



Motor Vehicle Fleet Driver

1. Purpose

This procedure identifies the minimum requirements of the [Motor Vehicle Fleet Policy](#), which underpins the *WA Government Fleet Policy and Guidelines*. This procedure details the requirements drivers must follow when using government motor vehicles.

2. Applicability

This procedure is applicable to Health Service Providers (HSPs) and the Department of Health (DoH) employees, contractors and consultants who drive government motor vehicles.

3. Requirements

3.1 Authorised drivers

Only authorised employees holding an appropriate and current driver's licence are permitted to drive a government motor vehicle. Where Provisional (P) plates are required to be displayed, the driver is to ensure that they are displayed in accordance with the law. Learner (L) plate drivers are not permitted to drive a government motor vehicle. A driver granted an Extraordinary (E) licence is only permitted to drive a government motor vehicle with the approval of the Director General (DG) or relevant HSP Chief Executive (CE).

Employees intending to drive a government motor vehicle must submit an approved [authorisation to drive a government motor vehicle form](#) to their relevant Fleet Manager. All authorised drivers must notify the relevant Fleet Manager as soon as possible of any changes to their licence that affect their right to drive a government motor vehicle.

Authorised drivers of government motor vehicles must obtain approval from the DG or relevant HSP CE for the carriage of passengers not associated with official DoH or HSP business.

3.2 Safe driving guidelines

All drivers of government motor vehicles must adopt the *Safe Driving Guidelines* developed by the Road Safety Commission in conjunction with State Fleet, Department of Finance (DoF) Western Australia. The *Safe Driving Guidelines* include guidance on obligations of managers and employees when driving alone, or in regional and remote areas.

3.3 General conditions of use

Government motor vehicles are to be used for official business only. Any other circumstances are to be approved by the DG or relevant HSP CE.

Any person responsible for, or in control of, a government motor vehicle must take due care for the condition and security of the government motor vehicle and comply with all relevant legislation, traffic laws, regulations and by-laws.

Before referencing this mandatory procedure, please ensure you have the latest version of this document from the [Policy Frameworks website](#).

3.4 Maintenance

All government motor vehicles must be returned in good condition (fair wear and tear excepted). The employee to whom the government motor vehicle is assigned is responsible for the government motor vehicle being kept clean and tidy, refuelling it when necessary and regularly checking systems such as oil, coolant, tyres and air conditioning.

A government motor vehicle must not be driven while an obvious defect exists that would render the government motor vehicle unsafe for driving, or cause mechanical or other damage. Any suspected mechanical fault must be reported to the Fleet Manager as soon as possible.

3.5 Fuel cards

Conditions of use for fuel cards are:

- to be used only for government motor vehicles
- fuel must not be removed from government motor vehicles and used for private purposes
- premium unleaded fuel must not be used unless specified by the vehicle manufacturer as the preferred fuel
- accurate odometer readings must be recorded at the point of purchase
- fuel cards may be utilised to access car wash facilities at participating service stations
- loss of a fuel card must be reported immediately to the Fleet Manager.

3.6 Log books

Log books provide necessary information relevant to the management and use of government motor vehicles including calculation of Fringe Benefits Tax (FBT) and must be completed in accordance with the *WA Government Fleet Policy and Guidelines*.

Log books are required to be completed for all government motor vehicles, and each journey should include the following minimum details:

- date the journey began
- time the journey began
- time the journey concluded
- odometer reading at the commencement of the journey
- odometer reading at the conclusion of the journey
- distance travelled
- itinerary – where are you going to
- purpose of journey (state whether trip is business or private)
- name of driver
- signature of the driver.

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3.7 Home garaging

Arrangements for home garaging must follow the requirements outlined in the *WA Government Fleet Policy and Guidelines* at section 6. Further instruction relating to home garaging arrangements is provided below.

Government motor vehicles not being utilised under the GVS or SOVS may be home garaged where it is justified on operational grounds. Accordingly, the DG and CEs approve home garaging only when one of the following conditions are met.

- a. Home garaging the vehicle is determined to be more secure than leaving the vehicle on the agency's premises.

Accordingly, non GVS or SOVS vehicles (for example, pool vehicles) assigned secure parking on work premises are not available for home garaging.

Ongoing home garaging of non GVS or SOVS vehicles is available to officers where there is no secure parking (i.e. locked site) available at the usual DoH or HSP site, an assessment of the site concludes that the likelihood of damage to or theft of the vehicle is high, and more secure parking can be provided at home (in a locked garage or behind the property line and not in the street).

- b. There is a clearly demonstrated operational need to meet official business requirements outside standard business hours. This may include:
 - working on a project with unusual travel requirements
 - attending a meeting that would mean arriving back after normal business hours at the normal place of work
 - attending an early morning meeting on the way to the normal place of work
 - country travel
 - on-call purposes.
- c. The benefit of home garaging a vehicle outweighs the FBT liability that home garaging normally attracts.

Home garaging must be approved through the presentation of a business case which demonstrates the benefit.

Home garaging applications must be approved by the appropriate level of authority as determined by the DoH and individual HSPs, only when the conditions above are met.

The [home garaging application form](#) is to be used for requests for temporary and ongoing home garaging for periods of five days or more, and must be accompanied by an explanation of the requirement for operational purposes or security conditions.

The authorisation of ongoing home garaging arrangements must include consideration of the officer's distance from home, with preference given to officers who reside closer to work premises, to ensure the vehicle is used as efficiently as possible and private usage is minimised.

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Home garaging for less than five days can be arranged with email approval from the relevant Director. A copy of the email must be provided to the relevant Fleet Manager.

Fleet Managers must maintain a register of all home garaging applications and the outcome.

Where approval has been given for long term home garaging, the authorised driver must:

- adequately protect and securely park the government motor vehicle behind the property line and not in the street
- be responsible for the vehicle's maintenance including regular checks and servicing
- travel by the normal most direct route between their home and work (occasional stops and small variations from the normal route are permissible)
- make alternative garaging arrangements when taking a period of leave (for example, for another employee to home garage the vehicle)
- arrange for the government motor vehicle to be collected from the employee's residence as soon as practicable when unplanned leave occurs
- not use the vehicle for private purposes (excepting commuting to and from work)
- relinquish the vehicle to another officer who requires the vehicle for overnight travel or for an early morning meeting on the way to work
- inform the Fleet Manager immediately when custodianship of the vehicle ceases.

All travel to and from an officer's home is generally classed as private travel and this must be reflected in the vehicle log book. Private travel includes situations where:

- employees may be required to take home a government motor vehicle due to inadequate or insecure parking facilities
- operational government motor vehicles which are utilised for on-call purposes are home garaged.

Officers accessing a vehicle through a home garaging arrangement should be aware that (for most instances) using a government vehicle to commute to and from work, wherever that workplace may be, constitutes a 'benefit' as provided by the employer and it attracts FBT. In some cases (depending on individual circumstances) a Reportable Fringe Benefit Amount (RFBA) may appear on the driver's payment summary, except where more than one employee has private usage of the same car. The ATO has detailed information regarding FBT. For any specific questions about the impact of this arrangement, officers are advised to seek independent financial advice.

3.8 Accidents, incidents and breakdowns

The driver must immediately report any theft or damage, however slight, to the relevant Fleet Manager with a view to repairs being undertaken at the earliest possible opportunity. Other responsibilities include:

- obtaining particulars of the other parties involved, if any
- notifying WA Police and relevant authorities in accordance with the *Road Traffic Act* and other relevant laws

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- completing a [motor vehicle claim form](#) and relevant HSP or DoH incident, accident or hazard report form.

In the event the government motor vehicle is rendered unsafe or not driveable, the vehicle must be transported to a place of repair, by calling the fleet management provider's emergency assistance number.

Drivers may be personally liable for property and personal injury claims, if the driver operates the government motor vehicle while:

- under the influence of drugs, including alcohol, in contravention of the law
- driving with intent to cause injury
- driving without proper authority
- not currently licensed to operate a vehicle of that classification.

3.9 Personal property

HSPs and the DoH accept no liability for loss or damage of personal items from government motor vehicles, unless such property is used in connection with official business.

3.10 Infringements

In the event that a driving or parking infringement is incurred, the driver of the government motor vehicle at the time the infringement was issued will be personally responsible for any penalties or fines.

A driver who disputes being the responsible driver may appeal the infringement notice by contacting WA Police Infringement Management and Operations and completing a Statutory Declaration form located at [WA Police](#).

4. Related documents

Policy

[Motor Vehicle Fleet Policy](#)

Procedures

[Motor Vehicle Fleet Management Procedure](#)

[Motor Vehicle Fleet Senior Officer Vehicle Scheme \(SOVS\) Procedure](#)

[Best Buys Selection List](#)

Forms

[Motor vehicle claim form](#) (Insurance Commission of Western Australia (Risk Cover))

[Home garaging application form](#)

WA Government Policy

[WA Government Fleet Policy and Guidelines](#)

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

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5. Definitions

Extraordinary (E) driver's licence	A licence granted at the discretion of the Court, which allows someone who has been disqualified from holding or obtaining a driver's licence, to drive in certain specified circumstances. They are permitted to drive government motor vehicles for business purposes, and must comply with the conditions as set out by the Court.
Fleet management provider	Vehicle fleet manager(s) selected by Department of Health to manage the government motor vehicles under the mandatory Common Use Arrangement Motor Vehicle Fleet Services (CUA 19510).
Passengers	Family members, friends or other persons not associated with official business must not be carried in government motor vehicles, except where approved by the DG or relevant HSP CE.
Private use	By virtue of the definition of private use in the ATO Fringe Benefit Tax Legislation, sub-section 136(1), any use of a car by an employee or associate that is not exclusively in the course of producing assessable income of the employee is to constitute private use. The distinction between business and private use of a car in circumstances where the employee may travel to and from the regular place of work while on call would not ordinarily alter the character of that travel, i.e. generally it remains private travel. If for example, there is a disaster and an emergency services employee uses this motor vehicle to travel to the site of the emergency that is classified as business use.
Provisional (P) drivers	Provisional drivers are permitted to drive government motor vehicles only for business purposes, and must comply with the conditions as set by the Department of Transport.
Reportable Fringe Benefit Amount (RFBA)	If the total taxable value of certain fringe benefits provided to you or your associate (for example, a relative) exceeds \$2,000 in an FBT year (1 April to 31 March), the grossed-up taxable value of those benefits are recorded by your employer on your payment summary for the corresponding income year (1 July to 30 June). This value is known as your reportable fringe benefits amount.
State Fleet	Part of the Department of Finance. State Fleet manages the lease arrangements for the Whole of Government motor vehicle fleet.

6. Review

This mandatory procedure will be reviewed as required to ensure relevance and currency. At a minimum it will be reviewed within one year after first issue and at least every three years thereafter.

Before referencing this mandatory procedure, please ensure you have the latest version of this document from the [Policy Frameworks website](#) .

Version	Effective from	Effective to	Amendment(s)
1.0	24 May 2017	24 May 2020	Original version

The review table indicates previous versions of the mandatory document and any significant changes.

7. Approval

This mandatory procedure has been approved and issued by the Director General of the Department of Health.

Approval by	Dr D J Russell-Weisz, Director General, Department of Health
Approval date	17 February 2017
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