Tool of Trade or Member vehicle is limited to a maximum of 1,000km during periods of annual and other leave. Vehicles must not be driven for private use outside NSW.
17. If the Society Personnel transfers to a role not deemed to require a Tool of Trade or Member vehicle, the vehicle should be returned on the last day prior to moving to the new roles, or if not possible, as soon as practical. The keys, fuel cards, E-tags, logbooks, and any other appropriate documentation are to be returned to the Procurement & Fleet Team or Direct Manager.
18. When Society Personnel with a Tool of Trade or Member vehicle take extended leave from the Society (for example, long service or parental leave) the vehicle is to be returned in a clean condition, suitable for use by the next driver.
19. Society Personnel who have a Tool of Trade Vehicle or a receive a Motor Vehicle Allowance as part of their employment arrangements are expected to use this vehicle or the Motor Vehicle Allowance for all work-related local travel. Please refer to point 29 for exceptions.

Pool Vehicles

20. Pool vehicles are:
 - Dedicated to general Society business and are not allocated to a particular position or person.
 - Available for approved Society Personnel as required.
 - Not available for private use (except in exceptional circumstances).
21. Pool Vehicles are to be booked by Society Personnel using the Society's Pool Booking System (delivered via the Fleet Management Provider). The Society's Pool Booking System enables efficient allocation of Pool Vehicles and collection of relevant logbook data. It also allows oversight of vehicle utilisation and turnover.
22. Pool Vehicle Custodians must ensure Pool Vehicles are locked and parked in a secure location (as far as possible subject to the site conditions) and keys are stored in a lockable key safe.
23. Society Personnel authorised to drive a Pool Vehicle must:
 - book vehicles in advance

- cancel and/or amend existing pool bookings when there has been a change, so the vehicle becomes available for another driver to utilise
- complete pre-start checks to ensure the roadworthiness of vehicle
- make every effort to return the vehicle by the nominated return time
- return the vehicle with at least a half-tank of fuel, in readiness for the next driver's use
- notify Pool Vehicle Manager of any damage
- record all required logbook information, as set out below.

24. All Pool Vehicles not managed by the Pool Booking System must contain a logbook and the logbook must be completed on each occasion of use. It is the responsibility of the Pool Vehicle Manager to ensure that this occurs. Logbooks are available on the Staff portal under Fleet services.

25. Details to be recorded in Pool Booking System or logbook include:

- Driver name
- Vehicle registration number
- Date of trip
- Purpose of trip
- Odometer reading at the start of the trip
- Odometer reading at the end of the trip
- Kilometres travelled

Vehicle Telematics (GPS)

26. Vehicles may be installed with a telematics system which monitors the vehicle during operation. This system provides data on location, speed of travel, time of departure and arrival, length of stop, time vehicle is spent idling, location of the vehicle at every stop, seat belt use, vehicle kilometres, harsh acceleration, braking and cornering. The data may be used in relation to safety and the efficient operation of vehicles. Should the data identify that a driver is in breach of The Motor Vehicle Policy or is driving unsafely then that driver may be required to complete additional driver safety education or be subject to disciplinary action.

Motor Vehicle Allowance

27. Eligible employees may elect to receive a Motor Vehicle Allowance in lieu of a Tool of Trade Vehicle.

28. Private Vehicles used by Employees receiving the Motor Vehicle Allowance *must* be less than 10 years old, comprehensively insured and be supported by a roadside assistance programme paid by the Employee. Where a vehicle is older than 10 years old, the Society must be notified. Employees must ensure they have informed their insurance company that they will be using their vehicles for work purposes. They must also meet the requirements for Privates Vehicles as set out in this policy. If this is not practical then a company purchased vehicle may be provided subject to Executive Director approval.

29. Employees receiving a Motor Vehicle Allowance must use their Private Vehicle for all business travel and are not eligible for reimbursement of any travel costs or entitled to use Pool Vehicles.

There are some reasonable exceptions:

- When there is a cost benefit to catching a taxi over using the employees private vehicle, for example when the cost of CBD parking would exceed a return taxi journey.
- When regional travel would be more efficiently completed with a flight, removing the need for overnight accommodation if the trip was completed by road.

30. An employee may elect to change from a Tool of Trade Vehicle to receiving the Motor Vehicle Allowance only at the time of the vehicle change-over, unless otherwise approved by an Executive Director, and in consultation with the Director, Procurement and Fleet.
31. The Motor Vehicle Allowance will be reported on the employee's payment summary as a Motor Vehicle Allowance.
32. If the employee transfers to a role not deemed to require a Tool of Trade Vehicle, the Motor Vehicle Allowance will cease to be paid on the last day prior to moving to the new role.

Private Vehicles

33. When employees are required to use a vehicle, the first preference should be the use of a Society Pool Vehicle. If a Society Pool Vehicle is not available, the use of a Private Vehicle for Society business must be approved by a relevant manager.
34. A Private Vehicle is a vehicle not registered under the name of the St Vincent de Paul Society NSW and all purchasing and operating expenses are paid for by the vehicle owner, being an employee, member, or volunteer.
35. Members are expected to use their own vehicles for reasonable Society related travel. Members and volunteers may be reimbursed for travel in their own vehicles under certain circumstances in accordance with the Society's Travel Policy and Volunteers Policy.
36. Private Vehicles must not be used to transport people we assist (except in exceptional circumstances).
37. Any vehicle being driven for the purpose of Society work must be suitable for its intended use; be fully maintained, in a roadworthy condition, meet all legislative requirements and preferably hold comprehensive insurance but be covered by 3rd party property insurance as a minimum.
38. It is recommended that any private vehicle used for Society work purposes be less than 10 years old. This requirement helps ensure that the private vehicles used for our work include modern safety features, and is mandatory for Employees receiving the Motor Vehicle Allowance.
39. It is recommended that all Society Personnel using their personal/private vehicle for Society work purposes maintain a breakdown/roadside assistance policy at their own cost.
40. Information about private vehicles used for work purposes may be checked to ensure registration, roadside assistance and comprehensive insurance validity.

Grandfathering of existing arrangements

41. Any Grandfathering Arrangements will be determined and managed on a case-by-case basis. These arrangements will be communicated in writing to relevant Society Personnel in a letter from the Executive Director, People, Culture and Safety (for staff), or the relevant Central Council President (for members). This letter will identify the pre-existing arrangements that will be subject to grandfathering.

Where Society Personnel have been assigned a Tool of Trade Vehicle or are receiving a Motor Vehicle Allowance, prior to the commencement of this policy, the Society reserves the right to maintain or alter that arrangement.

Cost allocations and Reimbursements

42. Pool Vehicles, Tool of Trade, and Package Vehicles will be procured, registered, and fully maintained by the Society and costed to the relevant cost centre. This includes fuel and business-related toll expenses. Drivers and Vehicle Custodians must not charge vehicle expenses to their Society credit card except in exceptional circumstances.
43. Fuel cards are issued by the Fleet Management Provider for all Society Fleet Vehicles. The odometer reading must be entered at each fuel purchase and is key information for the Fleet Management Provider to prompt servicing, and vehicle replacement at the correct intervals.
44. All Fleet Vehicles are set to video tolling. This means that no e-tag is required, and business tolls incurred by Society Personnel during the business day will be charged to the Society by the Fleet Management Provider.
45. Payment of tolls incurred during personal travel, including the commute to and from regular places of work, evenings and leave periods, must be paid personally by the Tool of Trade driver. Society Personnel must use their own personal e-tag (this will override the video tolling). If personal tolls are charged to the Society they must be identified and reimbursed by the Tool of Trade driver.

The ATO defines the regular place of work as the normal or usual place one starts and finishes their work duties. This is usually noted in Society Personnel employment contract. If uncertain, Society Personnel should discuss with their manager.
46. The Society will reimburse reasonable tolls incurred by a driver, utilising their Private Vehicle, while travelling for Society business, and only upon the provision of a tax receipt.
47. Society Personnel may choose to have their e-tag in place all the time, and regularly claim business tolls from the Society via the standard reimbursement process.
48. Society Personnel should do a cost benefit analysis when deciding to utilise a toll road, in the same way they would make this consideration when driving for personal purposes, i.e., does the additional cost justify the time saved by using the tolled route (assuming that both routes are equally safe).
49. Society Personnel are responsible for any infringements incurred.
50. In most situations there should be no requirement for employees, members, or volunteers to purchase goods and services for a Society Vehicle. Charging expenses to personal funds or Society credit card should only occur in exceptional circumstances and where it has been approved in advance. If a purchase is made using Society Personnel's own funds or on a Society credit card, a receipt must be obtained showing the items purchased and price paid.
51. All requests for reimbursement, including mileage, must be submitted using the Expense Reimbursement Claim Form for Employees, Members, and Volunteers.
52. If damage caused to a vehicle is considered 'unreasonable' then the Society Personnel responsible for the damage may be requested to contribute to the repair, in part or whole. Unreasonable damage can include:
 - scratches due to bags and other items being placed on the bonnet, roof or boot
 - dents and bumps not reported
 - heavy soiling not reported
 - cuts to upholstery
 - odours caused by animals, spillage or smoking
 - loss of spare keys, vehicle service books or other accessories.

Acquisition and disposal of motor vehicles

53. The Society will acquire and dispose of vehicles as determined by the Director, Procurement and Fleet. Decisions will be based on operational requirements, consideration for safety and to achieve the best commercial outcome for the Society.
54. The Society will dispose of vehicles according to the following:
- Average use passenger vehicles (20,000km per annum or less) are generally changed over at 15,000km or 9 months, whichever comes first, under the 'buy back' program.
 - High use passenger vehicles (20,000km per annum or greater) are generally changed over at 60,000km or 3 years.
 - Commercial vehicles and buses are generally changed over between 150,000km and 200,000km or between 5 and 8 years, subject to a vehicle assessment.
55. Vehicles being returned for sale must be returned in a clean condition, with all accessories (keys, manuals, etc). The Fleet Administrator must be notified well in advance should the vehicle be damaged or need repairing.
56. All vehicles will be disposed of by the Fleet Management Provider or an auction house selected by Director, Procurement & Fleet.
57. If an existing vehicle is available within the Society fleet, this vehicle will be allocated to a Society Personnel for use in preference to the purchase of a new vehicle.
58. Vehicles purchased must be approved by the Director, Procurement and Fleet.
59. It is the responsibility of all Vehicle Custodians to maintain vehicles to a standard that ensures the maximum trade-in/auction price is obtained.

Motor Vehicle Insurance

60. All Society owned vehicles are covered by the Society's comprehensive insurance policy.
61. The Society's comprehensive insurance policy includes the following provisions:
- i. Tool of Trade / Package vehicles:**
 1. Society Personnel and their immediate family are covered.
 2. Aged-based excesses apply, and the Society will require the Society Personnel to pay any excess incurred in the event of an accident where the driver was a family member attracting a higher excess.
 3. In emergency circumstances, for example, if the driver is unwell or in danger of fatigue, the vehicle may be driven by another responsible person (outside of immediate family) with a current full driver's licence.
 - ii. Pool Vehicles:**
 1. Society Personnel authorised by their manager to drive a pool vehicle in accordance with this policy are covered.
62. All drivers must have a current NSW Driver's Licence for insurance to be effective.
63. The Society's motor vehicle insurance policy does not cover Society Personnel driving their own private vehicles. The Society will not meet any costs, including any excess, that may be incurred on Society Personnel's private vehicle or any liability that may arise from the use of their private vehicle.

64. Society Personnel authorised to use their private vehicles on Society business are required to comprehensively insure their vehicle at their own cost.
65. In circumstances where a claim arises because a Society vehicle has been used inappropriately or not in accordance with this policy, the Society may recover the excess from the Society Personnel concerned. In these circumstances, the Society may also take disciplinary action.
66. Society Personnel must avoid leaving valuable or confidential property in a vehicle. If it is unavoidable, the items must be out of sight, preferably in the boot of the vehicle, and the vehicle must be securely locked.
67. In the event of a theft of, or damage to, a Society motor vehicle, Society Personnel are required to immediately notify the police (where appropriate), the Fleet Administrator and their immediate manager/supervisor, Regional Director or Pool Vehicle Manager, and submit an insurance claim form which can be found on the Staff Portal or MAVS.

Insurance Claims

68. For details on making a claim refer to the Fleet Q&A document on the Staff Portal and MAVS.
69. In the event of a claim, any insurance excess will be allocated to the cost centre to which the vehicle was assigned.

Roadside Assistance

70. The Society has access to 24/7 emergency roadside assistance through its Fleet Management Provider. For further details refer to the Fleet Q&A document on the Staff Portal or MAVS.

Parking and traffic offences

71. Parking fines and other traffic infringements are the responsibility of the Vehicle Custodians or driver and will not be paid by the Society. Non-payment of these fines may result in disciplinary action. Vehicle custodians must ensure they are resolved promptly to avoid the Society being exposed to escalation and further penalties.
72. All infringements, excluding parking, must be reported to the drivers manager by the Vehicle Custodian for monitoring and managing.

Fringe Benefits Tax

73. Fringe Benefits Tax (FBT) applies if a Society vehicle is used or is available for private use by a Society employee. If a vehicle is garaged at an employee's home it is considered to be available for private use.
74. Any FBT liability arising from the use of a Society vehicle is the responsibility of the Employee.
75. If Employees have used their FBT exemption, they will be required to pay FBT to the Society.
76. FBT liability from personal use of a Society vehicle will be calculated and recorded on the Employee payroll records and will impact the amount a Tool of Trade driver has available for salary packaging. Although it will impact salary packaging, it is important to note that this is not a payment for the private use of a Society vehicle.
77. The amount of FBT a vehicle attracts varies based on the cost of the vehicle. The more expensive the vehicle, the more FBT payable.

78. The Society is required to report FBT data to the Australian Tax Office (ATO). The Vehicle Custodian must ensure changes of vehicle allocations are notified promptly to ensure FBT calculations are accurate.
79. As defined by the Australia Tax Office, business travel is not subject to FBT. As a guide, the following are deemed to be business travel:
- Travel between Society offices and site locations for business purposes.
 - Travel between a Society site and another location (except the employee's home) for business purposes.
 - Travel between an employee's home and a business destination, provided this is shorter than going via the employee's primary place of employment.
80. An Employee's private use of a vehicle may be exempt from FBT if their private use is limited to non-work-related use that is minor, infrequent, and irregular. For example, where an employee is provided with a vehicle for the purpose of undertaking a business journey from their home the next morning, the trip home the preceding night will be considered business travel, being incidental to the next morning's journey and be therefore FBT exempt. FBT exemptions only apply for non-work-related use that is minor, infrequent, and irregular, and do not apply where a person has regular use of a vehicle for private purposes. For example, if an Employee is assigned a Tool of Trade Vehicle. Vehicle Custodians should check any intended private use of Pool Vehicles with the Fleet Administrator to ascertain potential FBT implications.

Prohibited Vehicle/Fuel Card Use

81. The following are prohibited while utilising a Society vehicle:
- interstate travel, unless required for direct service or operational delivery, or in circumstances where the vehicle is based near a state border and local interstate travel is practical for that location.
 - loaning a Society vehicle to another party (outside the policy provisions for family use)
 - purchasing personal items or expenses on a Society fuel card
 - transferring or loaning a fuel card to another driver or vehicle.

Driver and Road Safety

82. A mistake on the road, whether it be by one of our people or another road user can be fatal or have life changing impact. Our critical risk protocols for driving focus on:
- fit-for-purpose vehicles with modern safety features
 - vehicle maintenance and routine monitoring to ensure roadworthiness
 - skilled and capable drivers
 - confirmation of a drivers' fitness to drive
 - journey planning
 - safe load limits and load restraint
 - assessment of risk prior to transporting a PWA in a vehicle.
83. Mandatory safety rules applicable to all Society Personnel when driving on behalf of the Society are set out in Appendix A.

Vehicle selection

84. The Society will determine a list of vehicles from which Society Personnel can choose, subject to availability. The available vehicles will be selected with reference to the following criteria:
- safety
 - functional use and requirements
 - purchase cost
 - fuel economy and environmental rating.
85. All new fleet vehicles must have a five-star ANCAP safety rating for their category, with preference given to vehicles with the most safety features included as standard, subject to their availability in the class of vehicle and suitability for the vehicles intended use.
86. Vehicle purchases outside this policy will be considered on a case-by-case basis and must be approved by the Chief Financial Officer prior to purchase.

Accessories

87. Standard inclusions for vehicles are floor mats and window-tinting.
88. Vehicle Custodians must ensure that there is a vehicle first aid kit and a reflective day/night high visibility vest in the vehicle. These should be transferred from one vehicle to another at vehicle changeover.
89. Additional accessories beyond the above (such as mud flaps, metallic paint) should not be included unless there is a practical or safety requirement. Any additional accessories must be approved by the relevant Executive Director in consultation with the Director, Procurement and Fleet prior to purchase.
90. The relevant Safety Partner should be consulted regarding accessories proposed for safety reasons.

Vehicle maintenance

91. All vehicles must always be kept in a safe and clean condition.
92. Routine maintenance must be undertaken based on appropriate time and/or mileage intervals depending on the vehicle type. At a minimum, all vehicles must be serviced at least every 12 months. The Fleet Management Provider will prompt Vehicle Custodians at regular intervals to arrange a service. Vehicle Custodians are responsible for ensuring vehicle servicing is then completed in a timely manner.
93. A vehicle that is more than 60 days overdue for a scheduled service must not be driven other than to the place of service.
94. It is the responsibility of the Vehicle Custodian (either Tool of Trade Driver or Pool Vehicle Manager) to maintain the vehicle in a reasonable manner and service when required at outlets specified in the owners guide or as guided by the Fleet Administrator or Fleet Management Provider.
95. For private vehicles authorised to be used for Society business, it is the responsibility of the vehicle owner to routinely maintain the vehicle to a safe standard at the owner's expense.
96. Pool and Tool of Trade Vehicles must be cleaned at commercial car washes, no more than once every three months, and charged to the fuel card.

97. Fuel and oil for a Society vehicle (Pool and Tool of Trade) is to be obtained using the fuel card provided by the Fleet Management Provider and accessed from the designated outlets.

Pre-start

98. Society Personnel must be confident that a vehicle is roadworthy before driving it.

99. A pre-start check must be carried out:

- prior to operating any of the commercial or pool vehicles in the fleet
- at least monthly for Tool of Trade vehicles, and prior to commencing any high-risk driving.

The pre-start checklist must be completed in accordance with Appendix C and can also be found on the Staff Portal and MAVS.

100. If Society Personnel find damage to a vehicle (e.g., to vehicles tyres, brakes, headlights, indicators, windscreen, or wipers), they must not drive the vehicle, but instead report the damage and organise repairs.

101. To arrange vehicle repairs, ask the Vehicle Custodian to address by referring to the Q&A document on the Staff Portal and MAVS.

Skilled and capable drivers

102. In addition to verifying licensing we also seek to engage drivers with good driving records.

103. Drivers of fleet vehicles must ensure they are familiar with the vehicle they are operating.

104. Drivers of commercial vehicles (including trucks, vans, buses, Vinnies Vans) must be provided with vehicle familiarisation, including demonstration of vehicle features prior to operating the vehicle in the first instance.

105. Managers must check their drivers are confident driving their allocated vehicle, and follow up on any known driving infringements and/or breaches of the mandatory safety rules for driving as set out in Appendix A.

Fit to drive self-assessment

106. All drivers must be well rested and free from the effects of alcohol and drugs. Drivers are required to self-assess their fitness to drive prior to driving on behalf of the Society.

107. Society personnel must have a Blood Alcohol Concentration of 0.00 when driving for the purpose of Society work and must be within legal limits whenever driving a fleet vehicle for private use.

108. Drivers who are taking prescription and non-prescription medicines that may affect their ability to drive safely, must consider this in their fit to drive self assessment.

109. Drivers who self-assess as not fit to drive must not drive and should notify their manager if they cannot perform their duties as a consequence.

Journey management

110. A simple journey management plan is required for all trips that involve driving for more than three (3) hours at open road speeds. This should include starting location, destination and a plan for breaks. In some instances it may be necessary for Society Personnel to plan overnight accommodation.

111. Drivers must take breaks every two (2) hours.

Safe load limits and load restraint

- 112. All loads must be within safe working limits of vehicles.
- 113. All loads must be secured or restrained to prevent movement during transport.
- 114. Trailers must be registered, roadworthy, fit for purpose, and correctly connected and secured, with load appropriately restrained.

Driver behaviour

- 115. A set of mandatory safety rules for driving are outlined in Appendix A.
- 116. In NSW it is mandatory to wear a seatbelt. Drivers must ensure that all vehicle occupants always wear a seatbelt.
- 117. Speeding is not just about exceeding the speed limit. It can also be about driving too fast for the conditions. Drivers are required to travel below posted speed limits and decrease speed further in hazardous conditions (e.g. when wet, poor visibility, poor road condition).
- 118. Driving is a complicated task requiring continuous concentration. Taking your eyes off the road for more than two seconds doubles the risk of crashing. Drivers are encouraged not to use their mobile phone at all when driving.
- 119. In NSW, using a handheld mobile phone while driving is illegal. Unrestricted drivers are only permitted to use a hands-free phone for making calls or as a driver's aide (e.g. navigation) if the phone is in a cradle fixed to the vehicle or connected to the vehicles' handsfree or bluetooth system. Provisional drivers (P1 and P2) are not allowed to use a mobile phone at all while driving.
- 120. Drivers who need to drive to a destination should plan to travel on the safest possible route and always use major roads where available. This should be factored into the journey management plan. An example of a safe road would be a motorway which generally has barriers to prevent cars from running off the road and hitting objects such as trees.

Acknowledgement

I have read, clearly understand, and agree to adhere to the St Vincent de Paul Society NSW Motor Vehicle Policy and the conditions for use of a Society motor vehicle.

Name		Signature	
Driver's Licence Number		Date	
Driver's Licence Expiry			
Approving Manager Name		Signature	

This form should be signed and returned to your manager.

Appendix A: Mandatory safety rules

The mandatory safety rules outlined below, support our critical risk protocols for driving and regional travel.

Before departure

1. Hold a valid driver's licence for the vehicle being used
2. Self-assessment for fitness to drive – never drive tired or when effected by alcohol or drugs
3. Ensure you are familiar with the vehicle and comfortable to drive it
4. Plan trip to allow plenty of time for traffic, refuelling and rest breaks
5. Minimise driving at night or during dawn and dusk
6. Organise overnight accommodation if combined work and travel times exceed 12-hours
7. Document a simple journey management plan for high-risk journeys¹
8. Tell someone where you are going and when you will arrive
9. Complete a pre-start vehicle check².
10. Set up hands free navigation and phone connection before departure.

When on the road

1. Ensure all passengers wear a seatbelt
2. Follow all local road rules
3. Take the safest route
4. Travel at speeds below posted speed limits, and follow orange advisory speed signs
5. Drive to conditions (e.g. slowdown in the wet)
6. Never hold your phone while driving
7. Avoid taking/making phone calls and minimise other in-vehicle distractions
8. Maintain an effective means of emergency communication
9. Take a rest break every 2-hours.

If you feel tired

1. Pull over and take a break at a service station or rest area
2. Pull over and take a nap in a safe area - 15 to 20 minutes works best
3. Swap drivers if you can.

¹ High risk driving includes journey's longer than 3-hours and driving at night at high speed (e.g. highway travel).

² Prior to operating a commercial or pool vehicles, and at least monthly for tool of trade vehicles.

Appendix B: Pre-start vehicle check

Drivers are responsible for conducting a pre-start check before using a vehicle. Drivers must walk around the vehicle to do a quick visual check to ensure that it is safe to drive and not damaged. Key items to check include.

Basic Pre-Start Vehicle Check	
General	External damage or obvious undercarriage leaks
Tyres	Do they look inflated and have good tread?
Headlights	Are they both working?
Indicators	Are they both working at the front and the back?
Windscreen	Is it clean and free from cracks/chips?
Wipers	Are they working?
Dashboard Warning lights	Are there any warning lights activated?
Operation of brakes	Before departing test operation of breaks at low speed. Are they working?

Appendix C: BREAKDOWN AND ACCIDENT PROCEDURE

Breakdown Procedure

In the event of a breakdown, drivers should:

- activate the vehicle's hazard lights (and parking lights in poor visibility)
- find a safe spot to pull over, such as a hard shoulder or breakdown lane
- position the vehicle as far away from other traffic as possible
- stay in the vehicle with your seatbelt on and call roadside assistance

If you need to get out of your vehicle:

- put on high-vis vest
- check for traffic – leave your vehicle from the safest side, away from the traffic, especially at night
- try to avoid crossing the road
- stand clear of the road and move behind a safety barrier if it is safe to do so
- do not attempt to change a tyre unless it is safe to do so. If possible, drive on a flat tyre to a safe spot away from the traffic.

Accident Procedure

If Society Personnel are involved in a motor vehicle accident, they must:

- stop at the scene
- attempt to make the scene as safe as possible
- provide assistance to any injured person
- arrange emergency assistance as required
- exchange vehicle and licence information with the other drivers (name, address, contact number, vehicle registration, licence details, insurer).

The police must be called to the scene of a crash where any of the following occurs:

- a person is injured or killed
- any of the drivers involved in the accident fail to stop after the incident
- any of the drivers involved in the crash appear to be under the influence of alcohol or drugs.

The Police Advice Line for reporting an incident or crash is 131 444.

Following the accident, drivers must:

- notify their immediate Manager/Supervisor or Regional Director (members), Pool Vehicle Manager and the Fleet Administrator, within 24 hours or immediately if there has been an injury.
- notify the Safety and Emergency Management Team within 24 hours or immediately if there has been an injury.
- lodge accident in the Society's Integrated Risk Management System (IRMS) System

Accident repairs are to be undertaken in accordance with the Insurance Claims section above.

Appendix D: Tool of Trade Vehicle Approval Form

A **Tool of Trade Motor Vehicle** is one that has been provided to an employee to carry out specific work tasks inherent in the position description for that role to be effectively and efficiently performed. A person in a role that is allocated a motor vehicle will have full access to the motor vehicle for the purposes of undertaking their work. Once at work, the motor vehicle is to be made available to other staff as a pool vehicle when it is not being used.

Directorate:		Region:	
Office Location:			
Position:			
Please describe the duties of this role and why access to a motor vehicle is necessary.			
On average how often will the vehicle be used by the employee per month?			
Estimate average business km's per month			
How many Pool Vehicles are there at the site?			
Could an existing Pool Vehicle be used?	Yes	No	
If no and an additional vehicle is needed, have you factored this into your capital & operational budget?	Yes	No	

I approve the acquisition of a Tool of Trade Motor Vehicle for the above role. I understand that access to a Tool of Trade Motor Vehicle or allowance is attached to a role and not to an individual as part of any remuneration package and ceases upon transfer/secondment or redeployment to a new role within the Society which does require a motor vehicle as a Tool of Trade.

Executive Director	Date

Director, People, Culture & Safety	Date

Appendix E: Tool of Trade Motor Vehicle Nomination Form

Employee Name:			
Position Title:			
Directorate:		Department:	
Service/ Team/Region:			

The role you are employed in has a Tool of Trade Motor Vehicle attached to it. You may choose ONE of the following options as your Tool of Trade:

1. Motor Vehicle with option for reasonable private use. This will incur FBT costs charges against your PBI salary packaging.	<input type="checkbox"/>
2. Motor Vehicle Allowance to cover the operating and insurance costs of using your private motor vehicle for work purposes.	<input type="checkbox"/>
3. Society Pool vehicle, not to be used for private use.	<input type="checkbox"/>

Declaration

I,

First Name Last Name

have read and understood the relevant provisions of the Society's Motor Vehicle Policy and understand that the provision of a motor vehicle or vehicle allowance has been provided as a tool of trade to undertake the duties of the role I am employed in. I also agree to adhere to the Motor Vehicle Policy and the conditions for use of a St Vincent de Paul Society NSW motor vehicle.

Should I change roles during my employment with the Society either by way of transfer, secondment, redeployment or promotion, I am not guaranteed that the arrangement will continue unless the position I will be changing to requires a motor vehicle as a Tool of Trade.

My Driver's License Number is _____ Expiring ____/____/____

Employee Signature

Date

Please return the completed form to the People & Culture Services team

Payroll Use:

Received By:		Date:		Date Entered:	
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Appendix F: Fleet Resources

- [Frequently asked questions \(FAQ's\)](#)
- [Pool Booking Login Portal](#)
- [Motor Vehicle Request Form](#)
- [Safety Hub – Driving & Driver Fatigue](#)
- Australian Tax Office
 - [How FBT applies to cars](#)
 - [Taxable value of a car fringe benefit](#)
 - [Road and bridge tolls and FBT](#)