

**INTERNAL ONLY**  
**ISLHD POLICY**  
**COVER SHEET**



**Health**  
 Illawarra Shoalhaven  
 Local Health District

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#### 1. POLICY STATEMENT

This Policy Directive advises of the Motor Vehicle Policy that applies to the Illawarra Shoalhaven Local Health District vehicles, as well as defining personal use of motor vehicles within the District.

#### 2. AIMS

This Policy provides direction specific to the District and is supplementary to the NSW Government Motor Vehicle Operational Guidelines and the NSW Health Policy Directive PD2014\_051 Motor Vehicles (Use of) Within NSW Health.

#### 3. TARGET AUDIENCE

This policy applies to employees of the Illawarra Shoalhaven Local Health District (ISLHD) who have access to official motor vehicles for business use, an official motor vehicle on a private/business arrangement, or who have access to an official motor vehicle for private use.

#### 4. RESPONSIBILITIES

Chief Executive, Executive Directors, Hospital Manager's, Clinical Stream Directors, Fleet Manager, Managers, Supervisors and Employees

#### 5. DEFINITIONS

**NSW Health** means public health organisations as defined under section 7 of the Health Services Act 1997, the Ambulance Service of New South Wales constituted under section 4 of the Ambulance Services Act 1990, and the Ministry of Health.

**Health District** means individually to Public Health Organisations, the Ambulance Service of NSW and the Ministry of Health (MOH).

**Public health organisation** (PHO) is a Local Health District, a statutory health corporation, an affiliated health organisation.

**Ambulance Service of NSW** means the Ambulance Service of New South Wales constituted under Section 4 of the Ambulance Services Act 1990.

**Health Executive Service** (HES) is comprised of the NSW Health SES and SES Equivalent employees.

**Local Health District** is the Illawarra Shoalhaven Local Health District (ISLHD).

**Chief Executive** (CE) is the head of the Local Health District.

**Delegate** is the delegate officer to exercise controls on behalf of the CE as per ISLHD Delegations Manual.

**Employee** is a person employed by the Local Health District as defined within this policy (including executives, HES and HES Equivalent employees).

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**Employee Contribution** amount paid by employees from after-tax income as determined by the Director General for private usage of a ISLHD motor vehicle.

**Fringe Benefit Tax (FBT)** is the tax levied on benefits provided to employees in respect of their employment.

**Garaging** refers to situations where an employee is permitted to take a Local Health District vehicle home to park in his/her garage or carport or off street (as per 6.2.3).

**Goods and Services Tax (GST)** is the broad-based tax (currently 10 percent) on the supply of most goods and services consumed in Australia.

**Household** means a family group living in the same domestic dwelling.

**Novated lease** is a 100 percent private use vehicle acquired privately by an executive or employee in a leasing arrangement that is the subject of an approved deed of novation that enables the vehicle to form part of a remuneration packaging arrangement.

**Local Health District fleet** is the mixture of motor vehicles, including those packaged for business/private use, that are required to meet the business needs of the District.

**Local Health District vehicle** is a vehicle that forms part of the Local Health District fleet, and includes any vehicle owned or leased by the LHD. It includes those defined as being in the LHD fleet plus those vehicles acquired under the LHD leasing facility and packaged on a 100 percent private basis, but excludes vehicles acquired by individuals through a novated lease.

**Parking space levy** is the charge payable under the Parking Service Levy Act 1992 for parking within specified business districts.

**Personal use** refers to the use of a Local Health District vehicle for a non-business purpose. It generally includes travel to and from the usual workplace, as well as the carriage of non-government passengers and/or non-business passengers.

**Pool vehicle** is a general business use vehicle that comprises part of the Local Health District fleet which is not allocated for private use.

**Private/business** refers to a vehicle packaged as part of a remuneration package on a split basis for both private and business use. Such a vehicle forms part of the NSW Health fleet.

**Running sheets** are sheets used to log details of all trips undertaken by a pool vehicle and all business trips undertaken in a vehicle with private usage.

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## 6. POLICY

### 6.1 CHIEF EXECUTIVE'S RESPONSIBILITIES

Chief Executive is responsible for ensuring that:

- This policy is implemented within their NSW Health organisation and observed by employees. Probity, accountability and transparency of procedures must be accorded the highest priority. Audit and regular review processes should be put in place to ensure compliance.

Adherence to this policy should contribute to significant financial and environmental benefits appropriate monitoring and control exists over vehicle fleets and their use, and that a review of fleet size/ utilization occurs on a regular basis to ensure maximum utilization, minimisation of changeover costs and minimisation of vehicle numbers for the tasks to be undertaken.

- The vehicle fleet is kept to a minimum necessary to meet operational requirements and that the fleet is managed in accordance with sound energy and environmental principles.
- Employees using motor vehicles for work related purposes are properly licenced, and to encourage employees to observe safe driving practices.
- Employees are made aware of government policies promoting the use of public transport and encouraging car pooling.
- All officers allocated vehicles for private or business/ private purposes complete a written acceptance of the conditions for use of vehicles including the proviso that they accept any future variations made to either charges or conditions of use of vehicles as may be issued by the Ministry of Health from time to time (see section 6.4.13 'Written acceptance of conditions').

### 6.2 ARRANGEMENTS FOR USE OF MOTOR VEHICLES

#### 6.2.1 Award Employees (NSW District Health Service employees only) (Includes all health employees except HES officers)

##### 1. Access to an Official Vehicle for Business/Private Use

Award covered employees of NSW Health who require the use of an official motor 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 such use is authorised by the relevant Chief Executive or delegate, or otherwise provided for under an industrial instrument or in this policy.

When the **offer is made** it must clearly indicate whether the private use extends to:

- To and from place of work;
- Other after hours and general weekend running;
- Travel during periods of leave.

Private use includes the carriage of non-government passengers and/ or non-business passengers.



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Fleet needs will determine whether a vehicle will be allocated on a business/private basis. Fleets **are not** to be expanded to cover allocations under this clause.

Vehicles cannot be allocated on a 100% private basis under this arrangement.

**All applications for private use and annual renewal/ kilometre nominations must be approved as per the ISLHD delegations manual. All applications must be sent in the first instance to the District Fleet Manager.**

When an official vehicle is allocated to an Award Employee for private purposes, it is subject to the following restrictions:

- The car is not to be driven by any person other than the employee or his/her nominee, being another member of the employee's household.
- This nominee must have a current State driver's licence which can include Learner or Provisional licensed drivers.

Notwithstanding the above, where specific methods of charging for motor vehicle use for particular classifications of employees have been determined by the Health Administration Corporation prior to November 1997, those approved arrangements and methods of charging for the particular classifications of employees will prevail over the charges and methodology specified in this policy.

## 2. Employee Contribution Rate

Award-covered employees of NSW Health Service permitted private use of a NSW Health vehicle are required to contribute at a rate determined by the Director-General from time to time. Written acceptance of this must be provided by the employee (*refer to Sections 6.4.6 and 6.4.13 of this Policy and ISLHD OPSF213 Application for Private Use of ISLHD Motor Vehicles*).

Rates per annum, effective from **1 April 2020** are as follows:

Item	Up to 1600cc	1601 to 2600cc	2601 cc & over
Up to & including 15,000 kms per annum (private)	\$5,265	\$6,923	\$9,232
Over 15,000 kms per annum (private)	\$6,815	\$8,723	\$11,382

NSW Health award employees permitted private use of a NSW Health vehicle are required to contribute at a rate determined by the Director-General from time to time.

The new charges reflect a change in the calculation methodology from one based solely on running costs, to one that now includes a range of factors to more accurately reflect the cost of making the vehicle available for private use.

Annual registration, insurance, roadside service arrangements, maintenance and

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running costs including fuel will be paid by NSW Health. Cost for cleaning of vehicles is to be met by the officer and is not to form a charge against the organisation.

At the start of any 12 month period, employees who have been granted approval to have private use of a District Health Service motor vehicle, are to nominate an estimated proportion of private travel, ie less than 15,000 kms, or greater than 15,000 kms.

**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 eg employee nominates the over 15000 kms, ceases the arrangement after 3 months after travelling 5000 private kms - this employee would be required to pay 3 months worth of the appropriate rate. A pro rata calculation as follows is to be applied:**

**Annual Rate x Number of days used**  
**365**

Reconciliation is required on an annual basis to establish that the appropriate contribution rate has been paid, ie less than, or greater than 15,000km, and if necessary, the employee must pay the additional contribution or receive a refund, as appropriate. Where it is evident during the year that an employee has nominated an inappropriate annual total kilometre level, the employee is to be contacted with a view to amending the contribution rate during the annual period so that the employee does not have to pay or receive a large adjustment at years end.

Officers may be responsible for the payment of any insurance excess if damage occurs whilst the vehicle is being used for private purposes.

The payment by the employee to the PHO is payment for a taxable supply, and as such 1/11<sup>th</sup> is payable by the PHO to the Australian Taxation Office as GST. The rates are not to be grossed up as the running cost rate of 15.61 cents per kilometre used to determine these rates is inclusive of GST. The PHO can claim input tax credits on actual running costs (ie fuel, tyres, servicing and repair costs).

### 3. Access to Vehicles during Leave

Approval must be given by the CE, or delegate, for the vehicle to be used by an employee during **any** leave period over four (4) working days, subject to a limit of 6 weeks per annum for annual leave or other type of leave. In granting such approval, the CE, or his/her delegate, must be satisfied the business needs of the LHD will be met during the period the motor vehicle is unavailable. All requests for approval to take an official vehicle on any leave period over four days, must be submitted to the delegated officer on the appropriate request form (ISLHD OPSF211 - Request to take ISLHD Motor Vehicle on Leave).

Officers are required to pay for all fuel used during periods of leave greater than four days. The organisation is to determine the most appropriate method of ensuring that employees pay for all fuel used during leave.



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The applicable annual rate is **not** to be adjusted when the vehicle is returned to the pool during periods of leave.

#### **4. Running sheets (Refer also to Section 6.4.6(1) of this Policy)**

Running sheets (ISLHD OPS F208) must be kept for all official business journeys undertaken in Local Health District vehicles. Private running must be recorded in total for taxation purposes.

Running sheets are to be submitted monthly with month end odometer readings specified.

Completed running sheets for every vehicle must be submitted to the relevant cost centre manager within 3 working days of the following month. It is the cost centre manager's responsibility to ensure to the best of their knowledge, the correctness of details on the running sheets of all vehicles within their cost centre and forward to Fleet Services within the 5<sup>th</sup> working day of the following month.

Cost Centre managers are required to seek their line manager's authorisation as to the correct completion of the running sheets of any vehicle for which they have any private use.

All Tier 3 and above managers are to send their completed running sheets directly to the District Fleet Manager within three (3) working days of the following month.

The District Fleet Manager will also provide monthly to the District Executives, a list of outstanding running sheets.

#### **5. Unavailability of official vehicle**

If, as a result of an accident or some other unforeseen situation, and an official LHD vehicle is not available for private use of the assigned officer, the officer may need to make their own arrangements for the duration of this occurrence.

#### **6. Part Time Employees**

In general, a motor vehicle will not be made available on a full-time basis, to a part-time employee.

Approval for private use of an LHD motor vehicle by a part-time Staff Specialist or other LHD officer, will be determined by the CE or his/her delegate.

Where employment status of an employee granted private use of a motor vehicle changes from that of full-time to part-time, approval for a continuation of private usage must be obtained from the CE or his/her delegate.

#### **6.2.2 Health Executive Service Employees Only**

**(Includes SES/SES Equivalent, Non-Award Salary Remunerated Employees and Senior Officers)**

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Those employees who have been appointed to positions in the Health Executive Service may package a vehicle using one of the following options:

- a 100% private use vehicle through the NSW Health fleet in accordance with Senior Executive Service guidelines;
- a business/private vehicle in Government contract at the time of purchase in accordance with the Senior Executive Service Guidelines. There has to be a genuine business need for a vehicle to be allocated under a business/private arrangement. Where this cannot be justified the HES employee is entitled to package a vehicle on either a 100% private usage basis through the LHD or on a novated lease basis; or
- **a novated lease vehicle.** Some industrial instruments allow LHD employees the option of accessing a motor vehicle for 100% private use under a novated lease arrangement. A vehicle acquired under a novated lease is not part of the LHD fleet. Employees should contact the designated salary packaging contact person of the LHD to ascertain whether this option is available and to obtain a copy of the *Novated Motor Vehicle Leases: Detailed Information for Interested Officers* document. **Details regarding novated leases are available at:**  
[http://islhnweb/Finance\\_Corporate\\_Services/Salary\\_Packaging/documents/2019/NovatedMotorVehicleLeasingGuide.pdf#search=novated%20lease](http://islhnweb/Finance_Corporate_Services/Salary_Packaging/documents/2019/NovatedMotorVehicleLeasingGuide.pdf#search=novated%20lease)
- **Employees considering a novated motor vehicle lease should obtain their own professional advice in relation to taxation, financial and other aspects of such an arrangement. NSW Health staff or LHD staff are not able to provide advice to employees due to legal considerations.**

Salary packaging of motor vehicles must be calculated using the statutory fraction method (determined by the Australian Taxation Office) for calculating the Fringe Benefit Tax (FBT) liability and using rates (standing charges and running costs) issued annually by Premier's Department Circular.

Vehicles forming part of remuneration packages for the Health Executive Service must be chosen from within the current State Contracts Control Board (SCCB) contract, and comply with any local fleet profile or preferred vehicle policy, unless a novated lease option is chosen. A vehicle acquired under a novated lease is not part of the LHD fleet.

No Health Executive Service employee is to be allocated a vehicle for commuting purposes unless the cost is charged to his/her package. It is the employee's responsibility to make their own transport arrangements to/from duty each day where an election to take a vehicle is not made. When duty requires that a health service executive needs to use a pool vehicle overnight or at weekends, occurrences are to be reported to the Area Health organisation Audit Committee.

Fleet needs of the LHD and whether there is a genuine business need will determine whether it is appropriate to allocate a vehicle on a business/private basis to each

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Health Executive. The size, make, type and model is to be determined according to fleet needs. The grade or classification of the Health Executive has no influence on the size, make and model of the vehicle to be available. Subject to funding requirements the fleet may contain the mixture of vehicles appropriate for the purposes of the NSW Health organisation.

The packaging option elected by the Health Executive is to apply for the life of a vehicle, eg. A vehicle acquired for 100% private use is not to be subsequently changed to a business/ private election unless there is sound and evident need for the vehicle to be utilised for official business, eg. A change of position role/ responsibilities. Officers changing election from 100% private use to a business/ private split simply to be provided within free parking is not to be condoned. Executives must undertake to package the vehicle for the full term of the election (ie. A vehicle leased for two years must be packaged for two years).

The estimated number of annual kilometres a vehicle is expected to travel is a crucial factor in determining the useful life of the vehicle, and consequently, the cost to a Health Executive's salary package (in lease charges or equivalents). Monthly lease charges applicable to a vehicle leased for a period of two years would generally be higher than those for a similar vehicle leased for three years.

For this reason, the useful life/ lease term of a vehicle packaged by a Health Executive is to be determined by the NSW Health organisation Fleet Manager taking into account past usage patterns where applicable. In other words, the useful life of a replacement vehicle for a Health Executive must accurately reflect past usage. Officers nominating longer terms or lower annual kilometres than reflect in past usage patterns is not to be condoned as this practice will result in additional costs to the NSW Health Organisation.

NSW Health owned or leased vehicles that are the subject of approved remuneration-packaging arrangements for private/business use are to form part of the NSW Health fleet during normal business hours.

HES officers allocated vehicles for private use are to ensure other persons authorised by them to use the vehicle are properly licensed and display appropriate plates on the vehicle. This means both provisional and learner drivers.

For further information regarding motor vehicles, for example, package types available, tax implications, payment, costing, and novated leases please refer to the SES Guidelines at [http://www.premiers.nsw.gov.au/our\\_library/ses/ses\\_guidelines/](http://www.premiers.nsw.gov.au/our_library/ses/ses_guidelines/)

#### 1. Calculation of Charge Rate

Where a NSW Health vehicle is packaged on a private/ business basis, the employee is to nominate at the start of any 12 month period, the estimated proportion of private/ business usage, and an estimated total distance that the vehicle is expected to travel during the ensuing period.

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The initial cost to the employee's package or contribution will be calculated based upon the estimated figures. The costs to the employee's package, or contribution will then be adjusted at the end of each review year (or more frequently, if appropriate) following reconciliation between estimated and actual usage i.e. total kilometres travelled and actual private kilometres.

Any proposed adjustments are to be agreed with the employee. Any overpayments are returned to the officer, after being adjusted for PAYG taxation, and any underpayments are recovered from the officer, ensuring also that the officer's PAYG tax liability is adjusted accordingly.

Where an employee has packaged a vehicle on a private/business basis, or has been given the private use of a motor vehicle (ie employees paid Non Award salary remuneration), and **does not maintain** running sheets, the cost of the employee's motor vehicle contribution **is to be calculated on a 100% private basis.**

Officers allocated a vehicle under a 100% private or private/business arrangements are required to meet the cost of cleaning the vehicle.

#### **2. Trip Recording** (*Refer also to Section 6.4.6.8 of this Policy*)

All vehicles must carry a trip record (ie running sheet) to monitor usage. For reconciliation purposes, drivers must record details of all occasions when the vehicle is used for official purposes. This will be used for reconciliation purposes.

#### **3. Running Sheets** (*Refer also to Section 6.4.6.8 of this Policy and ISLHD OPSF208 -ISLHD Motor Vehicle Running Sheet*)

**100% private vehicles.** Employees are to submit monthly running sheets detailing start and finish kilometre readings for each month.

**Business/Private vehicles** In the case of NSW Health vehicles that are packaged on a private/ business basis, running sheets are to be maintained for all business journeys undertaken throughout the entire year. Employees are required to record all business (official) travel together with details of all fuel and oil purchases (fuel docketts to be attached – docketts do not have to be attached if the NSW Health organisation has a system in place to capture all details on the fleet management system and identify any instance of possible inappropriate use).

All instances of usage by employees other than the employee to whom the vehicle is allocated are to be recorded. Running sheets are to be submitted within 5 working days of the end of month. If running sheets are not forthcoming consideration will be given to adjusting the employee's business/ private split to 100% private. Where employees do not wish to use their vehicles during periods of leave they are to advise the local Fleet Manager that the vehicle is available for use.

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**Novated lease.** Running sheets are not required to be submitted.

#### 4. Access to Vehicles during leave

100% private use vehicles are available and costed for the entire year and automatically available during periods of leave.

Health Service Executives with a business/private benefit will be able to have access to the vehicle on approved leave up to six weeks per annum (subject to LHD requirements for these vehicles to be available for business use by other employees in that period) with the approval of the Chief Executive or delegate.

As charges for use of vehicles is on a final year reconciliation for total private kilometres travelled basis, HES officers can utilise the official petrol cards during periods of leave.

#### 6.2.3 Official (Pool) Vehicles

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

Staff wishing to book a Hospital/Division motor vehicle for official use, must contact the local co-ordinator at their site, and follow local arrangements.

The size of the pool vehicle fleet will not generally be large enough to meet peak periods of demand, employees/managers should plan to ensure a pool vehicle is available when needed. If a pool vehicle is not available, then an alternative method of transport will need to be arranged.

Pool vehicles are to be kept at facilities overnight if there is secure parking available.

Employees may garage a vehicle at their homes:

- a) when their duties include a requirement to provide a service in an emergency, or
- 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, or
- 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 LHD lacks suitable overnight secure parking. (In these circumstances employees who reside in close proximity to the LHD facility should be allocated the vehicle.)

In respect of (b) and (c) above, consideration is to be made as to whether by giving permission will result in reduced vehicle usage or more effective use of the employee's time on duty.



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In respect of (d) above,

- As a general rule the distance between home and office should be minimal, ie officers living closest to the workplace are best suited to provide the service.
- Where the home to work distance is greater than 15 kilometres, management will need to consider alternate after hour parking.
- Officers with ongoing approval for safe garaging must complete a form (terms and conditions / written acceptance). This form must be signed by the approved delegate, Refer to ISLHD OPSF209- *Ongoing Approval for home garaging of ISLHD Motor Vehicles.*

In general it is not considered that vehicles parked on the street or in public parking areas are likely to be adequately secured if parked overnight or over weekends. Therefore, in respect of (d) above, **employees must be able to offer off-street parking.**

Ad hoc use of vehicles on official business, where overnight garaging is required, is to be approved by the delegated officer.

**Where on-going approval is required in an individual (eg emergency) or group (eg community nurses) circumstance, the CE or delegate is to approve.** A register of such approvals authorising employees to garage NSW Health vehicles at their home on an on-going basis, is to be maintained with a copy sent to Fleet Services. These are to be reviewed quarterly by the Audit Committee of the LHD.

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

The following applies to those officers who have been granted approval for limited private usage of a Pool Vehicle (ie to and from work only):

- As a general rule, the distance between home and office should be minimal. Officers living closest to the place of work should be asked to provide this service.
- Officers who take motor vehicles home for these reasons need to be aware that such usage is private, which may result in a fringe benefit and may impact on salary packaging packaging and may result on a reportable fringe benefit (RFB). (Refer to 6.3 for further details).
- Deviations from the shortest direct route from home to place of work, are only permitted with the express approval of the appropriate local manager or delegated person.
- Approval for ongoing safe garaging of a Pool Vehicle does not imply a private allocation or quarantined allocation of that vehicle. All vehicles are to be available for official use by the LHD during business hours.



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- In the event that an LHD vehicle is not available due to any circumstance, then the officer will need to make other arrangements for travel to and from work.

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

**Employees who utilise vehicles under these arrangements are not charged, however, where the travel is considered to be private, eg home to headquarters under the provisions of the Fringe Benefits Act 1986 then a motor vehicle fringe benefit will arise.** ISLHD is required to report the grossed-up taxable value of reportable fringe benefits on an employee's payment summary where the aggregate taxable value exceeds \$1,000 for the FBT year (known as a reportable fringe benefit).

Reportable fringe benefits are not included in an employee's assessable income, however it may be included in a number of income tests relating to Commonwealth Government benefits, eg; family allowances, superannuation, Medicare levy.

Employees should contact the Australian Taxation Office (ATO) for further information regarding specific benefits which may be affected by reportable fringe benefits.

Employees should be made aware of any FBT liability that they may incur through the use of official (pool) vehicles.

#### Contractors – Access to Pool Vehicles

Contractors are not employees of NSW Health, and generally speaking, are not entitled to the same access to NSW Health facilities and resources, including motor vehicles. Only in those circumstances where a NSW Health vehicle is required to carry out the contracted work or as part of the contracted service, may approval be given to a contractor to use an official pool vehicle. Under no circumstances are contractors permitted to use an official vehicle for private use.

#### 1. Return of vehicle during leave

Vehicles are to be returned to the fleet for any periods of planned leave. In instances of unplanned leave e.g. sick leave, or where the period of planned leave is short, e.g. one (1) day, management may consider that return of the vehicle is not warranted. In these instances the employee is to contact their supervisor to determine whether arrangements are to be made to return the vehicle.

#### 2. Running Sheets (Motor Vehicle Running Sheet *ISLHD OPS F208* - Refer also to *Section 6.4.6.8 of this Policy*)

Full details of all travel and fuel purchases (dockets attached) are to be recorded. Running sheets are to be submitted monthly. Petrol dockets do not have to be attached

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to running sheets as ISLHD has a system in place to capture all details on the fleet management system and are able to identify any instance of possible inappropriate acquisition of petrol etc.

#### 6.2.4 Salaried Senior Medical Practitioners (Staff Specialists)

The preferred option for all staff requesting a motor vehicle for private use is a Novated Lease.

No further Staff Specialists will be allocated Fleet vehicles unless they are eligible Medical Administrators electing this option under the Staff Specialist Determination.

The assessment of eligibility for retention or replacement of motor vehicles currently held by Staff Specialists will be performed by the ISLHD District Director of Medical Workforce and require approval by the Executive Director of Medical Services and Clinical Governance.

These assessments will be consistent with NSW Motor Vehicle Guidelines and Ministry of Health Motor Vehicle Policy PD\_2014\_051.

All Staff Specialists to be required to maintain ISLHD Fleet vehicles in line with policy, including the completion of running sheets/electronic recording of trips, and attending to appropriate maintenance and servicing of the vehicles and notifying Fleet Services immediately when the vehicle is damaged.

All approvals must be approved in writing by the Chief Executive or his/her delegate.

#### 6.3 FRINGE BENEFITS TAX (FBT) INFORMATION FOR MOTOR VEHICLE USERS AND SUPERVISORS

##### 6.3.1 General

To comply with Australian Taxation Office requirements and NSW Health Circular 2000/39 (19 May 2000), LHD's advises are required to allocate certain fringe benefits on an individual employee basis and where the aggregate taxable value of these fringe benefits exceeds \$2000 record the "grossed up" value on employee's payment summary. The amount recorded on an employee's payment summary is known as the "Reportable Fringe Benefits Amount".

Employees can obtain further information from the Australian Tax Office website [www.ato.gov.au](http://www.ato.gov.au).

##### 6.3.2 Definition of Private Travel

Private travel for the purpose of determining when a motor vehicle fringe benefit will arise is defined according to the FBT legislation, ie; when :

- The car is actually used for private purpose;
- The car is garaged at employee's residence, regardless of actual private use;

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- The employee is deemed to have custody and control of the car;
- The car is not garaged at employer's premises, and the employee is allowed to use the car.

The interpretation of private travel according to the FBT legislation will prevail in all circumstances.

Private travel for the purpose of determining if an employee is required to pay the employee payroll contribution, includes travel between the employee's home and place of work.

#### 6.3.3 Motor Vehicle Users

Motor Vehicle users (both pool and allocated) are required to evidence in full, details of all journeys (both private and business) on the Motor Vehicle Running Sheet (*Refer to ISLHD OPSF208 -ISLHD Motor Vehicle Running Sheet*). However, private journeys need only shown "Private Use" or "Home to Work" in the "Purpose of Journey" column.

As the "Particulars of Trip" columns are small, abbreviations are permitted, eg PKH instead of Port Kembla Hospital, TWH instead of The Wollongong Hospital.

Field Officers who, as part of their duties, undertake a large number of field trips, are not required to record individual visits where such visits are made successively and do not involve a return to the officer's base. However employees are required to record the total number of visits in the "Purpose of Trip" column of the Motor Vehicle Running Sheet, and the areas/suburbs in which the visits were conducted in the "from to" column. A new entry is to be commenced on each occasion an employee commences a new series of visits from the centre at which he/she is based.

Motor Vehicle Running Sheets must be retained for 5 years and may be audited by the Australian Tax Office at any time. Details entered on Running Sheets must clearly document all vehicle usage. Therefore, all columns on the Motor Vehicle Running Sheet must be completed for all journeys.

A minimum of 3 entries each day would generally be required for vehicles used privately, For example

Date	From	To	Purpose of Trip	Business Kms	Private Kms
6/3/15	Balgownie -	TWH	Home to Work		6
6/3/15	TWH-SDMH-	TWH	Site visit/Clinical Meeting	140	
6/3/15	TWH-Balgownie		Work to Home		6

In the above example, the motor vehicle has been driven from home to work; the

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second entry details work related travel during the day; and the final trip home in the evening. (Note: all columns must be completed, not just the ones highlighted in this example).

#### 6.3.4 Supervisors

It is the responsibility of supervisors/ cost centre managers to check the vehicle usage, authorise, sign and forward all running sheets to Fleet Services by the 5<sup>th</sup> working day of the following month.

Cost centre managers should generally be in the best position to reasonably determine the correctness of the motor vehicle running sheets for motor vehicles and drivers within their area of responsibility. **This is no different to authorising Time Sheets.**

Note: Incomplete Running Sheets will be returned to cost centre managers. Fleet management cannot second-guess details of the private use of motor vehicles especially as this has a direct impact on an employee's Car Fringe Benefit and Reportable Fringe Benefit.

If a running sheet is not provided or if there is insufficient details recorded on a running sheet to evidence that the kilometres travelled were business related, the Australian Tax Office require the journey to be treated as private kilometres for FBT purposes.

#### 6.3.5 Calculation Methods for FBT

The Act prescribes two methods for calculating car benefits:

- The Statutory Formula Method; and
- The Operating Cost Method (or log book method)

##### 1. Statutory Formula Method

The taxable value of a car benefit under the Statutory Formula Method is calculated by applying a statutory percentage to the base value of the car as per the following formula -

$$\text{Taxable value} = \left[ \frac{A \times B \times C}{D} \right] - E$$

Where:

A = the base value of the motor vehicle

B = the statutory percentage

C = number of days in FBT years the car benefit was provided

D = number of days in the FBT year (365 or 366 days as applicable)

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E= the employee contribution

**Base value** is the GST inclusive value cost of the car (either owned or leased) and any non-business accessories fitted to the car.

**Statutory percentage** is a factor, which varies with the total distance travelled by the motor vehicle during the FBT year (regardless of whether it is private or business travel). The greater the distance travelled the lower the statutory percentage.

As a result of the May 2011 Federal Budget, Statutory Formula rates for calculating car fringe benefit now vary depending on the date the vehicle was acquired and the annual kilometres travelled.

The table below summarises the statutory formula rates for vehicles acquired before and after the Federal budget changes (ie 7.30pm AEST 10th May 11):

Distance travelled during the FBT year (1 Apr – 31 Mar)	Statutory rate				
	Existing cars	New cars acquired after 7:30pm (AEST) on 10 May 11			
		From 10 May 11	From 1 Apr 12	From 1 Apr 13	From 1 Apr 14
0 – 15,000 km	26%	20%	20%	20%	20%
15,001 – 25,000 km	20%	20%	20%	20%	20%
25,000 – 40,000 km	11%	14%	17%	20%	20%
40,000 km +	7%	10%	13%	17%	20%

#### Cars acquired prior to 7:30pm (AEST) 10th May 11

Car Fringe Benefit for cars acquired prior to 10th May 11 is calculated in accordance with the distance travelled during the FBT year using the old statutory rates for the duration of the contract (ie 'existing cars' column in the above table).

#### Cars acquired after 7:30pm (AEST) 10th May 11

Car Fringe Benefit for cars acquired after 10th May 11 is calculated in accordance with the distance travelled during the FBT year using the new statutory rates to be phased in from 2011 to 2014 (ie 'new cars' column in the above table).

For motor vehicles held for only part of the FBT year, the distance travelled is annualised to reflect the distance it would have travelled during the full FBT year.

**Employee contribution** is an after-tax payment made by the employee to the employer for use of the motor vehicle and includes:

- The contribution required by Director-General for private usage of an AHS vehicle and
- A non-reimbursed car expenses (rego, insurance, repairs, petrol etc) paid by the employee, provided documentary evidence is submitted to the ISLHD Tax

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Accountant prior to the end of the FBT year.

### 2. Operating Cost Method

The taxable value of a motor vehicle benefit under the operating cost method is a percentage of the actual determined by applying the total operating costs of the motor vehicle during a FBT year as per the following formula -

$$\text{Taxable value} = (A \times B) - C$$

Where:

A = total operating cost of the car

B = percentage of private use, as determined by the log book/running sheet

C = the employee contribution

The **total operating costs** include lease payments, insurance, repairs, maintenance, registration, petrol etc. on a GST inclusive basis.

The majority of motor vehicles held by the District are leased and hence only the above expenses would generally apply. However, where the motor vehicle is owned by the District two additional costs are added on to the total operating costs: a) Depreciation at 22.5%; and b) Deemed interest at 7.55% on the depreciated value.

Business **percentage** is calculated from the running sheet records of the car.

Employee **contribution** has the same meaning as above, under statutory method.

#### 6.3.6 Period Close Off for FBT Year Annual Reporting

The FBT year runs from 1 April to 31 March the next year.

ISLHD is required to lodge an annual FBT return with the ATO by 21 May each year.

#### 6.3.7 Rates of Contribution for Private Usage

Refer to Section 6.2.1 of this Policy

#### 6.3.8 Adjustments for Private Usage

Where adjustments to the contribution rates are warranted the Healthshare Payroll Services will affect the same. Adjustments to the contribution rate could arise in the following situations:

- Rate change;
- Officer's contribution at the lower rate, exceeds 15,000 private kilometres.

The private usage rate as determined by NSW Premier's Department is based on an all-inclusive private mileage, irrespective of any reimbursements being made for any private mileage on periods of leave.



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##### 6.3.9 Reportable Fringe Benefits (RFB)

The Reportable Fringe Benefit (RFB) is the total taxable value of fringe benefits multiplied by a gross up rate determined by the Australian Taxation Office.

For example, if an employee received \$2,500 worth of fringe benefits in the 2018/19 FBT year, it would be reported as \$4,717 ( $\$2,500 \times 1.88868$ ) in the employee's payment summary.

The RFB reported on an employee's payment summary is not used to calculate your taxable income i.e. the employee does not pay income tax on RFB. However, RFB is used by the Australian Tax Office to determine your entitlement to certain income-tested tax concessions, including:

- Medicare levy surcharge
- Superannuation contribution surcharge
- Concessions for personal and spouse superannuation contribution
- HECS debt repayments
- Certain Centrelink payments

For more details on the RFB contact the Australian Taxation Office on 13 33 28 or visit the ATO web site at [www.ato.gov.au](http://www.ato.gov.au), to obtain a copy of the ATO publication Reportable Fringe Benefits – facts for employees.

##### 6.3.10 Impact of Salary Packaging on Motor Vehicle Private Usage

When employees consider salary-packaging arrangements, any private use of an ISLHD pool or allocated car may result in a car fringe benefit and impact on an employee's ability to salary package.

Employees with car fringe benefits will need to seek financial advice to determine the impact on salary packaging and under current Australian Taxation Office regulations, certain fringe benefits (eg private use of motor vehicles, accommodation etc) provided by public hospitals, that in total exceed the \$17,000 grossed-up threshold for each employee, will attract Fringe Benefits Tax. NSW Ministry of Health policy in relation to salary packaging indicates if employees exceed the \$17,000 threshold and the LHD is required to pay Fringe Benefit Tax, the amount paid must be recouped from the employee for whom it was paid.

#### 6.4 GENERAL PROVISIONS

##### 6.4.1 Fleet Requirements

**(see also 6.4.10 ISLHD Motor Vehicle Selection Policy)**

Each NSW Health organisation is responsible for the composition of its motor vehicle fleet. Each fleet shall consist of the most efficient and effective vehicles in Government contract necessary for the LHD to fulfil its purpose.

Chief Executives must ensure that vehicles packaged on a private/ business basis, and those vehicles approved for allocation to employees for private use at no direct

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charge to the employee eg. Emergency on call are integrated as part of the organisation's fleet, and meet a genuine business need. Careful consideration of this requirement should precede any decision to acquire four-wheel drive vehicles.

NSW Health has the right to require any NSW Health vehicle to be available for use by other staff for official purposes. Vehicles are to be available for use by other employees of NSW Health on a daily basis. This availability **takes precedence** over private use.

**All motor vehicles must be available to be used as pool vehicles, during business hours.**

Decisions in relation to fleet needs, access to a vehicle for private purposes, and vehicle type, are the responsibility of the CE, or his/her delegate. Decisions made should be fully documented, and retained by Fleet Services on an appropriate file for review by internal audit.

#### 6.4.2 The Cost to Lease Motor Vehicles

The cost to lease a vehicle is set by the awarded lessor at the time of the bidding process under Contract 333 lessors panel. The actual monthly lease rate that lessor will charge a particular Local Health District is based on a number of factors, including:

- The purchase price of the vehicle
- The anticipated or estimated sale price
- The term of the lease.
- The anticipated kilometres travelled during the lease.

The two most important factors are the anticipated sale price and the term/ kilometre of the lease.

General Managers/Service Directors are to review the usage of all vehicles in their service to ensure that:

- As many vehicles as possible should be leased over 3 years, as a cost saving measure.
- Leased vehicles do not exceed 60,000 km within the lease period nominated. Penalties for early discharge apply and high mileage vehicles achieve lower sale prices, which impacts poorly on lease rates.
- Leased vehicles should be transferred between high use areas and low use areas, so that they only travel 60,000 km in the 3 year period.

#### 6.4.3 Security of vehicles – (Garaging and safety) *(Refer to ISLHD OPSF209 -Ongoing Approval for Home Garaging of ISLHD Motor Vehicles)*

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The following applies to NSW Health vehicles being utilised for business purposes (pool cars and business/private mix):

- During official use vehicles shall be parked at a location convenient to the needs of the NSW Health. This location must be disclosed to the Fleet Manager.
- Pool vehicles are to be kept at facilities overnight if there is secure parking available.
- Employees when taking vehicles home are to provide secure parking. In general, street parking or public parking areas are not considered as secure locations to leave vehicles overnight or on weekends.

#### 6.4.4 Replacement vehicles and additions of vehicles to fleet

All replacement and disposal of vehicles are to be managed by the Fleet Manager.

**The Motor Vehicle Replacement Request Form** (*Motor Vehicle Replacement Request Form*) will be forwarded by Fleet Management to the appropriate General Manager/Service Director each time a fleet vehicle is due to be replaced. This form is available only from the District Fleet Manager.

**Requests for additional vehicles** are to be supported by utilisation rates for the **total fleet** of the particular service for which the additional vehicle is sought. The request for an additional vehicle must be approved by the Chief Executive or his/her delegate, and should take the form of a business case. The request for an additional fleet vehicle must also include the source of funding of this additional expenditure. All documentation in the first instance is to be forwarded to the District Fleet Manager.

Decisions made are to be fully documented and retained by the District Fleet Manager on an appropriate file for review by Internal Audit and external audit, as required.

#### 6.4.5 Licences

Only current licensed drivers are authorised to drive Local Health District motor vehicles, and they must comply with all conditions of their licence which must be relevant to the size of the vehicle being driven. The NSW equivalent licence classes are:

C Car  
LR Light Rigid  
MR Medium Rigid  
HR Heavy Rigid  
HC Heavy Combination  
MC Multi-Combination

As provided by law, drivers must carry a valid licence when driving for presentation on request by Police.

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New licence holders are now required to carry a provisional licence for a total of 3 years. Initially a red “P” or P1 licence for 12 to 18 months and following a Hazard Perception Test (HPT), drivers can progress to a green “P” or P2 licence. (RMS requirement).

Staff holding a P1 Licence are permitted to drive local Health District motor vehicles, however where fully licensed or P2 licensed drivers are available, consideration should be given to allowing the more experienced employees to drive LHD vehicles. The appropriate “P” plate must be displayed by a provisional driver.

Where a motor vehicle is allocated to a Division for pool use, then the responsibility to ensure that only holders of a current drivers licence recognised as valid in the State of NSW and relevant to the size of the vehicle being driven, rests with both the driver and the Cost Centre Manager. The manager or delegate must visually check the employees’ driver’s licence on employment then annually and randomly to ensure licences remain valid. Details of the licence checks must be recorded on the form ISLHD OPS F212 - Record of Driver’s Motor Vehicle Licences, and retained by the manager.

*(Refer to ISLHD OPSF212 -Record of Driver’s Motor Vehicle Licences)*

It is the responsibility of all drivers to disclose to their Supervisor/Manager and the Fleet Manager, any restriction on use of their driver’s licence or any revocation of licence rights. Any failure to do so will result in disciplinary action which could include removal of the staff member’s authority to drive a Local Health District motor vehicle.

It is a criminal offence for an unlicensed driver to drive a motor vehicle. LHD staff found in breach of the law, in terms of driving LHD motor vehicles, will be reported to police, and will also be subject to consideration for disciplinary action by the Local Health District.

If a current driver’s licence is a condition of employment, then any loss of same is a matter for consideration by the local Health District in its role as the employer.

#### 6.4.6 Management and Maintenance

Day-to-day Fleet Management is the responsibility of General Managers and Service Directors with possible devolution to Departmental and Sector Managers. For the purposes of fleet management, motor vehicles will be considered by cost centre of origin, and costs will be charged to the cost centre to which the vehicle is allocated. Officers responsible for a cost centre will be responsible for management and costs of all vehicles purchased or leased out of that cost centre regardless of the location of the vehicle.

All vehicles must be managed flexibly across and between facilities, Sectors, Services and cost centres to ensure that the Local Health District is best able to meet the needs of the community, and to ensure that penalties under the lease facility are minimised or avoided.

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Local fleet management is responsible for ensuring that drivers are fully informed of their rights and obligations as described in this policy. There must be written acceptance by the officer acknowledging receipt of the policy statements and accepting the conditions and obligations under the terms of the policy. (*Refer to ISLHD OPSF213 - Application for Private Use of ISLHD Motor Vehicle*).

Staff wishing to book a Hospital/Division pool vehicle for official use, must contact the local co-ordinator at their site, and follow local arrangements, which may include a computerised car pool booking system. Staff using pool vehicles are responsible as the licensed driver of a motor vehicle in NSW for performing a 'walk around' of the vehicle prior to driving it to confirm that the vehicle is in good order, noting the general condition of the:

- Lights
- Body
- Tyres
- Cleanliness

#### 6.4.6.1 Sgfleet

On 1 July 2016, StateFleet (the business unit of the Department of Finance, Services and Innovation that delivered fleet management and leasing services to other government agencies) was decommissioned and replaced with an outsourced fleet supply model. This model consists of a panel of private sector fleet management providers (**Contract 300**) and a separate panel of lessors (**Contract 333**).

Rather than a single government-owned fleet, the model sees a fleet manager provider from contract 300 engaged by each government agency to deliver fleet services. The panel of lessors on contract 333 provides the capital funding to purchase new vehicles for each agency.

This model will lower costs, maximise ongoing competition in price and service levels, and free up approximately \$1 billion in capital over the next four years. The change is also aligned with the broader government policy and budgetary considerations.

#### **Contract 300 fleet management providers panel**

Sgfleet Australia Pty Ltd  
Smartfleet Management Pty Ltd

#### **Contract 333 lessors panel**

Alphabet Fleet  
Custom Service Leasing Pty Ltd  
FleetPartners Pty Limited  
Interleasing (Australia) Ltd  
LeasePlan Australia Ltd Australia Limited



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Toyota Fleet Management

NSW Procurement, within the Department of Finance, Services and Innovation (DFSI) is responsible for the NSW Government Motor Vehicle Operational Guidelines.

The NSW Government Motor Vehicle Operational Guideline outlines the factors that must be addressed in the management of NSW Health's motor vehicles.

NSW Government mandates that each agency must implement a fleet management system or use a contracted Fleet Management Provider under the NSW Government Contract 300. NSW Health uses Sgfleet Australia Pty Ltd as its Fleet Management Provider.

Attention is particularly drawn to Section 3.4.1 of the NSW Government Motor Vehicle Operational Guideline which provides that personal use of a vehicle within a fleet is not permitted unless such use is authorised by the relevant Chief Executive or otherwise provided for under an industrial instrument or other Government policy.

Link follows:

[https://www.procurepoint.nsw.gov.au/system/files/documents/dfs\\_i\\_mvog\\_20180305\\_v1.8\\_0.pdf](https://www.procurepoint.nsw.gov.au/system/files/documents/dfs_i_mvog_20180305_v1.8_0.pdf)

#### **6.4.6.2 Each ISLHD motor vehicle is issued with a booklet**

Included in the booklet will be detailed information, phone numbers advising what to do in the case of servicing, accidents, breakdowns etc. The Sticker "This vehicle is managed by sgfleet" is to be applied to the vehicle service logbook, located in the glove box of each vehicle.

#### **6.4.6.3 Servicing and repair of vehicles**

You do not need to contact the Fleet Services to arrange routine servicing, maintenance and tyres.

The following procedure should be followed.

- Book the vehicle into an approved service centre and deliver the vehicle on the agreed time and date.
- If you do not know which service provider to use, you can enter your details on the following sgfleet service locator <http://www.sgfleet.com/au/driver-services/service-locator/> or contact the Fleet Services 4271 9655.
- The Service provider will not be permitted to commence any work until they receive an authorisation number from the sgfleet Service Controller on **1300 658 235**.
- Always take the service book located in your glove box in when you are arranging a service/tyre repair etc.
- The service provider will issue their invoice to sgfleet for payment.



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##### 6.4.6.4 Breakdowns

All ISLHD vehicles are covered by sgfleet Assist. The major change to note is that the number to call when you breakdown is **1800 791 719 and select option 1**.

##### 6.4.6.5 Accident Management

ALL Accidents must be reported in the first instance to the Fleet Services. During office hours 4271 9655 or 4271 9657. The reporting of all accidents must be reported in IMS+.

##### 6.4.6.6 Caltex Fuel Card Maintenance

Sgfleet will supply via Fleet Services all new fuel cards, changes, lost cards etc. Please contact the Fleet Services for any fuel card queries.

##### 6.4.6.7 E tags

Please contact the District Fleet Office if you require an e tag (pool vehicles only).

##### 6.4.6.8 Trip Recording / Running Sheets

*(Refer to ISLHD OPSF208 - ISLHD Motor Vehicle Running Sheet)*

Running sheets are to be completed by ALL staff using a District motor vehicle.

The Running Sheet **is** a document, which must be accounted for, and care must be taken to complete it correctly and legibly, as it needs to be maintained (in a tidy condition) for audit purposes, future reference by staff, fleet managers, tax unit, etc. Internal Auditors, External Auditors and the ATO may verify the running sheets as part of their respective audits.

The Motor Vehicle Summary Sheet and running sheet/s are a complete record of all distances travelled by the vehicle during the month. Where any details are omitted or the sheet/s lost, information details or replacement running sheet/s are to be obtained in summary form using the pool and staff diary entry as basic references.

The running sheet is to be completed in full by the driver for each individual trip, including:

- Date, start time and end time of trip, odometer reading, number of kilometres travelled, etc.
- Details of private usage must be recorded for Fringe Benefit Tax (FBT) purposes.
- The name and employee number of the driver must also be printed clearly.
- The heading Particulars of Trip – ‘From’ and ‘To’, relates to geographic locations , eg Nowra, Kiama, Wollongong, Where private usage is recorded, show private usage.
- Details of address of overnight parking.

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- Details of any vehicle defects obvious to the driver. (This also needs to be reported promptly to the Fleet Manager.)
- Where a vehicle is not used on a working day, the reason should be entered on the running sheet, eg servicing, repairs.  
All running sheets must be independently reviewed by the user's/driver's manager, using the following guide:
  - Business/Private Vehicles – Running sheet to be certified by allocated user's direct manager.
  - Pool Vehicles – Running Sheet to be certified (on monthly basis) by local fleet manager or other officer nominated by the Hospital/Service Executive Director.

After certification, the running sheet (or sheets where more than one is used during the month) must be numbered 1, 2, 3, etc, and forwarded to the Fleet Manager by the 5th working day following the end of the month.

The Fleet Manager must ensure that all running sheets are certified before entering the relevant information into the Fleet Management System.

The local fleet manager should enforce compliance of the running sheet policy and ensure all monthly running sheets during the FBT year are sent to the Fleet Manager prior to the set deadline.

At the end of the FBT year, where running sheets remain outstanding, the LHD will treat all missing travel/mileage as private use in the calculation of motor vehicle benefits for FBT purposes. Such instances will also be communicated to the Executive Director/Service Manager of the service concerned.

Health Executive Service (*Refer also to Section 6.2.1(2) of this Policy*)  
Health Executive Service staff, using an LHD motor vehicle under a business/private arrangement, will need to complete the standard running sheet in full, by the driver, for each trip.

#### 6.4.6.9 Identification stickers

Identification stickers are to be affixed to all vehicles except where those vehicles are under a 100% private arrangement, on a private/business basis or where the CE (or delegate) determines otherwise due to unusual circumstances.

Exemptions and exclusions are to be requested in writing and copies retained by the Fleet Manager. (*Refer to ISLHD OPSF207– Exemption*) Exempted and excluded vehicles will be reviewed annually by the Fleet Manager.

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Where an exemption is granted, the vehicle will carry Local Health District identification inside the vehicle, visible to the drivers and passengers.

Unauthorised stickers must not be attached to vehicles eg stickers of a political nature, or those promoting sporting organisations or clubs.

##### 6.4.6.10 Fuel Cards

###### General

NSW State Government contract 366 – “Motor spirit and petroleum products” provides the means and pricing structure by which government agencies can purchase these products.

The most efficient method by which authorised drivers of government motor vehicles can obtain petrol and fuels is by presenting a valid petrol credit card at the time of purchasing the petrol or fuel.

Petrol cards are a form of a credit card. They have been used for a number of years as a means of purchasing petrol and fuels for official motor vehicles. The LHD is liable for any debt incurred on petrol cards issued to the organisation regardless of who used the card.

In general the benefits of using petrol cards are

- It is administratively efficient, saving both time and money by streamlining these, high volume, low value purchases
- Fuel can be easily purchased from a vast number of outlets both intrastate and interstate.
- The ability to download invoicing information into local Fleet Management Systems with consolidated invoicing
- A number of controls are available to reduce opportunities for the misuse of petrol cards. These include daily and monthly \$ limits, set to allow a reasonable variation in distances travelled and fuel used by vehicle.

###### Correspondence with the petrol company

All correspondence; i.e. ordering, cancelling, any changes of petrol cards can only be undertaken by the Fleet Services and must be documented and retained.

###### Fuel Types

E10 is the preferred fuel type for petrol engines and should be used where practicable, available and cost-effective.

E10 may not be suitable for all government vehicles and should not be used if the manufacturer has stated that it will void vehicle warranties or damage the vehicle in any way.

###### Obtaining a fuel card

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A Fuel Card is ordered by sgfleet at the time of delivery of each new vehicle. Details on the Fuel Card include the name of the organisation, the vehicle registration number, the type of vehicle, the colour of the vehicle and an expiry date for the card and card number.

As soon as information on the registration number of the new vehicle is available, sgfleet will order a fuel card.

When ordered, the Fuel Card is allocated to the cost centre to which the vehicle and therefore the cost of the fuel is to be charged. At the end of the month, a consolidated invoice is issued by the Petrol Company. Every fuel purchase is listed by vehicle and by Cost Centre.

On-line reports are available to the District Fleet Manager providing Smart Alerts and Fleet Management Summaries relating to any purchases made outside the designated limits.

Individual cost centres are responsible for the security and control of all fuel cards issued to vehicles allocated to that cost centre.

#### How to use fuel cards

The Fuel Card should be retained in the card holder attached to the keys.

When the vehicle requires fuel, the driver should attend the appropriate garage for which the Fuel Card is valid, fill the vehicle with the appropriate fuel type, and present the Fuel Card as a means of payment for the fuel purchased.

**Please note that if the driver is unsure as to whether a fuel card can be used at a particular garage, please enquire with the attendant before proceeding to fill the vehicle.**

It is important that the driver checks that they are charged only for the amount of fuel purchased. The driver will be asked for the current odometer reading of the vehicle.

**The correct and current odometer reading MUST be given by all drivers, every time fuel is purchased.**

Fuel must only be purchased with the correct fuel card (identified by registration no.) and in the vehicle with that registration number. The card must not be used in any other official vehicle or in private vehicles regardless of the purpose for which they are being used at the time.

Drivers must ensure, when returning a vehicle to a facility that the fuel tank is at least a quarter full.

#### Misuse of cards

Staff are required to report any suspected instances of corrupt conduct.

Use of fuel cards to acquire fuel for privately owned motor vehicles is contrary to these guidelines, the District's Code of Conduct, suspect corrupt conduct and potentially a

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criminal offence. All incidents of proven fraudulent use of fuel cards will be reported to NSW Police and the employee will be subject to consideration for disciplinary action which could include summary dismissal.

#### Loss of cards

The driver must notify their cost centre manager and Fleet Services immediately that the loss of a fuel card is discovered. This is to ensure that the lost card is cancelled immediately, and a new card ordered in a timely manner to ensure availability of fuel to that vehicle. Remember fuel cards are a form of credit card – care must be taken to ensure they do not fall into the wrong hands. Fleet Services need to record the person/ employee who lost and/ or reported the loss of the card.

#### Replacement fuel cards

The process of replacing fuel cards is that the new card will only be ordered **after** the original or current card has been cancelled. This is to ensure that no more than one (1) valid card is in use at any one time.

#### Changeover of vehicles

Most official vehicles are replaced on a 3 year cycle. At the time of returning a vehicle and collecting a replacement vehicle the following process is to apply.

- When the old vehicle is returned to Fleet Services for changeover, the new vehicle will NOT be supplied unless the old fuel card is returned with the vehicle.
- Fleet Services will record receipt of the old card, cancel the card with the fuel company, cut the card in half and file Vehicle History File of that vehicle. Even if for some reason the old fuel card is not handed back to Fleet Services. Fleet Services will still cancel the old card with the sgfleet and make a note that the card was not handed in.
- All new vehicles are supplied with a full tank of fuel.

#### Control points

- **Employee/ driver** – Please see above “How to use fuel cards “.
- **Fleet Services** – Will undertake monthly a sample of all fuel purchased. The review will include as a minimum:
  - Fuel purchases on weekends
  - Fuel purchases at unusual locations ie; interstate.
  - Measure fuel purchased against normal parameters by vehicle.

#### 6.4.6.11 Purchases of a minor nature

Actual receipts or invoices do not have to be kept for GST purposes by an employee for small expenses on motor vehicles (such as punctures, bulb replacement, etc) provided:

- Individual expenses are less than \$10 each; and
- In total, these expenses do not exceed \$200 for the FBT year

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These expenses are generally reimbursed through Petty Cash, therefore any receipts or invoices must be attached to support the petty cash claim. In order to obtain a reduction for FBT purposes, a declaration from the relevant staff member will be required.

##### 6.4.6.12 Breakdowns and roadside assistance

All ISLHD vehicles are covered by either sgfleet Assist or are covered under manufacturer's roadside assistance.

In the event of a breakdown / flat tyre / running out of fuel – The driver of the vehicle is to call sgfleet assist on **1800 791 719 – option 1**.

##### 6.4.6.13 Cleaning of vehicles

Pool Managers will arrange cleaning of pool vehicles when required.

Employees are responsible for returning pool vehicles in a reasonably clean condition, eg remove all rubbish, etc.

Vehicles which are subject to approved private usage, either on-call or on an allocated basis are to be kept clean and free of rubbish by the officer who has this private use privilege, and at the officer's personal cost.

#### 6.4.7 Employee's responsibility

Drivers of LHD vehicles are expected to exercise the same degree of responsibility and care in the use of the vehicle as is required of them in respect of all LHD property and equipment.

An employee holding a position for which a car is provided has a responsibility, in association with the Fleet Manager, to ensure the vehicle is properly maintained. Vehicle maintenance should be undertaken according to the manufacturer's recommendations to help ensure optimum fuel efficiency, emission performance and return on investment.

Employees are responsible for:

- Ensuring that the proper authorisation to use a vehicle has been obtained from their General Manager and/or Service Director, and permitting the manager or delegate officer to sight and record currency of their driver's licence. Licences should be reviewed at least annually.
- Ensuring that they are correctly licensed and notifying their Manager/Supervisor should their motor vehicle driving licence be cancelled/suspended.
- Checking prior to a journey, that the vehicle has no obvious defects damage, however slight, and notifying the Fleet Manager through their Manager, if mechanical performance of the vehicle is in doubt. Damage or defects should be reported immediately to the authorising officer and the Fleet Manager, and recorded on the running sheet. If the vehicle's damage or



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defects are serious enough to constitute a breach of traffic regulations, the vehicle is not to be used until the vehicle is repaired.

- Notifying the Fleet Manager through their manager/supervisor, of any defect, damage or mechanical fault, however slight, experienced whilst driving the vehicle, and recording the notification on the running sheet.
- Ensuring, prior to and at the end of a journey, that the vehicle is clean and tidy (inside and out) and that there is a safe level of visibility through the windscreen.
- Ensuring prior to the journey, that the following items are in the vehicle:
  - First Aid Kit
  - Folder containing vehicle running sheets
  - Petrol Card
  - Sgfleet booklet
  - NRMA Card (where applicable)
- Entering details of the journey on the Motor Vehicle Running Sheet and signing the entry, including details of overnight garaging and all private mileage travelled for FBT purposes.  
Details of petrol and oil purchases and the odometer reading at the time, are to be recorded on the Running Sheet.  
Vehicle tyre pressures are to be regularly checked and inflated to the recommended level as shown on the compliance sticker located on/near the driver's door.
- Returning the vehicle to the relevant centre with the petrol tank at least 30% full.
- Returning the vehicle to the relevant centre at the agreed time (in the case of pooled vehicles).
- In the case of a motor vehicle accident, complying with all legal and insurance requirements such as obtaining particulars of parties involved and notifying police, the General Manager/Service Director, and the Fleet Manager.  
Procedures in the case of an accident are described in detail on [http://islhnweb/Finance\\_Corporate\\_Services/Fleet\\_Management/Accident\\_Management.asp](http://islhnweb/Finance_Corporate_Services/Fleet_Management/Accident_Management.asp)
- Adhering to traffic and parking regulations.  
The LHD will not make representations on behalf of staff who have been served with penalty notices for alleged breaches of these regulations, nor will the LHD pay fines. Officers incurring traffic or parking infringement notices are personally responsible for payment of fines and penalties.
- Ensuring that the vehicle is regularly serviced and maintained. Service and maintenance should be arranged through the fleet manager or sgfleet.
- Making arrangements for proper garaging of the vehicle or other suitable protection.
- Optimising fuel efficiency and emission performance by ensuring tyres are maintained at recommended pressures, wheels are correctly aligned, fuel tanks are not over-filled, vehicles are not used to carry unnecessary loads, and that good/safe driving habits are observed.

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The Fleet Manager shall report to the CE or his/her delegate, cases where vehicles are returned at the end of use or at the end of the lease period, in an unsatisfactory or unclean state. The cost of cleaning the vehicle to a standard for sale, will be charged to the cost centre to which the vehicle was allocated.

#### 6.4.8 Manager's responsibility

General Managers/Service Directors will be responsible for the care of the vehicle, as follows:

- Ensuring that the vehicle is regularly serviced and maintained.
- Making arrangements for adequate day-time parking and secure garaging of the vehicle or other suitable protection overnight, and on weekends.
- Ensuring that vehicles are kept clean and tidy, inside and out.
- Reporting immediately to the Fleet Manager any damage, however slight.
- Notifying the Fleet Manager when vehicles are involved in accidents and ensuring that all legal and insurance requirements, such as particulars of the accident and parties involved, are taken and recorded.

General Managers/Service Directors are to review the usage of all vehicles in their service to ensure that:

- As many vehicles as possible are leased over 3 years, as a cost saving measure.
- Vehicles do not exceed 60,000 km within the lease period nominated. Penalties for early discharge apply and high mileage vehicles achieve lower sale prices, which impacts poorly on lease rates
- Vehicles are transferred between high use areas and low use areas, so that they only travel 60,000 km in the 3 year period.

Authorising officers are to sight all licences yearly and make any necessary adjustments to their records. (*Refer to ISLHD OPS F212 – Record of Driver's Motor Vehicle Licences*)

#### 6.4.9 Use by associated organisations

The LHD may consider the use of LHD buses by organisations associated with the NSW Health provided, as a minimum, all the costs associated with such usage are met by the associated organisation (costs involved include petrol, oil, salary of any staff).

Applications for such usage must be made in writing to the Executive Director/Director of the facility that owns the bus, together with a certification that the person designated to drive the bus holds the appropriate licence.

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Approval is dependent upon the availability of a vehicle.

#### 6.4.10 Motor vehicle selection policy

Vehicles are to be replaced in accordance with the requirements of the NSW Government Motor Vehicles Scheme SCM0653, NSW Motor Vehicle Guidelines and Ministry of Health Motor Vehicle Policy PD\_2014\_051.

The approved list of vehicles that may be acquired from the Motor Vehicle PreQualification Scheme (PQS) is currently published on [www.buy.nsw.gov.au](http://www.buy.nsw.gov.au). The Approved Vehicle Listing (AVL) is guided by the principle that the specified vehicles are selected as being fit-for-purpose government pool vehicles, and best reflects the public perception of what constitutes an appropriate government vehicle fleet.

Guidelines are:

- AVL will generally only include base models. Second level variants and base plus safety pack variant will be included where required.
- AVL will not include any sports or performance vehicles. NSW Government applies the definition used by Roads and Maritime Services (RMS) for restriction of Provisional drivers from driving high performance vehicles. This means no vehicles with a power-to-mass ratio of greater than 130kW per tonne (based on tare mass) are available on the AVL  
<http://www.rms.nsw.gov.au/roads/licence/driver/prohibited-vehicleddefinitions.html>
- **Health Executive Service (HES) – Tier 1 & Tier 2 Employees.** For those officers who elect to have a vehicle as part of their salary package negotiate with NSW Health. Includes all vehicles available on State Government Contract. (novated leases excluded. These have special provisions – refer relevant Premiers Department or Department of Health instructions).
- **All other Award Employees including Staff Specialists.** Vehicle selection available to Award Employees including Staff Specialists is to be determined by ISLHD Fleet needs and be consistent with NSW Motor Vehicle Guidelines and Ministry of Health Motor Vehicle Policy PD\_2014\_051.

NSW Government targets for low emission vehicles are in place and Hybrid Toyota Corolla or Camry base model variants are currently the preferred vehicle choice. This may change due to stock availability or changes in the PQS/AVL vehicle listings from time to time.

Should a demonstrated business requirement display the need for a different vehicle type the AVL may be made available upon a vehicle usage review.

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##### 6.4.11 Accessories

###### Accessories not charged to employee

Accessories on vehicles are to be limited to those necessary for the safety of the vehicles and/or the reasonable comfort of the occupants with due regard being had to the particular conditions under which the vehicles operate.

Purchase of non-standard accessories for pool vehicles or those allocated on a business/private basis are to be approved by the CE or his/her delegate, eg vehicle to be used regularly for country travel could be fitted with driving lights (fog lights), windscreen guards.

Unless a strong business cases exists there is no place for a vehicle with non-standard accessories in the fleet.

All station wagons are to be fitted with steel cargo safety barriers or barriers that comply with Standard AS/NZS 4034.1:2001.

###### Accessories Charged to employee

All accessories (optional extras) such as, sound systems, sunroofs, tow bars (not required for official purposes), baby seats, sports packs etc. may be installed in 100% private vehicles and those allocated on a private/ business basis, however the 100% cost of such alterations, additions will be at the employee's expense and the employee will forfeit any right to either remove or receive compensation for the non-essential accessory prior to disposal. The fitting of such accessories are to be expressly approved by the CE or delegate.

###### General

All fitted items must comply with, and be used in accordance with the vehicle manufacturer's recommendations.

In conclusion Facilities, Departments and Units who need to acquire replacement or additional vehicles should liaise with Fleet Management for information on the following:

- Current recommended Vehicles on State Government Contract.
- Purchase Price
- Lease Fee
- Resale Value
- Accessories (standard/optional)
- Availability of Model
- Colour choice – Colour choice will be limited to those colours where it is considered that the resale value of the vehicle will be maximised.

**It is emphasised, that in all cases, the needs of the organisation will be paramount in any vehicle selection decision.**

**A "Motor Vehicle Request Form" available only from the District Fleet Manager must be completed and authorized prior to any vehicle being replaced.**

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##### 6.4.12 Private Travel

###### **(Refer also to Section 6.3.2 of this Policy)**

Private use of an LHD vehicle is not permitted unless such use is authorised by the CE or delegate, (*Refer to ISLHD OPSF213 - Application for Private use of ISLHD Motor Vehicle*) or otherwise provided for under an industrial instrument or in this policy. Private use includes the carriage of non-government passengers and/or non-business passengers.

Private travel, in general, includes travel to and from home, to the normal place of work, but does not include:

- Kilometres travelled which are associated with emergency on call arrangements; or
- Kilometres travelled that are associated with an employee performing duties in the field, and the employee proceeding to their home after completing duty in preference to returning to their normal place of work; or
- Kilometres travelled when the employee proceeds to duty directly from home on the following day to a location away from their normal place of work.

##### 6.4.13 Written acceptance of conditions

There must be a suitable written acceptance by the employee acknowledging receipt of the relevant policy statement(s), and accepting the conditions and obligations under the terms of the policy. (*Refer to ISLHD OPS F213 - Application for Private use of ISLHD Motor Vehicle and ISLHD OPSF209 – Ongoing Approval for the Safe Garaging of ISLHD Motor Vehicles*)

Written acceptances are required for employees under arrangements 6.2.1, 6.2.2 and for those employees approved on an on-going basis under 6.2.3. Written acceptance is to include the proviso that the employee accepts any future variations made to either charges or conditions of use of vehicles as may be issued by the Ministry of Health or the Local Health District from time to time.

##### 6.4.14 Tolls, parking fees, and parking space, levies

###### **1. Tolls**

Tolls incurred on business/official travel can be claimed back by the employee. Any tolls incurred during private travel must be met by the employee concerned.

Payment of tolls is not part of the calculated annual contribution by employees

###### **2. Parking fees**

For all 100% private use vehicles (this includes vehicles leased under a novated lease and privately owned vehicles), the cost of parking on a public health organisation leased premises will generally be fully recovered from the employee. The CE has the discretion to waive this requirement on a case-by-case basis taking into account particular working requirements and conditions, occupational health and



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safety issues and other matters that the CE determines are relevant. This includes disability, where applicable.

The cost of the parking space used by an LHD fleet vehicle that is packaged on a private/business basis is an expense borne by the LHD. This is only if the vehicle is genuinely available for business use during the normal business hours in which it is parked on business premises. In these circumstances the District cannot guarantee return of the same vehicle or the availability of an alternative vehicle should the officer utilising the vehicle not return as planned. Employees will remain personally responsible for meeting the cost of the Parking Space Levy (where applicable).

Employees seeking reimbursement of parking fees are required to present ATO compliant tax receipts to the LHD at the time of reimbursement. Failure to provide an ATO compliant tax receipt may result in the employee being reimbursed the GST exclusive cost of parking.

### 3. Parking space levy

Employees who have access to a parking space (whether the vehicle is 100% private or split on a private/business basis) are required to meet the cost of the Parking Space Levy **where it applies**.

The following points should be noted:

- The levy can be met by executives or other eligible employees on a salary sacrifice basis provided the arrangement is made prospectively. This means the election to salary sacrifice should be arranged before the employee uses the parking space for personal advantage.
- Should an exceptional circumstance arise where a non-LHD executive employee is provided with the use of a parking space that gives rise to a personal liability for the parking Space levy, payment by the employee should be made from post-tax salary. This payment can be treated as an employee contribution for the purpose of reducing the FBT taxable value of only Car Parking Fringe Benefit (if it arises) in situations where a non-executive has a packaged vehicle.
- The Parking Space Levy is exempt from the Goods and Services Tax (GST). This means the employee does not pay GST on the amount of the levy even where it is treated as an employee contribution for the purposes of calculating the FBT taxable value of a Car parking Fringe Benefit.

#### 6.4.15 Health and safety

Employers have a duty of care to provide and supervise a safe system of work under the Work Health and Safety Act 2011. This includes an obligation on the Local Health District to maintain plant and systems of work that are safe and without risk to health. A vehicle used for business is considered a work place. The LHD must also provide such information, instruction, training and supervision necessary to ensure the health and safety of employees.



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A monthly inspection of each Motor Vehicle is to be completed (*Refer to ISLHD OPS F114 - Monthly Inspection of Fleet Motor Vehicle*).

Vehicles are to be maintained in accordance with the manufacturer's requirements, and must at all times comply with relevant road transport legislation.

All station wagons are to be fitted with steel cargo safety barriers or barriers that comply with Standard AS/NZS 4034.1:2001.

All Illawarra Shoalhaven Local District vehicles are to carry a First Aid Kit.

Smoking is not permitted in any NSW Health motor vehicle.

Drivers **must not** use mobile telephones unless a hands-free device is fitted. It is illegal for a driver to use a mobile telephone when driving unless a hands-free device is being used.

Under no circumstances should LHD vehicles be used to transport hitchhikers.

#### 6.4.16 Traffic infringements

The LHD should take appropriate steps to record the identity of a driver of a vehicle in case of accident or where financial and/or points penalties are imposed. The use of running sheets meets this requirement. In the case of vehicles packaged on a private/business basis, the absence of running sheets or other appropriate measures to record business use of such vehicles, will make the employee who has packaged the vehicle liable for any financial and/or points penalties imposed.

The driver in control of a vehicle at the time of any offence must pay for all traffic and parking infringements promptly. If NSW Police notifications or reminders are issued in the organisation's name, the driver's details must be obtained from the vehicle running records and the Statutory Declaration provided on the reverse side of the fine should be completed and returned **promptly** to the State Debt Recovery Office. The fine will then be reissued in the nominated driver's name. This should ensure that the driver of the vehicle and not the LHD is fined. Each NSW Health organisation is to monitor fines and incidents to ensure drivers continue to be appropriately licensed.

#### 6.4.17 Use of private cars for work related purposes

*Refer Department of Health - Official Travel – Directive PD2005\_327*

General Managers/Service Directors are responsible for approvals for official use of private vehicles. (*Refer ISLHD OPSF214 - Use of Private Vehicle on Official Business*) Use of a private vehicle, as far as possible, should be approved in advance.

In general, private vehicles are only to be approved for use by officers in the performance of official business when the following criteria are met:

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- No official vehicle is available, and
- No public transport is available within a reasonable time and at a reasonable cost, and
- The use of the employee's private motor vehicle is essential to, or necessary for the economic performance of the employee's duties.

#### 1. Trip recording

Employees who use their own vehicles for approved official business, must record all trips and distances travelled.

#### 2. Payments for official travel in private cars

Refer to form - Travelling Allowance Claim on Approved Official Business.

#### 3. Transport Allowance applies when the officer is not normally required to travel on a daily basis as part of his or her work, and:

- An official vehicle is not available,
- The employee uses private vehicle with the authority of the General Manager/Service Director.

This may apply when an employee is recalled to duty, however, for those employees where a predictable on-call responsibility is part of their employment, an official motor vehicle should be made available.

Note: If an Industrial Award provides for a travel allowance or something similar, then the Award requirement should take precedence.

**Official business rate** applies where specific written approval has been obtained as per the ISLHD delegations manual, for the officer to use a private motor vehicle with the primary intention that the vehicle is used for employment purposes.

Note: Under normal circumstances, no employee would qualify for payment at this rate as an official vehicle should be made available to any employee who must travel on a daily basis in the performance of the required duties.

#### 4. Insurances

Approval for official use of private vehicles and payment of allowances depend on meeting the following insurances.

- The vehicle must be covered by a policy as required by the Motor Vehicle (Accidents) Act 1988; and
- The employee must have in force, at the time the vehicle is being used for official business, a comprehensive policy of insurance, to the amount and in the form approved by the LHD, providing insurance/indemnity against -

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- liability of the LHD and the employee to pay for loss or damage to property arising out of the use of the vehicle by the employee; and
- liability of the LHD to pay for loss or damage to the vehicle.

Reimbursement will be made where the following conditions are met:

- The vehicle has been approved for business
- The accident or damage to the vehicle was incurred while the vehicle was being used on official business
- The damage has been repaired and paid for, or a claim made and the excess paid to the insurer or repairer
- Receipts have been provided to substantiate the claim.

#### 5. Reimbursement of insurance excess

The LHD will consider applications from employees for reimbursement of excess insurance charges where prescribed by insurers. The maximum amount claimable is the “normal excess”. Punitive excess or other additional charges imposed by the insurer due to poor driving or vehicle type, will not be reimbursed.

If a claim on the insurer is not made, eg to avoid loss of no-claim bonus, the maximum reimbursement is the maximum excess that would have been paid had a claim been made or the actual cost of the repair, whichever is the lesser.

#### 6.4.18 What to do in case of accidents

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 the appropriate officer within ISLHD Fleet Department.

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); and
- Not admit liability.

The Police must be called to the scene of the accident where the following occurs:

- A person is injured or killed;
- Any of the drivers involved in the accident fail to stop after the accident;

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- Any of the drivers involved in the accident appear to be under the influence of alcohol or drugs; or
- A vehicle involved in the accident has to be towed.

**The Police Advice Line for reporting accidents is 131 444.**

As soon as practical after an accident, the employee(s) should notify the details of the incident on IIMS. As part of this report they should include details of:

- Date and time of accident/incident;
- Location, address of incident;
- Names and other details of vehicle, drivers, passengers, etc (include drivers' licence number);
- Descriptions of all vehicles involved including registration numbers;
- Whether Police were called or attended- and obtain the Event No;
- Name of other driver's insurance company;
- Whether there were any injuries incurred resulting from the accident.

An investigation of the incident must occur as part of the Motor Vehicle claim form and the IMS+ report.

#### 6.4.19 Biofuels and Other Alternate Fuels

The NSW Government is committed to the use of biofuels and other alternative fuels as part of the Government's overall Cleaner NSW Government Fleet Policy. Biofuels such as 10% ethanol, blended petrol (E10) and biodiesel are considered a renewable fuel source when produced from agricultural crops, animal fats or cooking oils.

All employees (and contractors) who drive Government owned vehicles, are required to use E10 blends (or alternative fuels) where it is practicable, available and cost effective.

ISLHD vehicles are issued with fuel cards allowing for the purchase of E10.

Note: E10 may not be suitable for all Government owned vehicles, and should not be used if the vehicle manufacturer has stated that the E10 will void vehicle warranties or damage the vehicle.

#### 6.4.20 Driver Training

Driver competency is assessed as part of gaining a NSW Drivers licence. Employees wishing to refresh their knowledge of the road rules are encouraged to undertake the online [Practice Driver Knowledge Test](#) provided free by RMS. Completion of the online test will result in a score sheet which can be printed and retained as required. The [Road User's Handbook](#) is also available from RMS and contains useful information on Safe Driving on p 62-73.

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There may be occasions where employees are involved in multiple “at fault” motor vehicle incidents whilst driving ISLHD vehicles. In these situations the employee may be required by the manager, to undertake appropriate formal driver training. A variety of formal driver training providers is available where necessary and can be arranged by contacting the Fleet Manager. If a trend of poor driving continues after driver training then the employee may be restricted from driving ISLHD vehicles.

ISLHD have implemented and encourage all staff to view **Driver Safety Training Videos** found under the following link [http://islhnweb/Driver-Safety-Training\\_Videos.asp](http://islhnweb/Driver-Safety-Training_Videos.asp)

#### 6.4.21 Fatigue Management

Drivers of ISLHD vehicles must actively manage workloads in a way to minimize driver fatigue. This includes trip planning to ensure that work involving extended driving takes into account:

- The span of hours to be worked;
- Relevant work patterns;
- Be coordinated as much as possible within normal working hours;
- Be planned in advance;
- Regular driver rest breaks being factored into working day;
- Allowance of staff to sleep over in Motels where necessary;
- Consider video conferencing where practical.

Drivers are expected to recognise the warning signs of fatigue when driving including:

- Yawning;
- Difficulty keeping eyes open;
- Heavy sore eyes;
- Blurred vision;
- You start ‘seeing things’;
- Daydreaming;
- Impatience;
- You feel hungry or thirsty;
- Your hands feel sweaty;
- Your reactions are slow;
- You feel stiff or cramped;
- Your driving speed creeps up or down;
- You are wandering over to the centre line or to the road edge;
- You don’t remember driving the last few kilometres.

(Source: Australian Transport Safety Bureau)

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##### 6.4.22 Trip Planning

Where possible, trips should be planned during daylight hours avoiding dawn, dusk and nightfall. In cases where this is not possible extreme caution should be taken.

Employees should take frequent short breaks (at least every 2 hrs) whilst driving long distances. Employees must also take into consideration adverse road conditions such as:

- Heavy fog ;
- Recent rain or driving when raining and impact on roads;
- Heavy traffic areas and periods (such as holiday breaks);
- Stock on roads.

ISLHD employees must drive appropriately and safely in these adverse conditions. It may be necessary to postpone or reschedule planned trips if road conditions are not conducive to safe driving principals.

## 7. DOCUMENTATION

**LINK:** [Fleet Management Forms and Templates](#)

Use of Private Motor Vehicle on Official Business	<a href="#">ISLHD CORP F 214</a>
Ongoing approval for home garaging	<a href="#">ISLHD CORP F 209</a>
Motor Vehicle Running Sheet	<a href="#">ISLHD CORP F 208</a>
Record of Motor Vehicle Drivers Licence	<a href="#">ISLHD CORP F 212</a>
Monthly Inspection of Motor Fleet Vehicles	<a href="#">ISLHD CORP F 215</a>
Request for Short-Term Use of ISLHD Pool Vehicle	<a href="#">ISLHD CORP F 210</a>
Application for Private Use of ISLHD Motor Vehicle	<a href="#">ISLHD CORP F 213</a>
Request to take Allocated ISLHD Vehicle on Leave	<a href="#">ISLHD CORP F 211</a>
Annual Renewal Election - Full Private Use of ISLHD Motor Vehicle	<a href="#">ISLHD CORP F 277</a>
Fleet Vehicle Information Brochure	<a href="#">ISLHD CORP F 278</a>
What to Do After an Accident Info Sheet	<a href="#">ISLHD CORP F 279</a>



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#### 8. AUDIT

Audit program aligned to risk rating of policy to be conducted every three (3) years.

#### 9. REFERENCES

External Guidelines

Premier's Department Senior Executive Service Guidelines

##### External References

- [NSW Health Policy Directive PD2014\\_051 Motor Vehicles \(Use of\) Within NSW Health](#)
- [NSW Government Motor Vehicle Operational Guidelines](#)

##### Industrial Instruments

Salaried Senior Medical Practitioners' Award and Determination.

Public Hospital Nurses' (State) Award.

Health Employees Conditions of Employment (State) Award.

Public Hospital (Professional and Associated Staff) Conditions of Employment (State) Award. Public Health Service Employees Skilled Trades (State) Award.

Health Executive Service determination

Environmental Health Officers determination.

##### Legislation

Public Sector Employment and Management Act (2002).

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#### 10. REVISION & APPROVAL HISTORY

Date	Revision No.	Author and Approval
August 2004	0	Andrew Glasson, Area Fleet Manager, approved by IAHS Area Policy and Procedure Committee August 2004.
May 2006	1	Andrew Glasson, Area Fleet Manager in consultation with Manager Shared Services. Approved by the Area Executive Committee for release 23 May 2006.
June 2007	2	Andrew Glasson, Area Fleet Manager – minor changes made throughout as per release of revised NSW Health Motor Vehicle Policy PD2007_029. Approved by John Roach, Director Financial and Corporate Services and approved by Area Executive Committee 5 June 2007.
February 2008	3	Andrew Glasson, Area Fleet Manager. Addition of new form for Request to take allocated SESIH Motor Vehicle on Annual Leave Area Form F078. Approved by Neville Onley, Director Financial and Corporate Services.
March 2010	4	Andrew Glasson, Area Fleet Manager. Addition to include Area Workforce safety and injury matters
August 2012	5	Andrew Glasson, Fleet Manager. Revision of Policy and Forms to reflect change to District. Approved for publishing Vicki Biro – Acting Director Clinical Governance Unit.
September 2018	6	Glen Armstrong, ISLHD Fleet Manager - Minor changes made throughout as per release of revised NSW Health Motor Vehicle Policy PD2014_05.
April 2020	7	ISLHD Fleet Manager – Minor changes made throughout  <b>Approval/Date:</b> Corporate Policy Recommendation committee/ June 2020 <b>Approval/Date:</b> Executive Director Infrastructure Development / July 2020