



NSW Health Vehicle Procurement and Use

Summary Provides direction and recommendations for the procurement, use and management of NSW Health owned and leased vehicles.

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Distributed to Ministry of Health, Public Health System, Divisions of General Practice, Government Medical Officers, NSW Ambulance Service, Environmental Health Officers of Local Councils, Private Hospitals and Day Procedure Centres, Health Associations Unions, Tertiary Education Institutes

Audience All Chief Executives; Finance Directors; Finance and Corporate Services Directors; Asset Managers; Staff, Workforce Managers, HR Managers

Secretary, NSW Health

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is mandatory for NSW Health and is a condition of subsidy for public health organisations.



NSW Health

POLICY DIRECTIVE

Vehicles Procurement and Use

POLICY STATEMENT

The safe, efficient, effective and equitable management of motor vehicle assets within the NSW Health system is crucial to the provision of high-quality care. Implementing a well-defined vehicle management strategy facilitates the prudent use of resources and enables the best care to be delivered.

SUMMARY OF POLICY REQUIREMENTS

Vehicles must be sourced from the NSW Government *Motor Vehicles Scheme* ([SCM0653](#)). The process is managed by the NSW Health organisation's nominated fleet manager or delegate. All vehicles procured by a NSW Health organisation must comply with the NSW Ministry of Health's fleet guidelines and be entered into the Asset and Facilities Management Online (AFMO) system.

Motor vehicles must not include non-essential accessories such as personalised number plates. Where accessories are required, a business case must be approved in accordance with the [NSW Health Procurement \(Goods and Services\) Policy \(PD2023_028\)](#) and the NSW Government's [Motor Vehicle Operational Guidelines](#).

Passenger and light commercial vehicle (whether leased or owned) must be held for a minimum of 36 months from the date of purchase, or 60,000 kilometres, whichever occurs first.

The procurement of vehicles must meet the NSW Government *NSW Electric Vehicle Strategy* target which states that by 2030, 100 per cent of all passenger fleet procurements should be fully electric vehicles.

Where possible, NSW Health vehicles must be placed into pools to optimise utilisation. Employees can park a vehicle overnight at their residence in line with this Policy Directive. Vehicles must be returned during long periods of leave unless approved by the Chief Executive or their delegate.

Contingent workers, contractors, volunteers and students on placement are permitted to drive a NSW Health vehicle for business use in line with this Policy Directive. Under no circumstances are contractors, volunteers and students permitted to use an official vehicle for private purposes.

NSW Health executive employees can only select vehicles available on the NSW Government's *Motor Vehicles Scheme* ([SCM0653](#)), and any private use under this arrangement must have accurate cost recovery from the driver.

Private use of NSW Health vehicles is not permitted unless such use is authorised by the NSW Health organisation's Chief Executive or their delegate, or otherwise provided for under an industrial instrument or in this Policy Directive.



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Decisions about fleet needs, access to a vehicle for private purposes and vehicle type are the responsibility of the Chief Executive or their delegate, and must be documented and retained for review by an internal audit.

Written acceptances are required for NSW Health executive employees for full private use and pool vehicle arrangements.

NSW Health passenger fleet vehicles must be fitted with a GPS telematics tracking device that will run on an ongoing basis, regardless of whether the fleet vehicle is in use or not as per the [NSW Government Travel and Transport Policy](#). Running sheets must be kept for all journeys undertaken in fleet vehicles, where telematics is not installed in the vehicle.

NSW Health executive employees and equivalent officers must not be allocated business electronic toll collection tags (e-Tags), and any tolls incurred on businesses issued e-Tags during private travel/personal use must be met by the employee.

In the event of a motor vehicle accident, the driver must adhere to the provisions specified in Section 287 of the *Road Rules 2014* (NSW) and the provisions of the Policy Directive.

All employees who use a NSW Health motor vehicle must inspect it prior to departure for any damage or faults and report faults immediately to the Fleet or Department Manager.

Smoking is prohibited in NSW Government vehicles.

Employees using NSW Health vehicles are personally responsible for meeting the cost of parking, speeding, red light cameras or other types of motor vehicle infringements issued by law enforcement bodies.

Performance reports must also be submitted to the Ministry of Health's Asset Management Branch.

REVISION HISTORY

Version	Approved By	Amendment Notes
PD2023_030 October 2023	Deputy Secretary, Financial Services and Asset Management & Chief Financial Officer	Policy scope increased for all NSW Health and captures alignment to current government policies and initiatives.
PD2014_051 December-2014	Deputy Secretary, Governance, Workforce and Corporate	Consolidated into one Policy Directive and updated to new format. Duplication of content with the Motor Vehicle Policy for NSW Government Agencies removed.
PD2007_029 May-2007	Deputy Director-General	PD2005_403 and PD2006_033 consolidated into 2007_029 PD2005_040 – new policy
PD2005_040 January 2005	Deputy Director-General	New policy.

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NSW Health

Vehicles Procurement and Use

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1. BACKGROUND

NSW Procurement within NSW Treasury is responsible for the NSW Government [Travel and Transport Policy](#) and the NSW Government [Motor Vehicle Operational Guidelines](#). These Government documents outline requirements that must be addressed in the management of NSW Health's motor vehicles.

The NSW Government mandates that each NSW Health organisation must implement a fleet management system or use a contracted fleet management provider under the NSW Government *Fleet Management Panel* ([Contract Number 300](#)).

For further information, refer to the NSW Treasury website [Fleet services](#).

1.1. About this document

This Policy Directive provides procedures for personal use of motor vehicles at NSW Health. It provides information specific to NSW Health organisations and is supplementary to the NSW Government *Motor Vehicle Operational Guidelines*.

This Policy Directive does not apply to private salary sacrifice vehicles.

1.2. Key definitions

Approved Vehicle List (AVL)	A sub-set list of vehicles available via the NSW Government <i>Motor Vehicles Scheme</i> (SCM0653). AVL vehicles are selected by a specialist committee based on fit-for-purpose government pool vehicles, value for money, safety, emissions and public perception.
Asset and Facilities Management Online (AFMO)	An information management system for the management of NSW Health assets and facilities to ensure they are available in the right condition, at the right time and in the right location for optimal patient care.
Business Use	Defined under the <i>Fringe Benefits Tax Assessment Act 1986</i> (Commonwealth) as a journey undertaken in the car in the course of producing an assessable income of the employee.
Fleet Management Provider (FMP)	A contracted fleet provider under NSW Government <i>Fleet Management Panel</i> (Contract Number 300).
Fringe Benefit Tax (FBT)	The tax levied on benefits obtained by employees in respect of their employment.
On Call	A period of time where an employee is expected to make themselves available outside of standard working hours or normal rostered shifts.
Personal Use	Use of a NSW Health organisation vehicle for a non-business



	purpose. It generally includes travel to and from the usual workplace. Also referred to as private travel.
Pool Vehicle	A NSW Health vehicle that is not a 100% private vehicle or a vehicle dedicated for a specific purpose (such as a patient transport vehicle, which is available for general use during business hours, and utilised as a shared resource, this can include vehicles on a business/ private option).
Motor Vehicles Scheme (SCM0653)	The NSW Government <i>Motor Vehicles Scheme</i> (SCM0653) covers the supply of all motor vehicles and heavy commercial vehicles available to the NSW Government and other eligible customers. The Scheme is reviewed regularly. The Scheme includes the sub-set list of AVL, Aggregated Buying and non-eligible vehicles.
Private Travel	Defined under the <i>Fringe Benefits Tax Assessment Act 1986</i> (Commonwealth) as any vehicle travel use that is not exclusively in the course of producing assessable income by an employee. This includes travel to and from work, including in a NSW Health managed vehicle where the employee has regular use of the vehicle (such as not on an ad hoc basis) or travel outside of a work capacity.
Senior Executive employee	This is a general term that refers to Health Service Senior Executives as well as to Public Service Senior Executives.

1.3. Legal and legislative framework

- *Fringe Benefits Tax Assessment Act 1986* (Commonwealth)
- *Health Services Act 1997* (NSW)
- *Heavy Vehicle (Adoption of National Law) Act 2013* (NSW)
- *Privacy Act 1988* (Commonwealth)
- *Road Rules 2014* (NSW)
- *Road Transport Act 2013* (NSW)
- *Surveillance Devices Act 2007* (NSW)
- *Work Health and Safety Act 2011* (NSW)



2. MOTOR VEHICLE PROCUREMENT

2.1. Vehicle acquisition

NSW Health must source vehicles from the NSW Government *Motor Vehicles Scheme* ([SCM0653](#)), which is managed and accessible via NSW Buy or the Cluster Fleet Manager for Health.

The scheme includes several listings available for procurement under NSW Health:

- Approved Vehicle List (AVL) – base model vehicles
- Aggregated buy list (Aggbuy) – list of recommended vehicles based on 6 monthly Request for Quotations (RFQ) which offer additional upfront savings based on indicative volumes for the period
- Non-Eligible vehicles – limited to NSW Health Senior Executive employees only.

All new passenger fleet vehicles must be procured in accordance with the NSW Ministry of Health fleet guidelines. Upon acquisition, all vehicles procured by a NSW Health organisation must be entered into the [Asset and Facilities Management Online \(AFMO\) system](#).

The Scheme follows the EuroNCAP Roadmap, which requires increasing safety requirements to be met year on year to continue to earn specified Australasian New Car Assessment Program (ANCAP) star ratings. It also follows the mandates that all light motor vehicles progressively improve their CO₂ emission to remain on the AVL.

NSW Procurement conducts RFQs for vehicles listed on the NSW Government *Motor Vehicles Scheme* to obtain the most cost efficient and fit for purpose vehicles for each vehicle category. NSW Health organisation Fleet Managers must procure vehicles from the current Aggbuy list if a suitable vehicle is available. If a suitable vehicle is not available, a vehicle must be procured from the AVL.

Once a lease contract has been signed, it is the responsibility of the NSW Health organisation to ensure an accurate asset and contract record is entered into the Asset and Facilities Management Online (AFMO) system via the HealthShare NSW Lease Data Hub. This ensures payment schedules are implemented in accordance with NSW Treasury requirements and leasing standards, and to support ongoing best practise for lease and asset management purposes.

The Lease Data Hub can be contacted via HSNSW-LeaseDataHub@health.nsw.gov.au.

2.2. Accessories

Motor vehicles must not include non-essential accessories. All non-essential accessories require a business case that is supported by a service need and business outcome, and approved by the appropriate person with financial delegation.

Where a business case has been approved for non-essential accessories, these must be procured in accordance with the [NSW Health Procurement \(Goods and Services\) Policy \(PD2023_028\)](#) and the NSW Government [Motor Vehicle Operational Guidelines](#).

Personalised or special number plates that incur an additional fee are not permitted on NSW Health fleet vehicles, including those that are entirely for personal use.



2.3. Minimum retention periods

All passenger and light commercial vehicles, whether leased or owned must be held for a minimum of 36 months from the date of purchase or 60,000 kilometres, whichever occurs first.

2.4. Lower emissions target

The procurement of vehicles must meet the NSW Government [NSW Electric Vehicle Strategy](#) target which states that by 2030, all new passenger fleet procurements will be fully electric vehicles.

An interim target also requires that 50 per cent of all new passenger fleet procurements will be electric by 2026. Fully electric vehicles for pool vehicle use must have access to a charging station at the base carpark facility.

When procuring passenger fleet vehicles, NSW Health organisations must prioritise the procurement of hybrid and electric vehicles where appropriate charging infrastructure is available.

3. ACCESS TO MOTOR VEHICLES

3.1. Eligibility to drive a motor vehicle

To drive a motor vehicle, an employee or someone contracted must be undertaking business on behalf of the NSW Health organisation, unless otherwise stated in this Policy Directive (such as nominated private use driver).

Provisional (P1 and P2) licenced drivers are permitted to use a NSW Health managed vehicle.

Under no circumstances may a driver with a Learner driver's licence operate a NSW Health vehicle.

3.2. Pool vehicles

Pool vehicles are available for business use purposes. These vehicles comprise part of NSW Health organisation fleet and are not allocated for private use.

Business travel is defined by the Australian Taxation Office as a journey undertaken in the car exclusively in the course of producing assessable income of the employee. See [Fringe Benefits Tax Assessment Act 1986](#) (Commonwealth) and NSW Treasury [Fringe Benefits Tax Manual \(TPP13-02\)](#).

Where possible, NSW Health vehicles must be placed into pools to optimise utilisation.

For use of private vehicles on official business, refer to the NSW Health Policy Directive [Official Travel \(PD2016_010\)](#).



3.2.1. Overnight parking of pool vehicles

Overnight parking refers to situations in which an employee is permitted to take a vehicle home overnight.

Employees must only park a vehicle overnight at their residence(s):

- a) when their duties include a requirement to provide a service in an emergency
- b) when their duties require them to undertake, prior to the next ordinary working day, other official duties which require the use of a motor vehicle
- c) when they will proceed to duty directly from their home on the following day, at a location away from their normal place of work
- d) where the NSW Health organisation lacks suitable overnight secure parking. In these circumstances, employees who reside in close proximity to the NSW Health facility may be allocated the vehicle.

With respect to (b) and (c) above, NSW Health organisations should also consider whether giving permission will result in reduced vehicle usage or more effective use of the employee's time on duty.

Ad hoc use of vehicles on official business, where overnight parking is required, must be approved in writing by the Chief Executive or delegate. The Chief Executive or delegate must also approve individual (such as an emergency) or group (for example for community nurses) circumstances.

A register of approvals authorising employees to park NSW Health fleet vehicles overnight at their home on an on-going basis must be maintained and reviewed quarterly by the audit committee of the NSW Health organisation.

Under no circumstances should transport to and from work be offered as an inducement for new employees, or the continuation of, employment.

During out-of-hours-use, no person, other than the authorised employee, is to use the vehicle. The vehicle also cannot be used for private purposes other than the authorised travel to and from the employee's residence. All travel is to be recorded by the driver of the vehicle and stored by the NSW Health organisation.

Pool vehicles must be returned to the fleet for any periods of planned leave. In instances of unplanned leave (such as sick leave), or where the period of planned leave is short (such as one day), management may consider that return of the vehicle is not warranted. In these instances, the employee should contact their supervisor to determine whether arrangements should be made to return the vehicle.

Employees will be notified by the local Fleet Manager of any FBT liability they may incur from using an official pool vehicle, prior to entering the vehicle for use.

Environmental Health Officers often require the use of a NSW Health managed vehicle due to the nature of their work. The provision of vehicles, whether by pool or full private use, must be allocated/determined at the discretion of the Chief Executive or delegate.

NSW Health does not require the revocation of grandfather agreements. It is at the discretion of the Chief Executive or delegate whether these agreements will continue to be honoured for existing personnel.



3.2.2. Contingent worker, volunteers and students access to pool vehicles

Contingent workers, contractors, volunteers and students on placement are permitted to drive a NSW Health vehicle under the following provisions:

- the NSW Health organisation authorises them to use a vehicle in accordance with their delegation manual
- volunteers and students complete a driver licence form and agree to adhere to the NSW Health organisation motor vehicle procedures
- a copy of their driver licence is kept on file by the NSW Health organisation for insurance and infringement purposes
- they have a current and appropriate driver licence for the vehicle.

Contractors can access a pool vehicle in circumstances where a NSW Health vehicle is required to carry out the contracted work or as part of the contracted service.

However, where contingent workers or contract employees have provision for travel included in their contract, access to pool vehicles will require the approval of the NSW Health organisation Chief Executive or delegate.

Under no circumstances are contractors, volunteers and students permitted to use an official vehicle for private purposes.

Permission for independent use of a NSW Health vehicle by a student for work related activities is to be granted at the discretion of the NSW Health organisation Chief Executive or delegate.

3.3. Private use of NSW Health service vehicles

3.3.1. NSW Health Senior Executive employees

NSW Health Senior Executive employees can only select vehicles available on the NSW Government *Motor Vehicles Scheme* ([SCM0653](#)).

Any private use of a government-owned or leased vehicle under this arrangement must have accurate cost recovery from the driver.

Any business/private salary packaging of a motor vehicle must be calculated using the statutory formula method for calculating the FBT liability, and using rates (standing charges and running costs) issued annually in the executive and non-executive salary packaging motor vehicle charges and guidelines that are available on [NSW Buy](#).

Reconciliation can be completed using the lowest cost method between statutory formula method and operating cost in accordance with [Australian Taxation Office guidelines](#).

NSW Health executive employees must provide an estimated percentage of private use to calculate their motor vehicle contribution.

In the event the NSW Health Senior Executive employee does not maintain running sheets or does not have a telematics unit installed, the cost of the employee's undocumented travel is to be calculated on a 100 percent private basis.



NSW Health Senior Executive employees that are allocated NSW Health service vehicles for private use must ensure other persons authorised by them to use the vehicle are appropriately licensed.

3.3.2. Specialist Medical Administrators

A Specialist Medical Administrator employed in accordance with Clause 25 of the [Staff Specialists \(State\) Award](#) may make a once-only election for the term of the Award to either:

- i. accrue the Training, Education and Study Leave (TESL) funding entitlement pursuant to this clause; or
- ii. use a motor vehicle as outlined in section 3.3.1 NSW Health Senior Executive employees.

The election must be made within one month of the date of commencement of the Award, or the commencement of employment.

If a Specialist Medical Administrator elects option (ii), they will be entitled to access an amount of TESL annual funding entitlement which represents the difference in value between (i) and (ii) above.

With regard to the accumulation of the funding entitlement, a Specialist Medical Administrator who elects option (ii) may accumulate the same dollar value as a Specialist Medical Administrator who elects option (i). The number of days of TESL available must be reduced by the same proportion that the annual funding entitlement is reduced.

This provision does not apply to Senior Medical Practitioners who are not Specialist Medical Administrators employed in accordance with Clause 25 of the Award.

In accordance with NSW Treasury requirements, all vehicles acquired must be retained for a minimum period as stated in the [Travel and Transport Policy](#). Vehicle selection must also be made from the NSW Government *Motor Vehicles Scheme* ([SCM0653](#)), which are the same as the conditions outlined in section 3.3.1.

3.3.3. Full private use employees

NSW Health employees who regularly require the use of a NSW Health vehicle for official purposes during the normal course of their duties may be offered the allocation of a motor vehicle for private use.

Private use of a NSW Health vehicle is not permitted unless the use is authorised by the NSW Health organisation Chief Executive or delegate, or otherwise provided for under an industrial instrument, or in this Policy Directive.

The NSW Health organisation Chief Executive or delegate approved arrangements are not transferrable (for example, if the employee were to relocate to another NSW Health organisation). Upon relocation to another NSW Health organisation, permission to commence a private use agreement must be granted by the relevant Chief Executive or delegate.

When an offer for full private use is made, it must clearly indicate whether the private use extends to:

- travel to and from place of work



- other after hours and general weekend running
- travel during periods of leave.

Fleet needs will determine whether a vehicle will be allocated on a business/private basis. Fleets cannot be expanded to cover allocations under this section. Vehicles cannot be allocated on a 100% private basis under this arrangement. Fleet vehicles must be pooled during business hours.

When an official vehicle is allocated to an employee for business/private purposes, it is subject to the following restrictions:

- the vehicle must not be driven by any person other than the employee or their nominee, being one other member of the employee's household
- this nominee must have a current unrestricted Australian driver licence.

The provision of NSW Health managed vehicles to staff members is dependent on factors such as location, distance or time. It is the decision of the NSW Health Chief Executive or delegate whether staff are provided with or retain vehicles given the specific circumstances. This includes instances of changed working arrangements for staff, irrespective of the location or length of time.

Vehicles that are provided to staff on a full private use basis can only be those on the Approved Vehicle List.

3.3.4. Contribution rate for private usage

NSW Health employees permitted private use of a NSW Health vehicle are required to contribute at a rate determined by the Secretary, NSW Health from time to time. The applicable annual rates are included in the information bulletin (see the NSW Health Information Bulletin *Motor Vehicles – Award Employees – Charges for Private Use* ([IB2015_013](#))).

Annual registration, insurance, roadside service arrangements, maintenance and running costs including fuel will be paid by NSW Health. Employees must pay the cost for cleaning of vehicles, and it is not to form a charge against the employing NSW Health organisation.

At the start of any 12-month period, employees who have been approved to have private use of a NSW Health motor vehicle, must nominate an estimated proportion of private travel, for example up to and including 15,000 kilometres, or greater than 15,000 kilometres.

Charges are to be levied each pay cycle. If an employee ceases the arrangement, no adjustment is to be made to the rate of charge. For example, if an employee nominates the greater than 15,000 kilometres tier, ceases the arrangement after 3 months after travelling 5,000 private kilometres, this employee would be required to pay 3 months worth of the higher rate. A pro rata calculation applies as follows:

$$\text{Annual Rate} \times \frac{\text{Number of days used}}{365.25}$$

Reconciliation is required on an annual basis to ensure the appropriate contribution rate has been paid (for example up to and including, or greater than 15,000 kilometres) and if



necessary, the employee must pay the additional contribution or receive a refund as appropriate.

Where it is evident that an employee has nominated an inappropriate annual total kilometre tier, the NSW Health organisation Fleet Manager will contact the employee to amend the contribution rate during the year so that the employee does not have to pay or receive a large adjustment at the end of the year.

The payment by the employee to the NSW Health organisation is payment for a taxable supply and therefore 1/11th is payable by the NSW Health organisation as GST. The rates are not to be grossed-up, as a cost structure used to determine these rates is inclusive of GST. The NSW Health organisation can claim input tax credits on actual running costs (such as fuel, tyres, servicing and repair costs).

3.3.5. Access to vehicles during leave

Approval must be given by the relevant Chief Executive or delegate for the motor vehicle to be used by an employee during any leave period over four days, subject to a limit of six weeks per annum for annual leave or any other type of leave.

When granting approval, the Chief Executive or delegate must be satisfied the business needs of NSW Health will be met during the period the motor vehicle is unavailable. Employees are required to pay for all fuelling costs (such as petrol or electric) incurred during periods of leave greater than four days.

The NSW Health organisation determines the most appropriate method of ensuring that employees pay for all fuel used during leave (for example, recouping petrol card expenditure from an employee or inform the employee they are not to use the official fuel card during the period of leave).

The applicable annual rate (see NSW Health Information Bulletin *Motor Vehicles - Award Employees - Charges for Private Use* ([IB2015_013](#))) cannot be adjusted when the vehicle is returned to the pool during periods of leave.

4. USE PROVISIONS AND REQUIREMENTS

4.1. Fleet Access

Chief Executives or their delegates must ensure that motor vehicles approved for allocation to employees for private use at no direct charge to the employee (such as being on call) are integrated as part of the NSW Health organisation's fleet and meet a genuine business need.

NSW Health has the right to require any NSW Health vehicle to be available for use by other staff for official purposes. Vehicles must be available for use by other employees of NSW Health on a daily basis. This availability takes precedence over private use. These vehicles must be parked on work site each day unless the officer is on approved leave.

Decisions about fleet needs, access to a vehicle for private purposes and vehicle type are the responsibility of the Chief Executive or their delegate. Decisions made must be documented and retained on an appropriate file for review by internal audit.



4.2. NSW Government telematics requirement for passenger fleet

NSW Health passenger fleet vehicles must be fitted with a GPS telematics tracking device that will run on an ongoing basis, regardless of whether the fleet vehicle is in use or not as per [NSW Government Travel and Transport Policy](#). The Fleet Vehicle collection notice is provided to all staff who use NSW Health fleet vehicles. It specifies that NSW Health will use the telematic data collected by NSW Health suppliers (vehicle location, driver behaviour and vehicle activity) through the GPS device to:

- improve driver safety and behaviour
- improve fleet utilisation and asset management
- improve FBT reporting.

Employees must be provided with at least 14 days written notice of the use of telematics surveillance prior to commencement of surveillance.

Health Organisations should also ensure that any telematics solution installed has appropriate e-data protection controls and is accordance with Australian Tax Office requirements for FBT and fuel excise tax purposes.

4.3. Performance Reporting

To facilitate annual KPI management, each NSW Health organisation must undertake monthly performance analysis on vehicle utilisation statistics as required by the Ministry of Health's Asset Management Branch. This report must be submitted to the Chief Executive or delegate and the Ministry of Health's Asset Management Branch.

4.4. Written acceptance of conditions

Written acceptance must include an express acknowledgement by the employee that continued access to a NSW Health vehicle for private use is conditional upon acceptance of any future variations made either to charges or conditions of use of vehicles as determined by the NSW Ministry of Health. Furthermore, the employee must include express acknowledgement that they are aware that a FBT liability may be incurred for any private use.

Written acceptances are required for employees under arrangements 3.3.1 (Health Executive Employees), 3.3.3 (Full Private Use Employees), and for those employees approved on an on-going basis under 3.2 (Pool Vehicles).

4.5. Running sheets

Running sheets are legal documents and must be kept for all journeys undertaken in fleet vehicles. Running sheets log all trip details undertaken by a pool vehicle and all business trips undertaken by a packaged vehicle consistent with the [Travel and Transport Policy](#).

Vehicle usage data automatically captured by telematics replace the requirement to manually capture trip details in the vehicle logbook.

Where telematics have yet to be installed or not operational in the vehicle, running sheets are to be made available and submitted monthly with month end odometer readings specified, and a monthly inspection when required by the NSW Health organisation.



4.6. E-Tags and tolls

NSW Health executive employees and equivalent officers must not be allocated business electronic toll collection tags (e-Tags) for the purpose of paying tolls on any Australian toll road. These officers must use personal e-Tags and claim the expense in line with the NSW Health organisation's expense guidelines.

Vehicles allocated to employees for full private use (such as contributions made) must not be issued a business use e-Tag unless the vehicle is pooled during the day and used by other staff members.

Any tolls incurred on business issued e-Tags during private travel or personal use must be met by the employee who incurred the toll.

4.7. Fuel

Fuel can be provided in both petrol and electric form. For plug-in hybrid electric vehicles (PHEV) or electric vehicles (EV) that are privately parked overnight, a separately metered power outlet must be installed at the expense of the employee.

The NSW Health organisation will:

- reimburse charging costs incurred at separately metered power outlets or charging stations, and
- not pay anything in relation to the installation, removal, management or maintenance of the separately metered and privately owned, dedicated power outlets or charging station.

All employees are required to use E10 fuel where this is practicable, available, cost-effective and within manufacturer guidelines.

The use of private loyalty or rewards cards for fuel purchases is prohibited.

Full private users are responsible for incurring the cost of fuel usage (petrol or electric) for periods of leave longer than four days.

4.8. Motor vehicles accidents and insurance

In the event of a motor vehicle accident, the driver must adhere to the provisions specified in Section 287 of the *Road Rules 2014 (NSW)*. In addition, the driver must:

- render assistance to any person injured
- provide details of the driver of the NSW Health vehicle to any third party and obtain details of any other vehicle and third party
- arrange emergency services as required, and
- not admit liability or fault.

NSW Health vehicles are covered for insurance purposes through Insurance and Care NSW (iCare).



4.9. Departure check and monthly inspections

All employees who are authorised to use a motor vehicle must inspect the vehicle prior to departure for any damage or faults. Mechanical faults can frequently be identified through the indicator panel.

If employees notice that there are damages, faults, or abnormal indicator lights, they must immediately report these issues to the Fleet Manager or Department Manager. If no inspection is conducted prior to use, the employee may be held liable for unreported faults, or required to complete a motor vehicle insurance claim form for unreported damage.

The employee must also check that the correct equipment such as fuel cards accompany the vehicle. The vehicle must not be used until it is deemed fit for purpose.

4.10. No Smoking

Smoking (including the use of e-cigarettes) is prohibited in NSW Government vehicles. For further information, refer to the NSW Health Policy Directive *Smoke-free Health Care* ([PD2015_003](#)).

4.11. Mobile phone use

As mandated by [NSW legislation](#) Road Rules 2014, any driver of a vehicle must not use a mobile phone (or other telecommunication device) while in control of a vehicle, unless the mobile phone is secured in a phone holder or can be used hands-free through voice activation.

Provisional (P1 and P2) drivers are not permitted to use any function of a mobile device (including hands-free) while driving NSW Health vehicles.

4.12. Infractions and obligations

Employees using NSW Health vehicles are personally responsible for meeting the cost of parking, speeding, red light cameras or other types of motor vehicle infractions issued by law enforcement bodies. This cost cannot be paid by NSW Health.

Infraction notices for fleet and pool vehicles received by NSW Health must be transferred from the name of the vehicle owner (such as Health Administration Corporation) to the driver through statutory declaration, with advice provided to Revenue NSW within the timeframes.

5. DISPOSAL OF MOTOR VEHICLES

5.1. Disposal of NSW Health owned vehicles

The disposal of NSW Health owned vehicles is to be managed by the fleet management provider through the NSW Government *Disposal of Motor Vehicles Contract* ([Contract Number 603](#)).

Upon receipt of proceeds of sales advice, a disposal form must be submitted to the delegated officer of the relevant NSW Health organisation under section 8.8 of the [Combined Delegations Manual](#) to dispose of surplus or unserviceable goods.



Appropriate economic analysis must be regularly undertaken to determine when non-standard passenger and light commercial vehicles above one tonne, but less than seven tonne capacity must be replaced.

Commercial vehicles of seven tonnes or greater capacity may be retained until the end of their useful economic life. The condition, running costs and use of such vehicles must be reviewed annually.

5.2. Disposal of leased vehicles

At the conclusion of the lease period, disposal of the vehicle must be arranged through the fleet management provider.

Prior to sale, vehicles must be rectified using the NSW Government Vehicle Condition Assessment document in order to maximise resale value.

Each NSW Health organisation will manage the condition of their fleet to limit wear and tear, consistent with service requirements of the Master Operating Lease Agreement.

Post disposal of any vehicle, the fleet lease record identified in the Asset and Facilities Management Online (AFMO) system must be retired by the NSW Health organisation (via the HealthShare NSW Lease Data Hub).