



Department of  
**Education**

# **Vehicle Management Procedures**

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Accurate at the time of printing 29/07/2021.

These procedures must be read in conjunction with the Vehicle Management Policy.

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**These procedures must be read in conjunction with the Vehicle Management Policy.**

## **1. Policy supported**

Vehicle Management Policy

## **2. Scope**

These procedures apply to all employees.

## **3. Procedures**

### **3.1 Procurement and management for all vehicles owned or leased**

#### **3.1.1 Procurement and utilisation**

Site Managers must:

- maximise business utilisation of vehicles;
- confirm the vehicle is licensed;
- confirm the vehicle is only used for approved purposes;
- confirm vehicle maintenance is carried out in accordance with manufacturer recommendations;
- maintain the value of the vehicle asset (allowing for reasonable wear and tear);
- monitor vehicle cost against budget;
- maintain a register of authorised drivers; and
- forward to the Vehicle Management Office:
  - a copy of every new or discontinued registration; and
  - registration details of all plated vehicles when requested as part of annual vehicle stocktakes.

#### **3.1.2 Vehicle use**

Site Managers must:

- determine suitability of drivers before approving employees and non-employees to drive government vehicles;
- confirm vehicles are driven only for approved purposes;
- for extended periods of travel confirm all extended period of travel journey plans, and checks have been performed prior to vehicle use;
- confirm the driver has completed an accredited 4WD course prior to driving a 4WD in remote locations or on unsealed roads; and
- confirm detailed log book entries which show origin, destination, purpose and odometer readings for every business trip and driver details are recorded.

Employees must:

- obtain annual approval from their Site Manager to drive a government vehicle Appendix B3.1;
- obtain Site Manager approval before transporting passengers;
- only use vehicles for approved purposes;
- confirm the vehicle is in a suitable condition to drive;
- complete an accredited 4WD course prior to driving in remote locations or on unsealed roads; and
- record detailed log book entries which show origin, destination, purpose and odometer readings for every business trip.

Employees must not:

- travel interstate in Department vehicles unless:
  - Uluru is the nearest major centre and destination; and
  - approval is obtained to travel to Uluru from their Executive Director.

### **Guidance**

Sufficient records are kept to identify the driver of a vehicle at all times—regardless of whether the trip is considered business or private use.

### **3.1.3 Vehicle safety and security**

Site Managers must:

- confirm that vehicles are safe to drive;
- for extended periods of travel, undertake a vehicle risk assessment based on local conditions, identifying potential hazards, and establish control measures be undertaken to minimize risks; and
- confirm that overnight parking is secure.

### 3.1.4 Extended periods of travel

Site Managers must:

- determine if a journey plan is required, and if necessary confirm a journey plan has been devised that addresses driving risk for their location;
- review, and if applicable, approve driver travel itineraries and journey plans; and
- arrange any training required to equip the driver with skills required to handle the vehicle and to prepare for adverse events.

Employees must:

- prepare a travel itinerary and submit to their Site Manager;
- if the distance or conditions requires a journey plan, prepare a journey plan;
- check the vehicle for roadworthiness;
- pack suitable supplies and safety equipment; and
- undertake training required to equip with skills required to handle the vehicle and to prepare for adverse events.

#### Guidance

Suitable supplies and safety equipment could include but are not limited to – food, water, first aid kit, satellite phone.

### 3.1.5 School buses

Site Managers must:

- abide with the special legislative requirements for school buses;
- confirm annual inspections are conducted, and that buses contain required safety features; and

- confirm all school buses (owned or leased) have lap sash seat belts.

### **Guidance**

Refer to Vehicle Management Guidelines sections 12.1 and 13.1.1 (xviii) for further information regarding what is a school bus and the special obligations that attach to owners and custodians of school buses.

### **3.1.6 Incident/accident reporting**

Site Managers must report accidents and incidents with insurance implications to RiskCover.

Employees must:

- report vehicle incidents and accidents immediately to Site Managers using the incident management report; and
- comply with police reporting requirements.

### **3.1.7 Non-employee use of government vehicles**

Site Managers must:

- assess the purpose and suitability of the driver and if appropriate, approve the use of a government vehicle by a non-employee;
- determine suitability of non-employees to drive a government vehicle and if satisfied, approve form Appendix B.3.2 and forward a list of approved drivers to the Specialist Advisor Commercial on a Semester basis for noting;
- only allow authorised persons to drive government vehicles for approved purposes;
- provide non-employees with a copy of the Vehicle Management Policy and Procedures and highlight to them the procedures they need to follow including sections:
  - 3.1.2 on vehicle use (relevance per employees);
  - 3.1.4 regarding preparatory measures for extended periods of travel; and
  - 3.1.6 procedure for reporting accidents or incidents.

### **Guidance**

Provide non-employees with a copy of Appendix B.3.2 - Approval to drive a Department vehicle form to complete.

## **3.2 Procurement and management procedures specific for passenger and light commercial < 4.5 tonne (PLC <4.5T) fleet vehicles**

Site Managers must liaise with the Vehicle Management Office to process procurement approval for all passenger and light commercial < 4.5 tonne fleet vehicles.

### **Guidance**

A business case may be necessary. Appendix A.1 and A.2 provides additional acquisition and specification authorisation.

### **3.2.1 Leased senior officer vehicle scheme (SOVS) vehicles**

Employees must:

- complete an application form (Appendix B.1.) for a new, or to renew, SOVS vehicle, and supply evidence by way of official employment level certification that verifies their entitlement to a vehicle;
- contribute on a fortnightly basis for the cost of the SOVS vehicle;
- maintain the SOVS vehicle cleanliness and professional presentation;
- avail their vehicle for pool use during normal business hours unless exemption is approved by Specialist Advisor Commercial; and
- if seeking cessation of contribution for non-use of the SOVS vehicle for whole days:
  - relinquish both sets of keys, and
  - complete an application for contribution cessation (Appendix B.2.)

### **3.2.2 Pool vehicles**

Employees must:

- complete an application form (Appendix B.3.1.) to drive a government vehicle each calendar year, prior to driving a vehicle;
- book a vehicle from their vehicle booking office; and
- cancel bookings which are no longer required to enable the vehicle to be rebooked.

### **3.2.3 Home garaging of vehicles**

Employees (not entitled to SOVS) who seek to home garage a government vehicle must complete the form Appendix B.4.

### **Guidance**

Home garaging is only allowable in exceptional circumstances where approved by the Director General. Home garaging is limited for a period of up to twelve months.

### **3.2.4 Overnight use of vehicles**

Employees who seek to overnight garage a government vehicle must request permission by completing the form Appendix B.5.

### **Guidance**

Vehicles may be requested for overnight garaging for early morning or on-call purposes.

## **3.3 Procurement and management of passenger > 4.5 tonne (p>4.5t) and other fleet vehicles**

Site Managers must:

- comply with the requirements of the Procurement Administration Schedule; evaluate value for money and operational need on an ongoing basis, disposing of vehicles no longer required

### **Guidance**

In accordance with the Procurement Administration Schedule:

- an approved business case is required for purchases > \$250,000.
- Purchases < \$250,000 require an approval to initiate a purchase memo.

Site Managers undertake a procurement process in accordance with State Supply Commission policies.

Contact Commercial Services for guidance on specifications.

## **4. Definitions**

### **Department best buy guide (plc<4.5t fleet vehicles)**



The list of vehicles approved by the Department as being suitable for operational requirements, sourced from Department of Finance's short-list of vehicles as providing value for money, and any additional vehicles agreed by the Director General with the Department of Finance as being required for operational purposes.

### **Extended periods of travel**

A more extensive journey, for example of more than two hours duration and that involves travel outside the metropolitan area.

### **Fleet vehicles**

All vehicles owned and leased by the Department of Education.

### **Gross vehicle mass (GVM)**

Means the maximum loaded mass of the vehicle as specified by the manufacturer; or by the CEO (Department of Transport) if the manufacturer has not specified a maximum loaded mass; or the vehicle has been modified to the extent that the manufacturer's specification is no longer appropriate.

### **Home garaging**

Taking a pool vehicle home on other than a one-off basis.

### **Light commercial vehicle**

A goods (and/or passenger) vehicle with a Gross Vehicle Mass not exceeding 4.5 tonnes.

### **Other fleet vehicle**

Includes (but is not limited to) trailers, ride-on lawnmowers, and street sweepers.

### **Passenger > 4.5 tonne (p>4.5t) fleet vehicle**

Includes (but is not limited to) buses and trucks.

### **Passenger and light commercial (PLC<4.5t) fleet vehicles**

Passenger and light commercial vehicles less than < 4.5 tonne.

### **PLC**

Passenger and Light Commercial vehicle

### **Scheme (participant)**

Participant in the SOVS scheme.

### **School bus**

A motor vehicle that:

is equipped to carry more than 8 adult persons;  
is at the material time being used to pick up, transport and set down school children, and  
is solely or principally used for the purpose mentioned in (2).

### **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.

### **SOVS**

Senior Officer Vehicle Scheme PSA L9 or above, or Special Calling L6 or above, or equivalent

## **State fleet**

A branch of the Department of Finance responsible for setting whole of government fleet policy, and managing agency fleet leases.

## **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. The following vehicles are excluded: Salaries and Allowance Tribunal (SAT) vehicles; aeroplanes; boats; or agricultural machinery.

## **Vehicle booking office**

A division of the Department to manage bookings of Pool vehicles, scheduling of Pool vehicle service, and Pool vehicle cleaning.

## **Vehicle management office**

A division of Commercial Services assigned responsibility for managing the Department's vehicle fleet and vehicle policies.

## **WAGFP**

WA Government Fleet Policy & Guidelines; a key policy document prescribing management of Fleet vehicles.

# **5. 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](#)

[Goods & Services Procurement Practice Guidelines 2017](#)

[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 \(Fringe Benefits Tax\)](#)

[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](#)

[Supply Policies \(State Supply Commission\)](#)

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

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

## **Related Department policies**

[Central Office Vehicle Parking](#)

[Excursion Procedures](#)

[Occupational Safety and Health](#)

[Student Drivers in Agricultural Education Procedures](#)

### **Other documents**

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

[Department Financial and Accounting Manual \(staff only\)](#)

[Fatigue Management](#)

[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 \(staff only\)](#)

## 6. Contact information

### **Policy Manager:**

Specialist Advisor – Commercial

Commercial Services

Department of Education

151 Royal Street

East Perth WA 6004

T: (08) 9264 4748

### **Vehicle Management Office:**

Manager, Contract Planning and Management

Commercial Services

Department of Education

151 Royal Street

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T: (08) 9264 5301

E: [fleetvehicles@education.wa.edu.au](mailto:fleetvehicles@education.wa.edu.au)

## 7. History of changes

**Effective date**

22 May 2018

**Last update date**  
**Policy version no.**  
**Notes**

These procedures 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 at Corporate Executive on 4 April 2018.

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## 8. Appendices

Appendix A: [Acquisition exemptions](#) (DOCX file - 17.9kB)

Appendix B: [Approval forms](#) (DOCX file - 27.8kB)

## 9. More information

### Supporting content

**Policy**

[Vehicle Management Policy](#)

### Procedure review date

22 May 2021

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