



**Fire &  
Rescue NSW**

# **Minor Motor Vehicle Policy and Procedures**

**Fleet management Unit  
Logistics Support Directorate**

Policy no: CG11-002  
Version 01 – July 2017



# Contents

<b>1</b>	<b>Purpose</b> .....	<b>3</b>
<b>2</b>	<b>Scope and application</b> .....	<b>3</b>
<b>3</b>	<b>Legal and policy framework</b> .....	<b>3</b>
	3.1 Legal framework .....	3
	3.2 Policy framework.....	3
	3.3 Governance .....	4
<b>4</b>	<b>Policy principles</b> .....	<b>4</b>
<b>5</b>	<b>Policy implementation</b> .....	<b>4</b>
<b>6</b>	<b>Roles and responsibilities</b> .....	<b>4</b>
	6.1 Fleet Management.....	4
	6.2 Vehicle allocation and use .....	5
	6.3 Conditions of vehicle use.....	13
	6.4 Vehicle specifications and other usage requirements .....	14
<b>7</b>	<b>Training and support</b> .....	<b>19</b>
<b>8</b>	<b>Monitoring and review</b> .....	<b>19</b>
<b>9</b>	<b>Further information</b> .....	<b>20</b>
	9.1 Related documents .....	20
<b>10</b>	<b>Document information</b> .....	<b>21</b>
	10.1 Document control.....	21
	10.2 Revision history.....	21

## 1 Purpose

Fire & Rescue NSW (FRNSW) maintains a minor vehicle fleet to support the work of its employees. The use of FRNSW vehicles is subject to the policy and procedures outlined within this document. The purpose of this policy is to ensure that FRNSW complies with the NSW Government Motor Vehicle Operational Guidelines.

## 2 Scope and application

This policy applies to the use of all FRNSW minor fleet vehicles. It is every driver's responsibility to understand and comply with this policy. It is the responsibility of members of the Executive Leadership Team to manage the implementation of this policy.

It is mandatory for employees to observe this policy. If at any time there is a conflict between this policy and the NSW Government Motor Vehicle Operational Guidelines, the NSW Government Motor Vehicle Operational Guidelines will prevail, with the exception of FRNSW specific conditions. FRNSW conditions apply in addition to the NSW Government Motor Vehicle Operational Guidelines.

## 3 Legal and policy framework

### 3.1 Legal framework

This policy has been developed in light of the following legislation:

*Road Rules 2008*

*Road Transport (Driver Licensing) Regulation 2008*

*Road Transport (General) Regulation 2005*

*Road Transport (Vehicle Registration) Regulation 2007*

*Roads (General) Regulation 2000*

*Road Transport (Safety and Traffic Management) Regulation 1999*

*Roads Regulation 2008*

*Road Transport (Safety and Traffic Management) Act 1999*

*Fines Act 1996 (NSW)*

*Transport Safety Investigation Act 2003*

*Fringe Benefits Tax Assessment Act 1986 (FBTAA)*

NSW Government Motor Vehicle Operational Guidelines

### 3.2 Policy framework

The NSW Government Motor Vehicle Operational Guidelines is the whole-of government policy governing the management and use of government owned motor vehicles.

The Fringe Benefits Tax Manual issued by NSW Treasury outlines legislation, rulings, determinations and other relevant information relating to Fringe Benefits Tax (FBT).

It is mandatory for FRNSW to comply with these policies.

### **3.3 Governance**

The Director Fleet is responsible for monitoring the implementation of this policy. The Director Fleet is also responsible for reviewing and, when appropriate, proposing changes to fleet establishment as well as revising current vehicle specifications (see Functional Requirement Specification - Minor Vehicle Fleet).

The Director Fleet reports on compliance with this policy and with the NSW Government Motor Vehicle Operational Guidelines to the Executive Director Logistics Support.

## **4 Policy principles**

The primary purpose of this policy is to ensure the effective and efficient use of FRNSW minor fleet vehicles. The policy is intended to ensure:

- vehicle users have access to an appropriately specified minor fleet vehicle;
- reliable, consistent and safe performance of FRNSW motor vehicles;
- motor vehicle fleet is appropriately managed; and
- taxation obligations of FRNSW are complied with.

Adherence to this policy will ensure operational capability is maintained cost effectively and addresses environmental objectives.

## **5 Policy implementation**

FRNSW has procedures in place to support the implementation of the Minor Motor Vehicle Policy

## **6 Roles and responsibilities**

### **6.1 Fleet Management**

#### **6.1.1 Oversight**

The Director Fleet has responsibility for overall fleet management. The Fleet Management Unit maintains a Fleet Management system which identifies the vehicle specifications, business unit allocation, date of acquisition and other necessary details. The Fleet Management Unit is responsible for the payment of all routine operational costs.

#### **6.1.2 Management of vehicle allocation**

The Director Fleet is responsible for oversight of this policy. The Director Fleet is responsible for ensuring monitoring and checking for compliance with the requirements of the policy.

#### **6.1.3 Review of specifications**

The Director Fleet reviews vehicle specifications and proposed changes to fleet establishment to ensure they remain relative and effective for the operational applications of FRNSW requirements.

Models and types of vehicles for both operational and non-operational use are determined by the Fleet Management Unit relative to the Functional Requirements, the

Minor Vehicle Fleet Policy and whole-of-government policy. Vehicles will only be approved in accordance with these specifications. Where a business unit would like to include non-standard features, or request to upgrade a vehicle, a Business Case signed by the relevant Director needs to be provided to the Director Fleet for consideration.

Auxiliary equipment such as two way radios and mobile telephones must only be fitted by FRNSW electrical contractors in line with FRNSW specifications.

To facilitate effective fleet management, personal choice in vehicle fittings will not be accommodated before or after delivery, except on the basis of accommodating a disability.

#### **6.1.4 Establishment**

The approved vehicle establishment register is maintained by the Fleet Unit. The register sets out the approved number of vehicles within the fleet, their type, location, allocation and environmental impact.

All NSW Government agencies are required to hold passenger and light commercial vehicles for a minimum of 36 months since purchase or 60,000km. There are no limitations on maximum hold period or kilometres for non-leased vehicles. FRNSW vehicles must have exceeded either of these parameters to be considered for replacement. The FRNSW replacement program aims to replace vehicles within their warranty period.

Replacement vehicle types and equipment installed on vehicles, will be sourced from the NSW Government Motor Vehicle Prequalification Scheme (SCM0653)

## **6.2 Vehicle allocation and use**

### **6.2.1 Allocation is according to business need**

Vehicles are allocated to positions, or to a vehicle pool. The vehicle allocation requirements are identified in the allocation matrix.

A vehicle remains allocated to a position whether or not the holder of the position changes. Regardless of allocation, any vehicle must be available for use:

- for official purposes at all times; and
- for business use by other employees during business hours, where the vehicle is not required by the officer allocated the vehicle.

During an operational emergency, vehicles will be allocated according to operational requirements. When a vehicle is required for operational use, the employee must relinquish it immediately and, if required, deliver it to a specified location.

### **6.2.1 Allocation arrangements and Personal use**

The NSW Government Motor Vehicle Operational Guidelines notes that personal use of agency vehicles is not permitted unless such use is authorised by an Agency Head (in FRNSW's case, the Commissioner) through an internal policy or under an industrial award, enterprise agreement or Government policy.

“Personal use” includes the carriage of non-government passengers and/or non-business passengers. FRNSW policy, allows private use for those with issued fleet vehicles due to their positions. This includes carriage of their family. At no time should anyone drive a FRNSW that is not an employee exception only to SES (Senior Executive Service) vehicles.

Private usage is not allowed for pool vehicles.

It also generally includes travel to and from the usual workplace. Where an officer is authorised to garage the vehicle at their residence, the travel between the officer's home and the usual workplace is generally classified as private travel.

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

The allocation arrangements and personal use set out in this Policy has been authorised by the Commissioner FRNSW.

### **Senior Executive Service Staff**

Vehicles forming part of remuneration packages for the Commissioner and Senior Executive Service, or other approved packages must be chosen from within the current NSW Government Motor Vehicle Prequalification Scheme (SCM0653) unless a novated lease option is chosen.

Eligible Officers may lease a government owned vehicle on a salary sacrifice arrangement through the Department of Finance and Services Fleet Supply Panels. Charges to be applied when calculating salary packages for the use of a government leased vehicle are in accordance with NSW Treasury and Finance Circular OFS-2015-03.

SES officers can salary sacrifice, either by novation or a government leased vehicle.

SES Officers can package up to two motor vehicle/s as either of the following:

- a 100% private use vehicle
- a business/private vehicle, where the private portion is funded by the Executive Officer through salary sacrifice.

### **Chief Superintendents and Superintendents**

Chief Superintendents and Superintendents have an enhanced level of operational responsibility. For this reason, these officers are allocated a vehicle which entitles the position holder to use the vehicle for private travel and garage the vehicle at their residences except where the relevant officer is on sick, annual or other leave. Private travel (kms and days) is reportable for FBT on motor vehicle running sheets.

### **Zone Commanders (Country) and Duty Commander (Special Roster)**

The positions of Zone Commander (Country) and Duty Commander (Special Roster) are to be available outside working hours for the purpose of attending major fires or emergencies. On-call arrangements are shared between these roles.

As such, these positions are allocated a vehicle which entitles the position holder to use the vehicle for private travel and garage the vehicle at their residences except where the relevant officer is on sick, annual or other leave. This extends to usage over weekends and public-holidays whilst on call. Private travel (kms and days) is reportable for FBT on motor vehicle running sheets.

## **Incident Management Team members**

Metropolitan officers who are part of Incident Management Teams (IMT) may have limited private use (travel to and from work) of an allocated FRNSW vehicle during the times when they are rostered on call. When on call, these officers must be contactable at all times and available for response.

The use of FRNSW vehicles must be approved on each occasion by a more senior position holder with delegation under section 16.6 of the Delegations Manual, by electronic authorisation of the Motor Vehicle Request form which is available in ESS. Further details on how to use the system are in the Pool Car Requesting Approval and Returning Procedure (PDF).

## **Other specialist officers**

Specialist officers (e.g. Senior Instructors Country, Canine-handlers) are allocated vehicles, through the Justification for Minor Fleet Vehicle Allocation process, as this is a necessary requirement of their position. Only limited private use (travel to and from work), incidental to their operational work, is permitted. Private travel (kms and days) is reportable for FBT on motor vehicle running sheets.

### **6.2.2 Use of pool cars**

Minor fleet pool cars are available for allocation to any FRNSW employee or authorised contractor for the purposes of carrying out the functional duties of any FRNSW position. All pool cars are marked with FRNSW signage and equipped with a first aid kit, automated external defibrillator (AED) unit and 1kg fire extinguisher. It is suggested that any person who may require the use of a FRNSW pool car has first aid training and the capacity to utilise a fire extinguisher.

Pool cars are maintained as a resource for personnel and as a means of providing:

- replacements for response vehicles when the response vehicles are being repaired or serviced, or during vehicle change over,
- sufficient vehicles for use by personnel to perform official duties, and
- additional response vehicles during major emergencies.

Before using a pool car, the employee must consider the use of public transport or taxi as an alternative means of travel. The more cost effective and environmentally friendly means of travel must be chosen where practicable. This will normally be the pool car if available and parking is at no cost.

Employees should avoid appointments at the start or end of the working day to minimise the requirements for the overnight use of a pool car. Pool cars are not to be taken to private residences overnight, unless approved refer 16.5 of the Delegations Manual.

Pool cars can be booked through vehicle pools from Greenacre. Please refer to the Fleet Web site for details on booking pool vehicles.

The use of FRNSW vehicles must be approved on each occasion by a more senior position holder with delegation under section 16.6 of the Delegations Manual, by authorisation of the Motor Vehicle Request in ESS .

Personal use of pool cars is strictly prohibited. Where a pool car is used as a replacement for an allocated vehicle, the responsible officer must comply with the provisions of *Allocation Arrangements and Personal Use* of this Policy.

### **6.2.3 Travel While on Stand-by Duty**

Where an employee is on-call or on stand-by duty, the trips home and back to work are considered private use. If called out, this travel is considered business and not private.

If called out to an incident, the trip from home to another location and return trip are considered to be business use.

Where an employee commences duties of employment as soon as they receive a telephone call the travel may be considered to be for business purposes. This will be the case where an employee is on-call and is required to receive emergency telephone calls and give instructions via telephone, prior to travelling to their place of work, so that their responsibility for carrying out their duties of employment commences with the call. Note the trip home at the start of on-call duty, and trip back to work at the end of the on-call duty, are considered to be private travel

## 6.2.4 Allocation Matrix

The previous sections are examples whereby a position-holder may be allocated or use a vehicle, as well as the rules concerning private use. The below allocation matrix provides further guidance concerning the method through which need is determined. Business Cases should reference the allocation matrix.

CATEGORY	ALLOCATION FREQUENCY				
	1	2	3	4	5
<b>POSITION FUNCTIONALITY</b>	Allocated to position 24/7/365	Allocated to position 24/7 excl weekends	Allocated to position - weekly request for approved days of travel required – a/h authorisation to occur only when rostered.	Allocated to business unit – position has priority for access – weekly request for approved days of travel required	Access to pool vehicle – either business unit or consolidated pool
Position description identifies vehicle allocation required	✓				
Job function identifies <b>non-rostered</b> a/h on- call travel access requirements including weekends	✓				
Job function identifies <b>non-rostered</b> a/h on call travel access requirements – Monday – COB Friday		✓			
Job function identifies regular offsite activities ie 3-5 days/week + <b>rostered</b> a/h on call access requirements (exc IMT)			✓		
Job function identifies regular offsite activities ie 3-5 days/week				✓	
Job function identifies regular offsite activities - varies from week to week					✓

### 6.2.5 Approval for vehicle allocations

Directors must manage vehicle allocation and use as required by this policy.

Longer term requirements for either a pool vehicle or car hire (more than one month), must be approved by Executive Directors in the case of pool cars or the Chief Financial Officer in accordance with the requirements on hiring cars. Where an extension to an existing pool vehicle booking is required the Fleet Management Unit must be given one month notice. Extensions exceeding three months will automatically require approval from the relevant Deputy Commissioner. Executive Directors requiring a vehicle for longer than three months, within their unit, shall ensure funding is available and use of the pool vehicle fits within the policy requirements.

The following matrix outlines the delegated approval process for pool vehicle requests as per section 16.6 of the Delegations Manual:

Requestor				<= 3hrs	> 3hrs and <= 1 month	> 1 month and <= 3 months	> 3 months	Request duration
Directorate reports to	Org unit/section reports to	Reports to	Requester Position	No Escalation	Fleet Team Lead after 24Hrs	Fleet Team Lead after 24Hrs	Fleet Team Lead after 24Hrs	Escalation
-	-	-	Commissioner	Automatic Approval				
Deputy Commissioner	Deputy Commissioner	Commissioner	Deputy Commissioner	Automatic Approval			Commissioner	
Executive Director	Executive Director	Commissioner	Executive Director	Automatic Approval			Commissioner	
Deputy Commissioner	Deputy Commissioner	Deputy Commissioner	Director	Automatic Approval			Deputy Commissioner	
Executive Director	Executive Director	Executive Director	Director	Automatic Approval			Executive Director	
Deputy Commissioner	Director	Next up Manager	below Director level	Next up Manager + Fleet Team Lead	Next up Manager	Deputy Commissioner	Deputy Commissioner	
Executive Director	Director	Next up Manager	below Director level	Next up Manager + Fleet Team Lead	Next up Manager	Executive Director	Executive Director	
Deputy Commissioner	Deputy Commissioner	Next up Manager	below Director level	Next up Manager + Fleet Team Lead	Next up Manager	Deputy Commissioner	Deputy Commissioner	
Executive Director	Executive Director	Next up Manager	below Director level	Next up Manager + Fleet Team Lead	Next up Manager	Executive Director	Executive Director	
Deputy Commissioner	below Director level	Next up Manager	below Director level	Next up Manager + Fleet Team Lead	Next up Manager	Deputy Commissioner	Deputy Commissioner	
Executive Director	below Director level	Next up Manager	below Director level	Next up Manager + Fleet Team Lead	Next up Manager	Executive Director	Executive Director	
Commissioner	Commissioner	Next up Manager	below Director level	Next up Manager + Fleet Team Lead	Next up Manager	Commissioner	Commissioner	
				Workflow Approver				

Additional vehicles must not be bought or leased without the written approval of the Commissioner and whole of life vehicle costs contained within submissions must include the costs of Fringe Benefits Tax.

### 6.2.6 Reporting of changes to vehicle allocations

The responsible Executive Director must provide notification in writing within 7 days of the decision to the Team Leader Fleet Administration. The notification must state whether the relocation is permanent or temporary.

### 6.2.7 Firefighting personnel responding in private vehicles

If an officer does not have access to an allocated FRNSW vehicle and is required to respond to an incident, that officer may arrange for use of a FRNSW vehicle allocated to their business unit or a pool car.

If a response to an emergency is required and there is no FRNSW vehicle available, or the time to access the vehicle is considered impractical, the officer can utilise their own vehicle to attend an emergency situation. This must be approved in line with the Delegations manual. This approval is extended in advance to retained

firefighters who may be required to use their private vehicles to attend or return from fire and emergency calls with the knowledge of the officer in charge of their station.

Employees must ensure that adequate insurance cover is maintained at all times on vehicles that they may use on official business. The vehicle must have a valid third part insurance policy and a comprehensive motor vehicle insurance policy. This insurance must be sufficient to reimburse the owner for any damage to the vehicle and to cover the liability for damages which may be caused to another person, vehicle or property.

Not all insurance companies provide cover on the insured vehicle when it is used for business purposes. However, upon request they may insert an indemnity clause to the policy that allows use of the vehicle on Government business. Employees should seek to have this indemnity clause inserted in their policy.

Because private motor vehicle insurance should cover all damages, FRNSW will not refund the cost of any damages which may be sustained when using a private vehicle on official business. However, where there are excess or other expenses which are not reimbursed by the private motor vehicle insurer, a claim for these excess or other expenses may be lodged through the FRNSW insurers. The claim (approved in accordance with the Delegations Manual) is to be sent to the Director Fleet, who will organise processing.

**Responding to an incident in a privately owned vehicle has no exemption from the *Australian Road Rules* and employees must observe the road rules applicable to all drivers.**

Firefighting personnel will be paid a travel allowance as per the current FRNSW Permanent Firefighting Staff Award.

#### **6.2.8 Retained firefighters responding in private vehicles**

A retained firefighter who has received a call and is responding to the station or to an incident in a privately owned vehicle is not exempt from the *Australian Road Rules* and must observe the road rules applicable to all drivers.

Firefighting personnel will be paid a travel allowance as per the current FRNSW Retained Firefighting Staff Award.

#### **6.2.9 Hiring cars**

Hire cars may be used only in circumstances where it is not possible or practicable to use public transport, taxi services or pool cars. Where possible, cars should be hired through approved suppliers covered under NSW Government Travel Contract (C1008). Hire cars are unmarked and as such may generate an FBT liability for private use.

In circumstances where a pool vehicle or car hire is required for a period exceeding one month the requesting manager must gain the approval of the Chief Financial Officer.

**6.2.10 Fringe Benefits Tax (FBT)**

A car fringe benefit will arise in respect of any day where (at any time) cars are utilised by employees for private travel.

FRNSW is liable to pay the Fringe Benefits Tax (FBT) on the total taxable value of car fringe benefits provided to the employees.

FRNSW is required by law to include on employees' payment summaries (group certificates) the value of reportable fringe benefits, including private use of FRNSW unmarked cars, where the value of the benefits exceeds \$1,000.

FRNSW operational, pool and service vehicles are marked vehicles. Private travel in marked vehicles may be subject to FBT but does not attract a reportable fringe benefit. Hence, no Reportable Fringe Benefit amount will be shown on employees' payment summaries (group certificates) for private usage of marked vehicles.

The following table shows the Fringe Benefits Tax (FBT) classification of FRNSW minor fleet vehicles:

<b>Classification</b>	<b>Description</b>	<b>Subject to FBT when applied for private use</b>	<b>Subject to FBT when used for home to work travel</b>	<b>Reportable Fringe Benefit</b>
<b>Marked cars</b>	Permanently visibly marked exterior and is fitted with warning lights and siren/alarm	Yes	Yes	No
<b>Exempt Commercial Vehicles (eligibility criteria applies)</b>	Utilities (single & dual cab) and vans not principally designed to carry passengers or have a load capacity greater than 1 ton	No	No	No
<b>Un-marked cars</b>	Non-permanent exterior markings (magnetic, removable or no logo) and may be fitted with warning lights and siren/alarm	Yes	Yes	Yes
<b>Salary packaged cars</b>		Yes	Yes	Yes

Exempt commercial vehicles which meet the eligibility criteria and are used for journeys between work and home plus other minor infrequent private use will not incur any FBT liability including reportable FBT. As with **marked** cars the eligible commercial vehicles are available for infrequent private use which is incidental to the allocated officer's role. Home to work travel is not considered private use in eligible commercial vehicles. Any private use in addition to what is "minor and infrequent" will result in the commercial vehicle being a fully taxable fringe benefit, which includes the home to work travel component.

FRNSW vehicles used in accordance with the following, will not incur FBT:

- When employees are performing duties in the field using a FRNSW vehicle and the time and distance to be travelled renders a return to the workplace unfeasible within normal working hours, or
- When the employees will proceed to duties directly from their homes on the following day, at a location away from their normal workplace.

### 6.2.11 Fringe Benefits Tax (FBT) reporting

In order to comply with Australian Taxation Office requirements for Fringe Benefits Tax reporting, the odometer reading for all minor fleet vehicles for the period ending 31 March each year should be entered fortnightly and completed prior to the end of the first working week in April to ensure finalisation of the FBT return. The FBT year is 31 March to 1 April. Days and kilometres used for private usage as per motor vehicle running sheets are reported to Finance.

## 6.3 Conditions of vehicle use

### 6.3.1 Maintenance

FRNSW minor fleet vehicles are to be used and maintained in accordance with the manufacturer's requirements and specifications. It is the driver's responsibility to arrange the vehicle's servicing, repairs, preservation and road worthiness at all times, and must adhere to all road regulations and instructions. Servicing and repair of pool cars is monitored by Fleet Management.

Before arranging servicing of a minor fleet vehicle, users must contact the Fleet Management Unit on (02) 9742 7117 to obtain an order number and to ensure that all work is carried out by an approved FRNSW provider. If repairs to the vehicle are required as a result of the service, the Fleet Management Unit must be contacted for approval to proceed with the repairs and to obtain a further order number.

Please use the link to the Fleet Website for more information  
<http://intranet/toolkit/operational/minor/servicing-minor-fleet-vehicles>

### 6.3.2 Car Washing

If the vehicle requires cleaning this is the responsibility of the Driver and all costs are to be charged to the Drivers cost centre.

### 6.3.3 Driver's responsibilities

It is the employee's responsibility to drive FRNSW minor fleet vehicles in accordance with the NSW road rules. Employees are responsible for the payment of any fines or penalties incurred as a result of driving in contravention of the road rules.

All drivers should ensure that they are familiar with the controls and systems in the vehicles they use. The vehicle *Owners Handbook* (located in each glove box) details the functions and correct use of controls and systems for each vehicle. All users should familiarise themselves with the functions of the vehicle before use.

If at any time a user becomes aware of any problem which may make the vehicle either unsafe to drive or cause damage to the vehicle, the user should stop as soon as it is safe to do so and report the problem to the Fleet Management Unit, who will advise what action to take. No FRNSW vehicle is to be driven with a defect which would render it unsafe, or may cause further damage to the vehicle.

Drivers should ensure they optimise fuel efficiency and lower emissions by ensuring tyres are maintained at recommended pressures, wheels are correctly aligned, vehicles are not used to carry unnecessary loads and that good driving habits are observed.

Drivers must not use mobile telephones when driving. It is illegal for a driver to touch a mobile telephone when driving. Mobiles can be used to make or answer a call, use audio playing music & as a driver's aid (e.g. navigation) ONLY if operated without touching any part of the phone such as via Bluetooth or voice activation. Any infringement notices for the offence of using a mobile telephone while driving are to be paid by the driver responsible.

Food or drink may not be consumed in vehicles and open containers of food and drink must not be transported in fleet vehicles. Smoking is not permitted in vehicles under any circumstances.

## 6.4 Vehicle specifications and other usage requirements

### 6.4.1 Vehicle fit-out, colours and markings

All operational vehicles allocated to firefighting personnel are red in colour and fitted with standard permanent logos, striping, roof mounted warning lights and siren.

The pool operational vehicles are red and are fitted with concealed sirens, magnetised flashing lights and a dash-mounted strobe light. On the exterior they will have permanent logos.

Service vehicles used by IT, Communications, Health Services, Properties plus other Business Units are not used for Operational Response. The vehicles will be red in colour (if available) and white if not. They are not fitted with concealed sirens, magnetised flashing lights or a dash-mounted deck blaster light. Permanent logos are affixed to the sides of these vehicles.

The exceptions to fit-out, colours and markings are:

- the Commissioner
- Senior Executive Service personnel with a salary packaged vehicle

- Chief Superintendents and
- the Chaplain

These personnel may elect to use a magnetic roof mounted light and dash mounted strobe, if desired. Chief Superintendents and the Chaplain will have the logo permanently fitted beneath their vehicles' wing mirrors.

Refer FRNSW functional requirements and Allocation Response Level documents for specific guidelines.

#### 6.4.2 Replacement of Tyres

Before arranging for the replacement of tyres on a minor fleet vehicle, the user must contact the Fleet Management Unit on (02) 9742 7117 to obtain an order number and to ensure that the tyre supplier and fitter is a NSW Government approved supplier.

Replacement tyres will be of the same quality and design as the original tyres. Approval for order numbers will not be given for more expensive tyres that exceed the vehicle's requirements.

All invoices are to be forwarded to the Fleet Management Unit, Logistics Support, Locked Bag 12, Greenacre NSW 2190.

Please use the link to the Fleet Website for more information

<http://intranet/toolkit/operational/minor/servicing-minor-fleet-vehicles>

#### 6.4.3 Registration of Vehicles

The Fleet Management Unit will advise the Directorate of the requirement for a roadworthy inspection of their minor fleet vehicle/trailer for the 15 February registration.

Those responsible for these vehicles are instructed to have inspections undertaken as soon as possible after 15 November. There is no requirement to forward records of inspections to Fleet Management Unit as these are transferred electronically.

#### 6.4.4 Changeover of minor fleet vehicles

All accessories and inventory items supplied with vehicles on delivery must be returned with the vehicle at the replacement date of the vehicle, as identified by the Director Fleet.

These items include, but are not limited to:

- spare keys
- vehicle log books
- fuel cards
- car mats
- fire extinguisher
- first aid kit
- torch charger
- smart bar (country vehicles)
- cargo barrier (station wagons)
- tonneau cover (utes)

- vehicle fittings, e.g. rear seats (4WD wagons), CD storage cartridges, etc, removed from the vehicle since its delivery, and
- joey beds/cargo drawers.

Additionally, all non-fleet approved items, or any item fitted after changeover, must be removed before the vehicle's return to the Fleet Management Unit unless prior arrangements have been made with the Fleet Management Unit to have the items removed after changeover. The removal, storage and costs of all non-standard accessories are the responsibility of the vehicle's operating unit.

Non-standard items outside FRNSW functional requirements include, but are not limited to:

- driving lights
- fog lights
- winches
- drawer systems other than those approved by the Fleet Management Unit.

Modification of the vehicle itself in any way including alterations to the vehicle's body, suspension, engine or drive train is strictly prohibited.

#### 6.4.5 Pre and Post Use Vehicle Inspection

Motor vehicles used by staff are to be kept clean, tidy and maintained in good repair. It is important to protect, monitor and report the condition of fleet vehicles. To achieve this, all drivers are required to undertake the following actions each time they use a fleet vehicle.

Before beginning any trip, vehicle users are required to complete the following pre-departure check:

- Complete a vehicle walk-around to review the vehicle's exterior, noting if the vehicle appears unsafe in any way (tyre pressure, missing or damaged exterior mirrors or lights); and
- Ensure indicators and wipers are operational and all mirrors are adequately adjusted.

Any issues identified as a result of this inspection, should be reported immediately to the person responsible for allocating the vehicle and the Fleet Management Unit. The Officer must not drive the vehicle in question and an alternative method of travel or replacement vehicle should be sought.

Upon the completion of travel, the user should review the vehicle's exterior to confirm the state of the vehicle. Any damage, faults or malfunctions should be reported to the person responsible for allocation of the vehicle and the Fleet Management Unit, so that service or repairs can be conducted and the vehicle removed from service until any issues have been rectified.

#### 6.4.6 Running sheets

All use, including private use must be recorded on an approved vehicle running sheet. It is the responsibility of all individuals using FRNSW vehicles to accurately complete all aspects of vehicle running sheets. Refer In Orders 2008/10 regarding running sheet requirements.

#### 6.4.7 Garaging of vehicles

FRNSW minor fleet vehicles must be garaged at FRNSW premises unless otherwise authorised for temporary garaging of minor fleet pool vehicles at non-FRNSW premises.

In all cases of private garaging, the employee must ensure that the vehicle will be adequately protected.

Employees garaging FRNSW vehicles at their homes are responsible for the vehicle while it is in their care. Wherever possible, the vehicle should be parked off-street and on employee premises.

#### 6.4.8 Insurance

All minor fleet vehicles are covered by comprehensive motor vehicle insurance and compulsory third party insurance. Unless authorised by Fleet (i.e. servicing and repairs representatives) non Fire & Rescue NSW employees are not permitted to drive the vehicle. The driver of a vehicle is not covered by insurance if at the time of a crash they :

- are under the influence of any alcohol or drug or both
- have in their breath or blood an amount of alcohol or drug equalling or exceeding that limit prescribed by law;
- refuse to take a legal test for alcohol or drugs;
- do not (without a reasonable cause) remain at the scene of the crash until the police arrived or when required by law to do so;
- do not have the appropriate driver's licence as and when required by the relevant authorities in Australia to have one and was not complying with its conditions.

#### 6.4.9 Security of FRNSW minor fleet vehicles

In the case of fire, damage to, or theft of a FRNSW vehicle, employees are required to:

- Notify the nearest Police Station, noting the location, Police Officer's name, rank and number
- Report the circumstances immediately to their direct supervisor

On the insurance claim form show the loss of any personal items resulting from fire or theft. Please note FRNSW will not accept liability for loss of damage to private property or personal effects which have been left in vehicles owned by FRNSW. All staff are advised to insure private property against loss or damage.

To minimise motor vehicle break-ins, valuable items (mobile phones, laptops, equipment etc), should not be left in an unattended vehicle. If circumstances deem the equipment must remain in the vehicle, they must not be visible from outside of the vehicle. Care should also be taken to ensure that no confidential or sensitive documents are left in vehicles while unattended.

Whenever a FRNSW vehicle is to be parked unattended, the driver of such vehicle is to lock the vehicle and remove the ignition key for safe keeping.

#### **6.4.10 Purchase of fuel and oil for minor fleet vehicles**

Fuel and oil must be purchased with the fuel cards issued by the Fleet Management Unit which require a Security Pin Code for use. The majority of minor fleet vehicles are diesel fuelled, to meet fire ground requirements. All petrol vehicles have capacity to use E10 blended fuel and employees are to ensure that this fuel is used.

Fuel cards are for purchase of Fuel and oil only specific to the vehicle type. The Caltex cards can be used for the purchase of BBQ gas for FRNSW site use only.

All requests, changes, or requirements for fuel cards must be arranged through the Team Leader Fleet Administration. When fuel is purchased on fuel cards, the details of the purchase must be recorded on the running sheet.

All fuel and oil must be purchased from the NSW Government's contracted suppliers whenever possible.

#### **6.4.11 Safe driving**

The first responsibility of the driver and the person in charge of a FRNSW vehicle is to ensure that the vehicle and staff arrive safely at their destination. This also applies to any officer responding in a minor fleet vehicle.

#### **6.4.12 Parking Space Levy**

The Parking Space Levy was introduced by the Office of State Revenue (OSR) in 1992 to discourage car use in business districts. Leviable districts are the City of Sydney, North Sydney, Milsons Point, Bondi Junction, Chatswood, Parramatta and St Leonard's business districts.

Any cars parked within the boundaries of the leviable districts during the day, which are not garaged on site overnight, are subject to the Parking Space Levy, which is reviewed annually by OSR. Emergency service vehicles are not exempt from the levy.

The Parking Space Levy 2009 states; 'The Parking Space Levy is paid by the employee in all cases and cannot be waived by the Agency Head.' Any FRNSW employee who has approval to park in any of the leviable districts is required to pay the Parking Space Levy.

#### **6.4.13 Use of tollways**

Refer to In Orders 2006/5.

#### **6.4.14 Accidents involving FRNSW vehicles**

Refer to In Orders 2009/12.

#### **6.4.15 Penalty Notices for driving offences**

Refer to In Orders 2008/8

## 7 Training and support

All drivers should ensure that they are familiar with the controls and systems in the vehicles they use. The best source of information on the function and correct use of controls and systems is the vehicle's *Owners Handbook*.

All drivers should be aware of FRNSW vehicle policy.

All Drivers must hold a valid drivers licence. Refer to In Orders 2006/27 in relation to loss of motor vehicle driver's licence.

## 8 Monitoring and review

To ensure the management of the minor vehicle fleet conforms to this policy, the matrix identified in section 6.2.4 must be used prior to the request for allocation of a minor fleet vehicle to any business unit, either for a position, or for use in the vehicle pool. Any submission subsequently prepared for the allocation of a vehicle, must address all criteria identified in the Justification for Minor Fleet Vehicle Allocation.

Running sheets for all vehicles will be regularly audited as part of general auditing requirements, to ensure the vehicles are being used in accordance with the vehicle allocation approval and are being completed in accordance with FBT requirements.

If the results of these audits reveal inconsistencies, the Director of the business unit will be required to respond to those issues identified.

The Director Fleet will review the vehicle functional requirement specifications and make amendments as required, in accordance with feedback received and the release of new vehicle makes and models. The Director Fleet will also be responsible for evaluation of all minor fleet request submissions and overall strategic review of the fleet.

Each business unit will have its entire fleet audited bi-annually to review vehicle usage patterns, adherence to vehicle servicing requirements, business to personal usage ratios etc, as part of the requirements outlined in the NSW Government Motor Vehicle Operational Guidelines to review fleet size and composition. These reviews will assist in determining the ongoing minor vehicle transport requirements for FRNSW.

## 9 Further information

Please contact the Director, Fleet on 9742 7479 for any further information regarding this policy.

### 9.1 Related documents

Fuel and Oil Purchasing and Use Policy

FRNSW Intranet Fleet Tool Kits

Running Sheets

Motor Vehicle Request - ESS

Minor Vehicle Functional Specifications & Response Levels

In orders 2009/12 – Accidents with FRNSW vehicles

In Orders 2008/8 – Penalty notices for driving offences

In Orders 2008/10 – Running sheets

In Orders 2006/5 - Use of Tollways

In Orders 2006/27 – Loss of motor vehicle drivers licence

In Orders 2006/06 – Risk assessments for fire appliances and fleet vehicles

In Orders 2008/20 – Modifications to fire appliances, minor fleet vehicles and trailers

In Orders 1981/30 – Unattended vehicles

## 10 Document information

### 10.1 Document control

<b>Policy Manager</b>	Emmanuel Varipatis, Executive Director Logistics Support
<b>Contact Officer</b>	Director, Fleet, Ian Peisley
<b>Contact number</b>	9742 7479
<b>Document type</b>	Policy
<b>Applies to</b>	<input checked="" type="checkbox"/> Permanent firefighters <input checked="" type="checkbox"/> Retained firefighters <input checked="" type="checkbox"/> Community Fire Unit members <input checked="" type="checkbox"/> Administrative and trades staff <input checked="" type="checkbox"/> Contractors and consultants
<b>Status</b>	Final
<b>Security</b>	Unclassified
<b>File reference</b>	FRN15/2885
<b>Review date</b>	01/07/2018 – Review annually.
<b>Rescinds</b>	<p>In Orders 2005/7 – Changeover of minor fleet vehicles</p> <p>In Orders 2007/16– Minor fleet establishment; Specifications for minor fleet vehicles; Vehicle fit-out, colours and markings; Allocation of vehicles; Use of pool cars; Private use of vehicles; Running sheets; Purchase of fuel and oil for minor fleet vehicles; Servicing minor fleet vehicles; Fire, damage to, or theft of NSWFB vehicles; Hiring cars</p> <p>In Orders 2008/2 – Minor fleet operating procedures</p> <p>In Orders 2009/14 – Insurance on private vehicles used on approved NSWFB business; Ethanol fuel</p> <p>In Orders 2001/10 – Replacement of Tyres</p>
<b>Copyright</b>	© State of New South Wales through Fire & Rescue NSW

### 10.2 Revision history

Version	Date	Status	TRIM ref	Details
Version 1	25/07/2017	Approved	FRN15/2885	Final