



Department of
Education

Vehicle Management Policy

Effective date: 22 May 2018

Version: 1.1

Last update date: 12 June 2024

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1. Policy statement

The Department of Education (Department) manages vehicle assets in order to benefit the Department and government as a whole.

2. Policy rules

Site Managers must:

- procure, maintain and manage government vehicle assets in accordance with the Vehicle Management Procedures to optimise:
 - operational utilisation of vehicles;
 - safety; and
 - value for money for the Department; and
- communicate to employees and non-employees who drive government vehicles their obligation to comply with vehicle and driving legislation and policy.

3. Responsibility for implementation and compliance

Site Managers are responsible for implementation of the policy.

Executive Directors and Directors are responsible for compliance monitoring of the policy.

4. Scope

This policy applies to all employees.

5. Supporting procedures

[Vehicle Management Procedures](#)

6. Definitions

Site manager

Officers, including Principals, College Managers and Line Managers, who have executive responsibility for overall management and control of any Department vehicle, or purchase decision involving a Department vehicle, or who has responsibility for directing a driver of a Department vehicle.

Vehicle

Any vehicle registered by the Department and includes (but is not limited to) cars, buses, trucks, trailers, ride on mowers, street sweepers, or any device that requires a Department of Transport vehicle registration plate.

7. Related documents

Relevant legislation or authority

[Common Use Arrangement Motor Vehicle Fleet services \(CUA19510\)](#)

[Common Use Agreement Motor Vehicle Passenger & Light Commercial \(CUA37804\)](#)

[Common Use Arrangement Motor Vehicle Rental Services \(CUAMVR2014\)](#)

[Financial Management Act 2006](#)

[Fringe Benefit Assessment Act 1986](#)

[Identification of Public Servants who Infringe Traffic Laws When Driving Government Vehicles \(Public Sector Commission Circular 2009-05\)](#)

[Occupational Safety and Health Act 1984](#)

[Occupational Safety and Health Regulations 1996](#)

[Pay-roll Tax Assessment Act 2002 \(Fringe Benefits Tax\)](#)

[Procurement Act 2020](#)

[Public Sector Management Act 1994](#)

[Road Traffic Act 1974](#)

[Road Traffic \(Administration\) Act 2008](#)

[Road Traffic \(Inspection of Vehicles\) Notice 2012](#)

[Road Traffic \(Vehicles\) Act 2012](#)

[Road Traffic \(Vehicles\) Regulation 2014](#)

[Safe Driving Guidelines for Western Australian Government Agencies](#)

[State Fleet Agency General Agreement](#)

[Treasurer's Instruction 411 Motor Vehicles](#)

[WA Government Fleet Policy and Guidelines \(passenger and light commercial vehicles\)](#)

[Western Australian Procurement Rules](#)

Related department policies

[Central Office Vehicle Parking](#)

[Excursion Procedures](#)

[Occupational Safety and Health](#)

[Student Drivers in Agricultural Education](#)

Other documents

[Department Best Buy Guide \(staff only\)](#)

[Department Financial Management Manual \(staff only\)](#)

[FMIS Asset and Resources Manual \(staff only\)](#)

[Guidelines for First Aid in Department Workplaces \(staff only\)](#)

[Guidelines for Employees Working Alone \(2017\) \(staff only\)](#)

[Journey Management Plan \(staff only\)](#)

[Public Service and Government Officers General Agreement 2014](#)

8. Contact information

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9. History of changes

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Notes	This is a new policy that incorporates and replaces the Motor Vehicles Management Remote Teaching Schools policy and Motor Vehicles, Motor Cars and Buses Leased/Purchased by School. Endorsed by the Director General on 4 April 2018.

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Notes	Minor changes to Related Documents D24/0420297

10. More information

Supporting content

Procedure

[Vehicle Management Procedures](#)

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22 May 2021

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12 June 2024

