



**WA GOVERNMENT  
FLEET POLICY  
AND  
GUIDELINES**

**EFFECTIVE: DECEMBER 2022**

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# TABLE OF CONTENTS

<b>1 INTRODUCTION</b>	<b>3</b>
<b>2 POLICY FRAMEWORK</b>	<b>4</b>
2.1 Scope	4
2.2 Concurrent Requirements	4
2.3 Accountability: Structure and Key Responsibilities	5
2.4 WA GOVERNMENT FLEET: GOVERNANCE FRAMEWORK	6
<b>3 STRATEGIC FLEET MANAGEMENT AND REPORTING</b>	<b>7</b>
3.1 Strategic Fleet Management Plan	7
3.1.1 Fleet Composition	7
3.1.2 Fleet Size	8
3.2 Internal Guidelines	8
3.2.1 Record Keeping and Reporting	8
3.2.2 Conditions of Use	9
3.2.3 Vehicle Specification	9
3.2.4 Vehicle Utilisation	9
<b>4 VEHICLE ACQUISITION</b>	<b>10</b>
4.1 Vehicle Justification	10
4.2 Vehicle Selection	10
4.2.1 Fleet Emissions	11
4.3 Vehicle Accessories	11
4.4 Vehicle Safety Policy	11
<b>5 HOME GARAGED VEHICLES AND VEHICLE SCHEMES</b>	<b>12</b>
5.1 Common Requirements	12
5.1.1 CEO Discretion	12
5.1.2 Operational Use	12
5.1.3 Accessories	12
5.1.4 Termination	12
5.1.5 Suspension	12
5.2 Home Garaged	12
5.2.1 Eligibility	12
5.2.2 Vehicle Use	13
5.3 Government Vehicle Scheme	13
5.3.1 Eligibility	13
5.3.2 Vehicle Use	13
5.3.3 Vehicle Selection	14
5.3.4 Part-time and Leave	14
5.3.5 Contributions	14
5.3.6 Approved Drivers	14
5.3.7 Compliance	14
5.4 Senior Officer Vehicle Scheme	14
5.4.1 Eligibility	14
5.4.2 Vehicle Use	14
5.4.3 Vehicle Selection	15
5.4.4 Part-time and Leave	15

5.4.5	Contributions .....	15
5.4.6	Approved Drivers .....	15
5.4.7	Compliance.....	15
<b>6</b>	<b>SAT VEHICLES .....</b>	<b>16</b>
<b>7</b>	<b>INDEPENDENT PRIVATE USE SCHEMES .....</b>	<b>16</b>
	<b>APPENDICES .....</b>	<b>17</b>
	APPENDIX A.1 ELIGIBILITY CRITERIA.....	18
	APPENDIX A.2 CONTRIBUTION RATES .....	20
	A.2.1 Exceptions For Existing Vehicles .....	20
	A.2.2 Adjusted Contribution Rate for Part Time Officers in the SOVS.....	20
	APPENDIX A.3 APPLICATION FORMS.....	22
	A.3.1 Government Vehicle Scheme – Application to Participate .....	22
	A.3.2 Senior Officer Vehicle Scheme – Application to Participate.....	23
	APPENDIX B.1 REQUIREMENT FOR ORDINARY PLATES .....	24
	B.1.1 Licensing of Non-government Registration Plates .....	25
	B.1.2 Re-licensing of Non-government Registration Plates .....	26
	APPENDIX C.1 SAFE DRIVING GUIDELINES.....	27

# 1 INTRODUCTION

The WA Government Fleet Policy and Guidelines (the Policy) gives Public Sector Bodies<sup>1</sup> guidance on policies and practices relating to their owned and leased passenger and light commercial motor vehicle fleet.

It recognises that the government vehicle fleet is a significant asset owned by Government and provides a framework to allow Chief Executive Officers (CEOs) to optimise that asset for the benefit of the government as a whole.

Government fleet policy is designed to find the right balance between prescription and empowerment to encourage Public Sector Bodies to strategically plan and manage their fleet to gain the best value from it. This approach is consistent with public sector administration where CEOs are accountable for delivering outcomes.

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<sup>1</sup> As defined by the *Public Sector Management Act 1994*

## 2 POLICY FRAMEWORK

The objective of the Policy is to provide a framework for improved asset management of the government vehicle fleet that is both consistent with the Government's strategic direction and the needs of Public Sector Bodies.

The Policy provides a framework where Public Sector Bodies are required to:

- Optimise the use of their vehicles.
- Satisfy operational and executive requirements.
- Reduce their fleet costs.
- Be better equipped to strategically manage their valuable fleet asset to meet their own specific needs.

Queries regarding the interpretation of this Policy should be directed to the Department of Finance's Procurement Frameworks (State Fleet).

### 2.1 SCOPE

All Public Sector Bodies as defined by the *Public Sector Management Act 1994* must apply this Policy in the management and utilisation of all Western Australian government owned and leased passenger and light commercial vehicles.

This Policy does not apply to entities that are not organisations, as listed in Schedule 1 of the *Public Sector Management Act 1994*. These entities are however encouraged to incorporate the provisions of the Policy into their internal practices.

This Policy applies to vehicles used operationally (including agency garaged, home garaged, Government Vehicle Scheme (GVS) and the Senior Officer Vehicle Scheme (SOVS). The Policy does not apply to vehicles provided to:

- Ministers.
- Parliamentary Office Holders.
- An officer who is entitled to a vehicle through:
  - in accordance with *Public Sector Management (General) Regulations 1994*; or
  - otherwise as approved by State Fleet.

Section 6 SAT Vehicles outlines the sections of this Policy which apply to vehicles used in accordance with Salaries and Allowances Tribunal (SAT) Determinations.

### 2.2 CONCURRENT REQUIREMENTS

The Policy is to be applied consistently with the requirements of all relevant legislation, policies and contractual arrangements.

This includes the:

- *Public Sector Management Act 1994*;
- *Financial Management Act 2006*;
- *Procurement Act 2020*;

- Treasurer's Instruction 411; and
- State Fleet General Agreement for all vehicles leased by State Fleet.

The Policy is supported by the centralised arrangements for the acquisition, financing, management and disposal of vehicles coordinated by State Fleet. The overall responsibility for pursuing government objectives however remains with each Public Sector Body.

### **2.3 ACCOUNTABILITY: STRUCTURE AND KEY RESPONSIBILITIES**

CEOs are responsible and accountable for managing their fleet within the Policy. In the context of this Policy, references to CEO decision-making may be incorporated into Public Sector Body delegation schedules. At the CEO's discretion, fleet policy decisions may be delegated to second tier or to Chief Finance Officer levels.

Under this Policy, Public Sector Bodies have autonomy in the management of their fleet (e.g. operational purposes assigned to vehicles, decisions on home garaging, locations travelled and acceptable distances, etc). With this devolution of responsibility comes the need for government to monitor progress against key fleet objectives from a whole of government perspective. The Fleet Steering Committee ensures Public Sector Bodies have proper authority and access to relevant information and advice, as well as providing Government with necessary overview capacity.

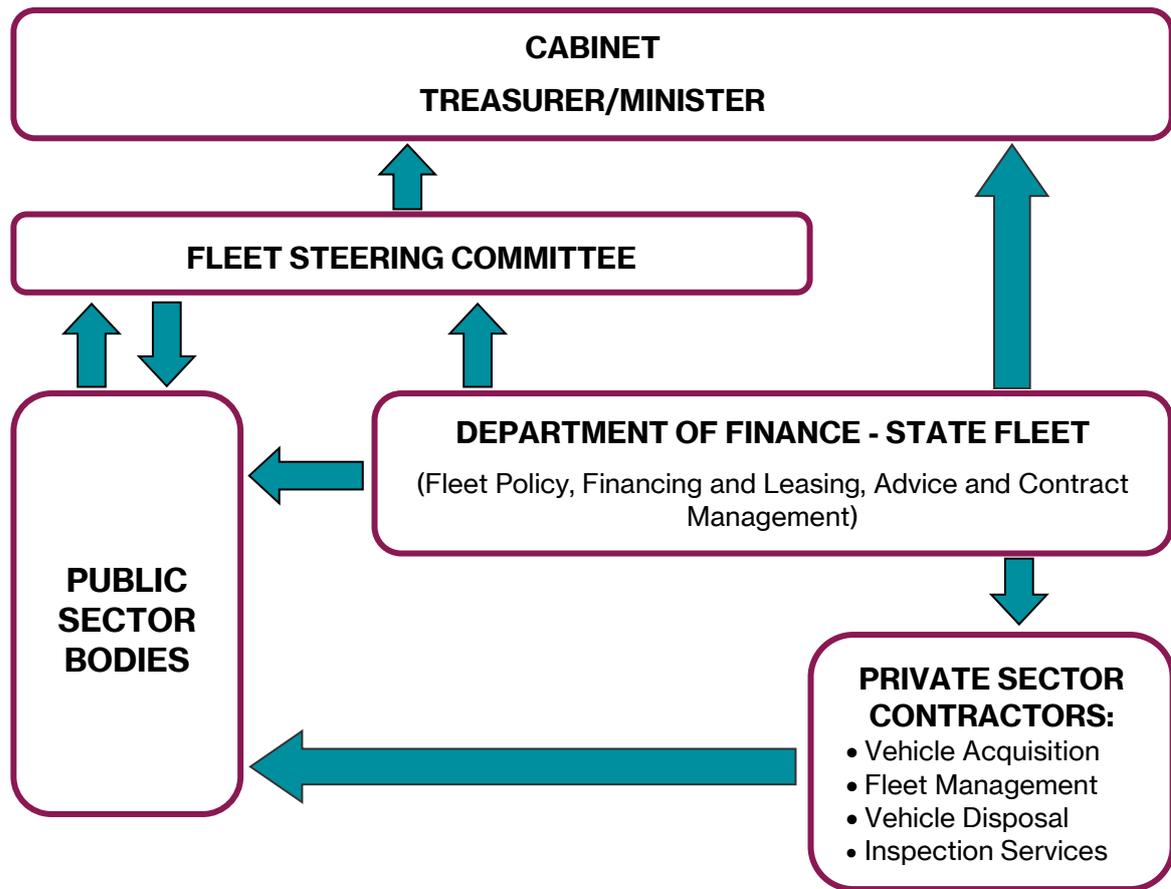
The Fleet Steering Committee comprises:

- Director General, Department of Finance (Chairperson).
- Deputy Director General – Advisory Services, Department of Finance (Executive Officer).
- Public Sector Commissioner, Public Sector Commission.
- Executive Director, Government Sector Labour Relations.
- Director, Agency Policy and Budget Analysis Directorate, Department of Treasury.

The roles of the Fleet Steering Committee are to:

- Implement and review the Policy to ensure it is aligned with contemporary government strategies.
- Advise the Treasurer and Minister for Finance on government fleet issues.
- Establish benchmarks and key performance indicators by which fleet performance can be measured.
- Review fleet performance across government.
- Establish the mechanism for adjusting contribution rates for the GVS and SOVS.
- Develop the conditions for vehicle use by officers under the GVS and SOVS.
- Adjudicate special applications or exemptions.
- Advise Public Sector Bodies on matters relating to the Policy.

## 2.4 WA GOVERNMENT FLEET: GOVERNANCE FRAMEWORK



## 3 STRATEGIC FLEET MANAGEMENT AND REPORTING

A key objective of the Policy is to highlight the importance of the vehicle fleet as a significant operational asset and to reinforce the need to manage this asset in a strategic and proactive manner. This section provides a structured approach that can be used to implement strategic fleet management and outlines the major issues that must be considered.

The purpose of strategic fleet management is to make the fleet work harder and smarter. The key to this is to find and maintain the most cost-effective balance of fleet composition and utilisation to achieve the Public Sector Bodies operational requirements.

Support and advice to assist Public Sector Bodies to strategically manage their fleet, assist with appropriate vehicle selection and to maintain information records, is available through State Fleet and government contracted Fleet Managers.

### 3.1 STRATEGIC FLEET MANAGEMENT PLAN

Public Sector Bodies with a fleet of 50 or more vehicles must have a Strategic Fleet Management Plan in order to establish and maintain the most cost-effective balance of fleet composition and utilisation to achieve their operational needs.

Developing a Strategic Fleet Management Plan will allow Public Sector Bodies to:

- Define the current and future operational needs of the fleet.
- Assess the existing fleet and see how well it matches those requirements.
- Implement mechanisms to manage the fleet to better (more cost effectively) service their needs.
- Monitor and review performance and effectiveness of the fleet and changing operational requirements.
- Set targets and monitor their fleet's performance over time.
- Communicate easily with the Fleet Steering Committee on the status, size and mix of its fleet.

The Plan must demonstrate progress in:

- Analysing operational vehicle use.
- Minimising whole of vehicle life costs.
- Maximising vehicle pooling arrangements.
- Rationalising fleet size.

Information must be reviewed periodically as operational needs and fleet requirements often change over time.

#### 3.1.1 *Fleet Composition*

Public Sector Bodies must define their operational needs and then match their fleet size and mix to those requirements. Public Sector Bodies need to determine:

- Their current and future needs and to consider alternative ways to meet those needs, such as short-term vehicle hire, taxi vouchers, public transport and other modes of transport.
- Ways of reducing their fleet size and providing appropriate justification for new or replacement vehicles.

### 3.1.2 **Fleet Size**

Fleet sizes for operational leased vehicles are capped for all Public Sector Bodies. Additional vehicles therefore cannot be acquired which will take the actual fleet above the cap limit.

Public Sector Bodies seeking to increase their vehicle cap limits must provide a business case to the Treasurer, via their Department of Treasury representative, for approval and then advise State Fleet of any approved fleet cap changes.

## 3.2 **INTERNAL GUIDELINES**

All Public Sector Bodies with more than five vehicles must have internal guidelines which stipulate record keeping requirements, conditions of use, vehicle specification and vehicle utilisation.

Internal guidelines must be consistent with the Policy and the State Fleet General Agreement.

### 3.2.1 **Record Keeping and Reporting**

All Public Sector Bodies must maintain the following auditable records except for SAT vehicles:

- Operating Cost Record: All running costs including – registration, insurance, fleet management fees, fuel, maintenance and servicing, tyres, lease rates, contributions and FBT calculations (including both Statutory and Operating Cost methodologies).
- Vehicle logbooks (paper or electronic) to record vehicle usage (business and private kilometres); location of vehicle base, ability to identify drivers for traffic infringements (i.e. time of day).
- Justification for Home Garaging and GVS.
- Participation registers for SOVS.
- Justification for the acquisition of a vehicle that is not a ‘best buy’ (one of the vehicle models with the lowest whole of life cost in a category).

State Fleet will request information from Public Sector Bodies for operational leased vehicles (e.g. annual Business Use Survey) in order to assess the level of business use, efficiency of the fleet and exposure to Fringe Benefits Tax. The information collected is used for a range of purposes including reporting to the Fleet Steering Committee, the Department of Treasury, and Government.

### **3.2.2 Conditions of Use**

All Public Sector Bodies must have internal guidelines regarding conditions of use (e.g. any internal training required for off-road driving, acceptable operational reasons for home garaging, acceptance of extraordinary licences). These guidelines must be consistent with the Policy and the State Fleet General Agreement.

### **3.2.3 Vehicle Specification**

Each Public Sector Body with more than five vehicles must establish internal standards for the specification of vehicles. This includes vehicle category (lowest cost - fit for purpose), specific vehicle selections, vehicle colours, level of accessories and safety requirements.

### **3.2.4 Vehicle Utilisation**

Operational vehicles, including GVS and SOVS are only to be used for executing the official business of an agency or in other such circumstances as approved by the CEO in accordance with this Policy.

Maximising the business use of all vehicles has significant financial benefits in reducing the size of vehicle pools and minimising Fringe Benefits Tax liability.

## 4 VEHICLE ACQUISITION

All Public Sector Bodies are required to lease passenger and light commercial vehicles through State Fleet, except where the Fleet Steering Committee has approved an exemption.

### 4.1 VEHICLE JUSTIFICATION

Operational requirements must be the primary consideration in the acquisition of additional or replacement vehicles. Even if the Public Sector Body is below its vehicle cap, vehicles must not be acquired solely to provide an officer with a means of commuting or for private use, other than for SAT purposes or to allow SES or equivalent officers to participate in the SOVS (where no operational vehicle is otherwise available).

CEOs will be responsible for authorising the acquisition of vehicles, in order to manage their fleet size and cost.

Adequacy of vehicle numbers is reflected in usage. Vehicles with low operational usage need to be justified as they may not be required or may be able to be deployed more effectively.

Where a CEO authorises a SES officer to participate in the SOVS, the vehicle is deemed an operational vehicle for the purpose of this Policy and must be made available for business use to other users during normal business hours.

### 4.2 VEHICLE SELECTION

Public Sector Bodies must choose the lowest whole of life cost, fit-for-purpose vehicle. Reduction in fleet cost will result from CEOs:

- Choosing the vehicle category which best matches the operational need; and
- Utilising short term hire vehicles and other modes of transport where it makes financial and operational sense to do so.

Operational vehicles must be fit-for-purpose to be able to do the job/s required. However, a like-for-like replacement is not necessarily appropriate. Both vehicle capabilities and operational needs change over time, making it necessary to carefully assess new vehicle selections.

To assist in vehicle selection an online electronic Decision Aid (eDA) is available which provides a 'best buys' list of vehicle categories and the lowest whole of life cost vehicle options. CEOs must choose from this list for all vehicles covered under this Policy unless an operational reason requires a higher cost vehicle to be purchased. In this case, CEOs must justify and record these decisions.

To gain access to the eDA, users should register themselves by selecting New Buyer Registration on the State Fleet eDA login page.

#### 4.2.1 **Fleet Emissions**

The National Greenhouse and Energy Reporting System's measurement of CO<sub>2</sub> emissions is used to calculate g/km emissions. The State Fleet purchase carbon credits to offset the greenhouse gas emissions of the operational leased vehicle fleet.

### 4.3 **VEHICLE ACCESSORIES**

CEOs must only approve the purchase of accessories which bring a vehicle up to a fit-for-purpose standard (including safety) or where they are necessary to protect the vehicle from damage. The fitting of vehicle accessories are therefore to meet genuine operational requirements only.

Consideration must be given to what accessories are currently installed, and whether duplication is necessary.

In the case of high-cost accessories, consideration must be given at the time of vehicle disposal stage to transferring them to another vehicle where cost-effective.

### 4.4 **VEHICLE SAFETY POLICY**

Public Sector Bodies have a duty of care to provide a safe workplace. Fleet vehicles are considered an extension of the workplace and therefore should be as safe as is reasonable and practical.

This Policy promotes and supports the Government's road safety strategy [Driving Change – Road Safety Strategy 2020-2030](#), which sets an ambitious target to reduce road fatalities and severe injuries on Western Australian roads. *Safe Driving Guidelines* has been developed can be found [here](#) (Attachment C.1). The framework provides information and guidance to agencies which will allow each agency to develop an agency 'Safe Driving Policy' to meet specific workplace needs.

The guidelines provide a common understanding of vehicle safety enabling a consistent and co-ordinated approach across government. It is expected that agencies will either adopt the guidelines as a whole or customise it as required to implement an agency specific Safe Driving Policy.

The selection of safer vehicles and the fitting of vehicle accessories that promote occupant safety and the safe operation of fleet vehicles should be considered in conjunction with operational requirements and whole of life costs in the acquisition of vehicles.

It is mandatory for Public Sector Bodies to purchase 5-star ANCAP (Australasian New Car Assessment Program) rated passenger and light commercial vehicles unless approved by State Fleet.

Exemption from purchasing 5-star vehicles due to lack of availability or not 'fit-for-purpose' requires a business case to be submitted to State Fleet endorsed by the Public Sector Body's CEO outlining the use of the vehicle and the reasons why other 5-star vehicles are not appropriate.

\* Information regarding ANCAP ratings can be obtained from: [www.ancap.com.au](http://www.ancap.com.au)

## 5 HOME GARAGED VEHICLES AND VEHICLE SCHEMES

Home Garaged Vehicles, GVS and SOVS provide a level of commuting / private use. Public Sector Bodies and participants are therefore bound by the following common and scheme-specific requirements.

### 5.1 COMMON REQUIREMENTS

#### 5.1.1 *CEO Discretion*

Participation in the vehicle schemes is at the discretion of the CEO. The CEO may impose any additional requirements to those outlined in the Policy.

#### 5.1.2 *Operational Use*

All vehicles **must** be made available for operational use during normal working hours.

#### 5.1.3 *Accessories*

CEOs must only approve the purchase of accessories which bring a vehicle up to a fit-for-purpose standard (including safety) or where they are necessary to protect the vehicle from damage.

Only accessories for operational purposes can be funded by the Public Sector Body. A GVS or SOVS participant may fit extra accessories for private use at their own expense, subject to the CEO's approval. The Public Sector Body may require the item to be removed before disposal, or the officer may choose to do so. In both cases, this would be at the officer's expense.

#### 5.1.4 *Termination*

The CEO has the right to terminate an officer's participation in the scheme. Participation in the GVS and SOVS is optional and a participating officer may elect to terminate the arrangement.

#### 5.1.5 *Suspension*

The right to participate in a scheme may be suspended at the discretion of the CEO, if the officer or nominee:

- Is convicted of a serious driving offence.
- Is assessed as having incurred excessive insurance claims.
- Has not maintained the vehicle in a suitable manner.
- Has breached any of the agreed conditions.

### 5.2 HOME GARAGED

#### 5.2.1 *Eligibility*

CEOs may only approve an officer taking a vehicle home in the following circumstances:

- Where an officer is on call or is required to utilise a vehicle to undertake work outside of business hours and it does not make financial or business sense to return to base and use an agency garaged vehicle; or
- Where a vehicle is at real risk of regular vandalism if agency garaged. The agency must assess whether the real risk of vandalism would exceed the cost of allowing private use including commuting (taking into account Fringe Benefits Tax implications), and whether on-site vehicle security measures would effectively mitigate that risk.

### **5.2.2 Vehicle Use**

Officers must not use the vehicle for personal use other than commuting to and from work and must:

- Travel by the normal most direct route between home and work. Occasional stops and small variations are permissible. Regular variations (e.g. to attend a regular course) may be approved by the CEO; and
- Endeavour to ensure the security of parking arrangements at all times, such as off-street parking at home.

## **5.3 GOVERNMENT VEHICLE SCHEME**

### **5.3.1 Eligibility**

CEOs may only approve PSA Level 8 officers (or equivalent - refer Appendix A.1) accessing the GVS where it provides demonstrable value for money to taxpayers, for example:

- Where an officer is on call or is required to utilise a vehicle to undertake work outside of business hours and it does not make financial or business sense to return to base and use an agency garaged vehicle; or
- Where a vehicle is at real risk of regular vandalism if agency garaged. The agency must assess whether the real risk of vandalism would exceed the cost of allowing private use including commuting (taking into account Fringe Benefits Tax implications), and whether on-site vehicle security measures would effectively mitigate that risk.
- Where the officer's financial contribution is sufficient to fully offset the cost to the agency of allowing private use including commuting.

Where a Level 8 (or equivalent) officer regularly Home Garages a vehicle, it is recommended that participation in the GVS is applied unless there is a strong operational reason not to do so. The additional FBT cost to the Public Sector Body, which is introduced by allowing a vehicle to be home garaged, can be substantial.

### **5.3.2 Vehicle Use**

Officers participating in the GVS may use the vehicle for private use.

### **5.3.3 Vehicle Selection**

CEOs must approve the lowest whole of life cost fit for purpose vehicle as outlined in section 4.2 of this Policy. GVS officers cannot influence vehicle selection decisions.

### **5.3.4 Part-time and Leave**

An officer is not eligible to participate in the GVS if they are employed on a part time basis.

An officer is not eligible to use a vehicle whilst on leave. A CEO may however approve an officer's use in circumstances where the officer is the sole user of the vehicle (such as in remote areas) and on the condition that the officer covers all fuel costs and does not drive interstate, travel great distances intrastate or use the vehicle on rough terrain.

CEOs are required to record all cases where approval is granted.

### **5.3.5 Contributions**

GVS participants must authorise fortnightly salary deductions for the contribution rate specified for the vehicle being accessed. These deductions are post tax, and contribution rates are reviewed by the Fleet Steering Committee each year.

GVS participants are entitled to reimbursement of any contribution when the officer does not have access to the vehicle outside of normal business hours such as while on leave.

### **5.3.6 Approved Drivers**

GVS participants must ensure that no other person, other than the officer's nominee, drives the vehicle for private purposes. The nominee must not be a learner or probationary driver. The CEO must approve the nominee.

### **5.3.7 Compliance**

GVS participants must agree to the terms of the scheme as outlined in this section, sign the GVS application form and comply with the Public Sector Body's Internal Guidelines.

## **5.4 SENIOR OFFICER VEHICLE SCHEME**

### **5.4.1 Eligibility**

CEOs may only approve Level 9 to Class 4 (or equivalent) officers (refer Appendix A.1) accessing the SOVS.

### **5.4.2 Vehicle Use**

Officers participating in the SOVS may use the vehicle for private purposes. The vehicle must be made available for business purposes during the day as required by Section 5.1.2 of this Policy.

### 5.4.3 **Vehicle Selection**

Other than where an operational requirement exists, SOVS vehicle selection is limited to the vehicle models with the lowest whole of life costs in the following categories:

- Passenger – light; small; or medium
- SUV – light; small; or medium

To assist in vehicle selection, an online eDA is available which lists all available vehicle options.

Where the agency has an operational requirement for a specific type of vehicle, the CEO may authorise the selection and allocation of an alternate model to the SOVS officer in accordance with Section 4.2 of this Policy. However, the personal preference of a SOVS officer must not influence vehicle selection decisions.

### 5.4.4 **Part-time and Leave**

An officer working 0.5 FTE or greater may be eligible to participate in the SOVS. Officers must pay an adjusted contribution rate (refer to Section A.2.2 of Appendix A.2).

At the discretion of the CEO, SOVS participants may have the option of using their SOVS vehicle during periods of paid leave for up to three months. CEOs must consider the operational impacts of a vehicle not being available. If approved, the SOVS participant must exercise due restraint in the use of vehicles and not travel great distances or use the vehicle on rough terrain.

### 5.4.5 **Contributions**

SOVS participants must authorise fortnightly salary deductions for the contribution rate specified for the vehicle being accessed. These deductions are post tax, and contribution rates are reviewed by the Fleet Steering Committee each year (refer Appendix A.2).

SOVS participants are entitled to reimbursement of any contribution when the officer does not have access to the vehicle outside of normal business hours.

### 5.4.6 **Approved Drivers**

SOVS participants may permit other drivers, other than learner or probationary drivers, to use the vehicle privately.

### 5.4.7 **Compliance**

SOVS participants must agree to the terms of the scheme as outlined in this section, sign the SOVS application form and comply with the Public Sector Body's Internal Guidelines.

## 6 SAT VEHICLES

SAT Determinations provide the member with an annual motor vehicle allowance which may be used to lease a government vehicle. Restrictions on particular types of vehicle selections, lease terms and other policy requirements can be found in the Determinations on the [Tribunal's website](#).

The following Sections relate to SAT vehicles:

- Section 3.1.2 Fleet Size – SAT vehicles are included in agency vehicle caps.
- Section 4.2.1 Fleet Emissions – Emissions from these vehicle form part of State Fleet's carbon offset program.
- Section 4.3 Vehicle Accessories – SAT members can include the cost of accessories within the lease cost of the vehicle selected.
- Section 4.4 Vehicle Safety Policy - Vehicles which do not meet the Vehicle Safety Policy cannot be leased through State Fleet.

The State Fleet General Agreement is also applicable to SAT vehicles leased through State Fleet.

## 7 INDEPENDENT PRIVATE USE SCHEMES

The Policy outlined in Sections 5 and 6 do not apply to entities that are not organisations, as listed in Schedule 1 of the *Public Sector Management Act 1994* when such organisations have their own motor vehicle entitlements within their employment contracts or legislation pertaining to the organisation.

However, such entities are encouraged to incorporate these provisions of the Policy into their internal practices where there are no specific motor vehicle entitlements. The organisation however may not alter these Sections without seeking the approval of State Fleet.

## APPENDICES

### A.1. Eligibility criteria

### A.2. Contribution rates

#### A.2.1 Exceptions for existing vehicles

#### A.2.2 Adjusted contribution rate for part time officers in the SOVS

### A.3. Application forms

#### A.3.1. GVS application form

#### A.3.2. SOVS application form

### B.1 Requirement for Ordinary Plates

#### B.1.1. Licensing of non-government registration plates

#### B.1.2. Re-licensing of non-government registration plates

## **APPENDIX A.1 ELIGIBILITY CRITERIA**

### ***Definition of PSA Level 8 or Equivalent***

The Level 8, first year, classification point in the Public Service Award (PSA) 1992, is the entry point for eligibility to the GVS.

This classification point is to be utilised for determining comparable GVS entry points in other awards where the salary level is equivalent to the PSA Level 8.1 (as adjusted through arbitrated safety net adjustments or equivalent movements). Please note the PSA is not the same as the Public Service General Agreement 2006, the Public Service and Government Officers General Agreement 2011 or the Public Service and Government Officers General Agreement 2014.

Where an award contains classification rates which have not yet been subject to arbitrated safety net adjustments, for the purpose of comparisons with the PSA Level 8.1 point, the relevant award rate is to be considered inclusive of arbitrated safety net adjustments up to (and including) the final adjustment applied to the PSA.

The closest commencement increment point of a classification level equal to, or exceeding, the PSA Level 8.1 salary point within the relevant award (in those areas where the PSA does not apply) will establish the classification point for eligibility within the relevant classification structure.

The classification point so determined, is fixed, subject to the following:

- Where an employee is employed pursuant to a certified or enterprise agreement, or a statutory contract of employment, eligibility is to be determined by reference to the award classification point to which the employee would have been appointed, but for the certified or enterprise agreement, or the statutory contract of employment;
- Where an employee is employed pursuant to a certified or enterprise agreement, common law contract or the statutory contract of employment in a calling where there is no designated award, the classification structure of the most comparable award calling is to be utilised for determining eligibility to the scheme; and
- Where a classification structure in an award is reviewed and subsequently revised, the translation point in the revised structure is to be utilised.

Salary levels within certified or enterprise agreements, common law contracts, or statutory contracts of employment are not to be used for determining eligibility to the GVS.

Where there is uncertainty as to the appropriate classification point for eligibility, Public Sector Bodies should contact the Department of Mines, Industry Regulation and Safety – Government Sector Labour Relations.

### ***Definition of PSA Level 9 - Class 4 or Equivalent***

Equivalency for the PSA level 9 – Class 4 must be determined using the same principles outlined above.

Salary levels within certified or enterprise agreements or common law contracts are not to be used for determining eligibility to the SOVS.

Where there is uncertainty as to the appropriate classification point for eligibility, Public Sector Bodies should contact the Department of Mines, Industry Regulation and Safety – Government Sector Labour Relations.

## **APPENDIX A.2 CONTRIBUTION RATES**

Five contribution rates are applicable to groups of vehicles based on their type, size and operating costs. These rates are reviewed each year by the Fleet Steering Committee. The current rates are published on the [wa.gov.au](http://wa.gov.au) website.

Contribution rates will be paid at the rate applicable for the vehicle the officer is accessing. Rates cannot be modified outside this policy by Public Sector Bodies. If the vehicle is replaced with a vehicle with a different contribution rate, the appropriate new contribution rate is to be paid by the officer from the date of the replacement.

### ***A.2.1 Exceptions For Existing Vehicles***

Other than the annual contribution rate review, policy changes may have the effect of moving a vehicle into a higher contribution rate category. Where members of the GVS and SOVS are currently accessing the lesser contribution rate, the officer will remain paying that contribution rate for six months from the date of any contribution rate policy change. If the officer relinquishes the vehicle or if a new officer accesses the vehicle during the six months the new contribution rate will apply.

Where an existing vehicle's contribution rate decreases, the new rate will apply immediately.

The SOVS may also be made available to eligible officers employed on a part time basis, who are working 0.5 FTE or greater, subject to CEO discretion and subject to payment of an adjusted contribution rate.

### ***A.2.2 Adjusted Contribution Rate for Part Time Officers in the SOVS***

The adjusted contribution rate for the SOVS is calculated by applying the existing SOVS contribution rate to weekends and days worked, and applying a cost recovery rate to working days on which the officer concerned does not work.

### **Adjusted Contribution Rate Calculation**

The calculation for the adjusted contribution rate contains the following inputs:

- Yearly cost is the "whole of life" cost of the vehicle over a calendar year. The yearly cost will differ for each vehicle and should be obtained from your Fleet Manager.
- Yearly FBT is the cost of the FBT over a calendar year.
- Number of weekdays worked per fortnight plus weekends.
- Number of weekdays not worked per fortnight.
- Current SOVS contribution rate for proposed vehicle.

The formula used to calculate the adjusted contribution rate is:

1. *Fortnightly cost to operate vehicle excluding FBT liability =*

$$\frac{\text{Yearly cost} - \text{Yearly FBT}}{26.1 \text{ (number of fortnights in a year)}}$$

2. *SOVS entitlement proportion* =

Number of weekdays worked per fortnight plus weekends / 14 x Current SOVS contribution rate

3. *Cost recovery proportion* =

Number of weekdays not worked per fortnight / 14 x fortnightly operating cost of the vehicle

**Adjusted Contribution Rate** = *SOVS entitlement proportion* + *Cost recovery proportion*

The cost recovery component will be locked in for the term of the lease (similar to SAT vehicles); and any yearly adjustments to the SOVS contribution rate will apply proportionately to the adjusted contribution rate.

If an officer changes the number of days worked part time e.g. from 5 to 6 days a fortnight, an appropriate recalculation will need to be made.

## APPENDIX A.3 APPLICATION FORMS

### A.3.1 Government Vehicle Scheme - Application to Participate

<b>GVS Vehicle Allocation</b>	
Registration No:	Contribution Rate: \$
Make:	Payable Date:
Model:	Cost of Extra Accessories: \$
Agency Fleet Coordinator Name, Signature and Date:	
<b>Officer's Application</b>	
Name:	Officer's Payroll No:
Position Title:	Officer's Drivers Licence No:
Classification:	Nominees Drivers Licence No:
Agency/Division/Branch and Address:	
Officer's Nominee and Relationship to Officer:	
<ul style="list-style-type: none"> <li>• I/We have read and agree to comply with the WA Government Fleet Policy and Guidelines.</li> <li>• Subject to CEO approval of this application, I authorise the Chief Finance Officer to deduct the contributions payable from my salary each fortnight, from the payable date, any additional charges that I have agreed to have deducted and for this/these amounts to be recouped by the agency.</li> <li>• I acknowledge that this contribution rate will be reviewed periodically in accordance with the WA Government Fleet Policy and Guidelines and authorise deduction of any such revised amount whilst I continue to access a GVS vehicle.</li> <li>• I further acknowledge that the specified vehicle make and model may be altered, or withdrawn at any time, with the contribution rates being altered accordingly.</li> </ul>	
Officer's Signature and Date:	
Nominee's Signature and Date:	
<b>Chief Executive Officer's Approval</b> (CEO to forward to Chief Finance Officer)	
GVS Participation is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Approved subject to conditions (cite):	CEO's Name, Signature and Date:
<b>Salary deduction implementation</b> (PAO to forward to Agency Fleet Coordinator)	
Chief Finance Officer Name, Signature and Date: <input type="checkbox"/> Deduction Implemented	

### **A.3.2 Senior Officer Vehicle Scheme - Application to Participate**

<b>SOVS Vehicle Allocation</b>	
Registration No:	Contribution Rate: \$
Make:	Commencement Payable Date:
Model:	Cost of Extra Accessories: \$
Agency Fleet Coordinator Name, Signature and Date:	
<b>Officer's Application</b>	
Name:	Officer's Payroll No:
Position Title:	Officer's Drivers Licence No:
Classification:	
Agency/Division/Branch and Address:	
<ul style="list-style-type: none"> <li>• I/We have read and agree to comply with the WA Government Fleet Policy – Conditions for Officers.</li> <li>• Subject to CEO approval of this application, I authorise the Chief Finance Officer to deduct the contributions payable from my salary each fortnight, from the payable date, any additional charges that I have agreed to have deducted and for this/these amounts to be recouped by the agency.</li> <li>• I acknowledge that this contribution rate will be reviewed periodically in accordance with the WA Government Fleet Policy and Guidelines and authorise deduction of any such revised amount whilst I continue to access a SOVS vehicle.</li> <li>• I further acknowledge that the specified vehicle make and model may be altered, or withdrawn at any time, with the contribution rates being altered accordingly.</li> </ul>	
Officer's Signature and Date:	
<b>Chief Executive Officer's Approval</b> (CEO to forward to Chief Finance Officer)	
SOVS Participation is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Approved subject to conditions (cite):	CEO's Name, Signature and Date:
<b>Salary deduction implementation</b> (PAO to forward to Agency Fleet Coordinator)	
Chief Finance Officer Name, Signature and Date: <input type="checkbox"/> Deduction Implemented	

## **APPENDIX B.1 REQUIREMENT FOR ORDINARY PLATES**

Criteria for exemption to Q-plated vehicles are:

- The CEO has approved the vehicle for use in the GVS or SOVS;
- The vehicle is a Police vehicle; or
- The Fleet Steering Committee has granted exemption where there is an operational requirement for confidentiality, sensitivity or security reason and there are not enough GVS or SOVS vehicles to meet this need.

Applications for exemption should be forwarded to the Fleet Steering Committee care of State Fleet, Department of Finance. The application must detail the nature of the work and why it requires ordinary plates and explain why this need cannot be met using existing ordinary plated vehicles in the fleet.

Public Sector Bodies must maintain appropriate auditable documentation for vehicles registered with ordinary plates. The only acceptable support documents are:

- A copy of a completed, CEO approved, GVS or SOVS application form (refer Appendix A); or
- A letter from the Fleet Steering Committee confirming that approval has been granted for security/surveillance/confidentiality purposes.

Once this documentation is in place, Public Sector Bodies should provide a letter from the CEO to their Fleet Manager requesting the ordinary plates. Public Sector Bodies who do not have a Fleet Manager should provide the relevant letter (refer Appendices B.1.1 and B1.2) direct to the Licensing Services.

Any vehicles that are not part of the GVS or SOVS but have been fitted with ordinary plates for operational purposes (e.g. security, surveillance) must not be used for private use.

### **B.1.1 Licensing of Non-government Registration Plates**

Attention:

Licensing Division

Department of Transport

Date:

#### **LICENSING OF MOTOR VEHICLE/S WITH NON-GOVERNMENT REGISTRATION PLATES**

To whom it may concern,

[Government agency name] has satisfied all government requirements for ordinary plates, and therefore, request you issue non-government plates for this/these vehicle/s.

Details as follows (for each vehicle):

	Vehicle 1	Vehicle 2	Vehicle 3 etc
Purchase Order Number:			
Licensing Organisational code:			
Make / Model / Type of vehicle:			
Vehicle ID Number (VIN):			
Supplying Dealer:			

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Signed by:[name of person] being an Authorised Officer of [Fleet Manager's name].

*(Or if submitted direct from a government agency without a contracted fleet manager, replace with)*

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Signed by:[name of CEO]

Chief Executive Officer of

[agency name]

(Licensing Office use only)

	Vehicle 1	Vehicle 2	Vehicle 3 etc
Plate number issued:			

*Note: This letter is to be presented by the supplying dealer to the Department of Transport Licensing Division upon application to license the new vehicle and is to be printed on Fleet Manager's letterhead (or government agency letterhead for Public Sector Bodies without a contracted Fleet Manager).*

### **B.1.2 Re-licensing of Non-government Registration Plates**

Attention:

Licensing Division

Department of Transport

Date:

#### **RE-LICENSING OF MOTOR VEHICLE/S WITH NON-GOVERNMENT REGISTRATION PLATES**

To whom it may concern,

[Government agency name] has satisfied all government requirements for ordinary plates, and therefore, request you issue non-government plates for this/these vehicle/s.

Details as follows (for each vehicle):

	Vehicle 1	Vehicle 2	Vehicle 3 etc
Current registration:			
Licensing Organisational code:			
Make / Model / Type of vehicle:			
Vehicle ID Number (VIN):			

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Signed by:[name of person] being an Authorised Officer of [Fleet Manager's name].

*(If submitted direct from a government agency without a contracted fleet manager, replace with)*

---

Signed by:[name of CEO]

Chief Executive Officer of

[agency name]

(Licensing Office use only)

	Vehicle 1	Vehicle 2	Vehicle 3 etc
Plate number issued:			

Note: This letter is to be presented by the supplying dealer to the Department of Transport Licensing Division upon application to license the new vehicle and is to be printed on Fleet Manager's letterhead (or government agency letterhead for Public Sector Bodies without a contracted Fleet Manager)

## **APPENDIX C.1 SAFE DRIVING GUIDELINES**

The Western Australian (WA) Government is committed to providing a healthy and safe work environment for public sector employees. As such Public Sector agencies have an obligation to promote safe driving practices in vehicles used for Government work through internal policies.

All employers have a duty of care to ensure workplace safety. A vehicle driven for work purposes is considered a workplace, employers must do all that is practicable to ensure employee safety when using that vehicle. This includes consulting with workers to ensure all potential hazards are identified, risks controlled, and adequate training and supervision is provided.

### ***C.1.1 Public Sector Fleet Safety***

The Policy provides direction to agencies on vehicle selection and requirements and includes directives that agencies acquiring a passenger or light commercial vehicle must choose a vehicle that:

- Has a current 5-star ANCAP rating.
- Meets the minimum fit for purpose requirements.
- Provides value for money.
- Addresses environmental considerations.

Where no operationally suitable vehicle exists that meets the ANCAP rating requirement, entities must provide a business case for State Fleet's approval; detailing the operational requirements that precludes the choice of a safer vehicle.

### ***C.1.2 Choosing Fleet Vehicles***

Five star vehicles have certain specified safety features as standard and will increase workplace safety and minimise harm to others in the community.

Employers may determine that certain additional safety features should be specified (whether standard or as added extras), to enhance the safety of fleet vehicle occupants.

Vehicle technology can help avoid collisions, correct accidental lane departures, detect driver fatigue and manage speeds. This technology can also help with crash protection that mitigates the impact on those inside the vehicles if a crash occurs.

Communications technology in the form of telematics can also improve road safety outcomes by reducing the incidence of speeding and other unsafe driving habits. Legislation requires that all drivers or passengers of vehicles fitted with telematics are made aware that these devices are installed and will be collecting location and journey details.

Innovative safety features in new vehicles are likely to develop further, providing additional protection and reducing the risks of road crashes.

### C.1.2.1 DAYTIME RUNNING LIGHTS

Daytime Running Lights are specially designed forward facing lights that are illuminated during the day in order to make vehicles more visible. This is especially important when driving at times of reduced visibility or in regional and remote areas.

Daytime Running Lights have been shown to improve vehicle visibility and estimation of distance resulting in reduced crash rates.

### C.1.2.2 AUTOMATED VEHICLES

Rapid advancement in vehicle technology is adding a new dimension to the road safety of fleet vehicles. Connected vehicles are anticipated to be able to share information between vehicles using roadside traffic equipment architecture and wider computer networks to prevent collisions and improve the amenity of driving. For example, better sequencing traffic signals or sensing oncoming vehicles and other road users. These features will further interact with other developments such as intelligent traffic signal management. The level of vehicle autonomy will continue to increase and should be considered when choosing a vehicle within the context and area of vehicle use.

### C.1.2.3 VEHICLE COLOUR

Colours higher on the visibility index, such as white, are recommended to reduce crash risk.

Black, blue, grey, green, red and silver vehicles have a higher crash risk compared with white vehicles.

### C.1.2.4 FOUR WHEEL DRIVE VEHICLES (4WD)

Four Wheel Drive (4WD) vehicles can cause comparatively more harm than other passenger vehicles when in collision with vulnerable road users and have a higher risk of rollover than other light vehicles. However, overall crash risk indicators suggest that 4WD vehicles are generally safe vehicles.

### C.1.2.5 TEMPORARY USE SPARE TYRES

Many vehicles are now fitted with temporary use spare tyres. These are tyres that are intended for short term use when a puncture occurs. This type of tyre is generally limited to 80 km/h and could be worn out after only 450 kilometres.

Vehicles that are used in rural and regional areas and for long distance driving should not be equipped with temporary use spare tyres.

There are safety issues to consider with temporary use spare tyres. The use of a temporary use spare tyre can severely compromise the handling and braking capacities of a vehicle, therefore, managers need to ensure drivers who may be required to use a temporary use spare tyres are aware that the vehicle manufacturer's instructions regarding maximum speed and distance to be travelled must be followed.

### C.1.2.6 BULL BARS

Agencies are encouraged to carefully consider the use of bull bars. Bull bars that are compatible with a vehicle's airbag and restraint systems are available. However, the effect upon the vehicle's overall crash performance is generally not known.

A vehicle that has a 5-star ANCAP rating may not retain this rating if it is later fitted with a bull bar. Any bull bar retrofitted to a vehicle must comply with the Department of Transport's [Light Vehicle Frontal Protection Systems Construction Guidelines](#).

#### C.1.2.7 CARGO PROTECTION BARRIERS

Cargo protection barriers should be installed in wagons and vans to protect vehicle occupants from objects in the cargo area flying forward in a crash or rollover. The barrier must:

- Comply with Australian standard.
- Be designed for the make and model of vehicle in which it is installed.
- Be installed as per the manufacturer's instructions.

#### C.1.2.8 FIRE EXTINGUISHERS

Fire extinguishers can be fitted in general purpose fleet vehicles if deemed appropriate, for instance, if a vehicle is to be driven in a remote area where emergency vehicles may take extra time to attend an incident.

For general use Department of Fire and Emergency Services (DFES) advise that although it is best to have an extinguisher available in case of emergency, drivers must be trained and proficient in its use. A person not adequately experienced may not be able to competently extinguish a fire in an engine compartment which may put them at greater risk than if they had exited the vehicle and waited for professional help.

To further reduce the risk of fire, smoking is not permitted in vehicles.

DFES may be consulted on policy issues concerning the provision of fire extinguishers in vehicles.

#### C.1.2.9 ADDITIONAL VEHICLE SAFETY ASPECTS

It must be ensured that all drivers of vehicles fitted with additional equipment or safety features are aware of the additions and are confident and competent in using them.

Before purchasing or installing additional or optional equipment, agencies should check with the fleet manager that it retains the integrity of the vehicle as manufactured and does not increase the potential of injury to occupants or pedestrians, or compromise compliance with the Australian Design Rules.

### **C.1.3 Using and Maintaining Vehicles**

#### **C.1.3.1 EMPLOYEE OWNED VEHICLES**

The use of private vehicles for work travel is referred to as a grey fleet and is an unacknowledged road safety problem.

Agencies should encourage the use of fleet vehicles for work duties. However, in exceptional circumstances private vehicles may be used. Organisations should develop and implement a grey fleet policy to ensure the safety of drivers regardless of ownership of the vehicle.

The National Road Safety Partnership Program provides further information and guidance in relation to [grey fleet policy](#).

#### **C.1.3.2 SHORT TERM HIRE VEHICLES**

Agencies are required to abide by the [Common Use Agreement](#) regarding short term vehicles hire. This will ensure safe choice and use of short-term hire vehicle in that:

- Hire vehicles are of the correct type for the work required.
- Hire vehicles have a 5-star ANCAP safety rating.

#### **C.1.3.3 ISOLATED AND LONG-DISTANCE DRIVING**

Employers must ensure that employees who are isolated (which includes being required to drive solo for long periods) are provided with the following:

- An appropriate communication system and training that will enable them to call for help in an emergency.
- A procedure for making regular contact with the workplace, including an estimated sequence of times that the travelling staff member will contact their base so that non-contact will start a search earlier rather than later.

Real time tracking capabilities can alert managers if an incident should occur which interrupts the intended travel and aid raising the alarm sooner.

To demonstrate due diligence regarding isolated and long-distance drivers, procedures must be developed to ensure that:

- The manager or designated staff member is aware of the driver's departure and estimated destination arrival times,
- Drivers are provided with emergency contact information,
- Agencies have a comprehensive fatigue management plan signed off as part of the internal fleet policy.
- Drivers are aware of personal security and safety practices, including vehicle locking system, alarm and duress systems, and vehicle storage and security arrangements.

Agencies can also ensure that telematic technology fitted in vehicles includes beacons or automatic crash notification (ACN) technology.

#### C.1.3.4 DRIVING IN REGIONAL AND REMOTE AREAS

Driving in regional and remote areas can place employees in high-risk situations, including high speed zones and unsealed and sub-optimal quality roads.

Formulation and implementation of risk mitigation strategies is imperative to ensure driver safety and well-being when driving for work in regional and remote locations.

Risk mitigation actions can include but not be limited to:

- Assessing the risks and hazards associated with the travelling requirement - include avoiding driving at dawn and dusk and being aware of the dangers of animal strikes.
- Obtaining a current map and directions or a GPS system that will work in remote and regional areas that may not have mobile internet network coverage.
- Selecting a 5-star rated ANCAP vehicle appropriate for the journey and expected terrain.
- Checking the road conditions and predicted weather conditions for the duration of their journey.
- Being clear about the appropriate communication procedures.
- Checking the communication systems are in good working order and are appropriate for the geographical region.
- Informing the authorities of remote area travel plans including; number of people travelling, destination and estimated time of arrival.
- Considering the carrying of a beacon, where appropriate.
- Considering using a vehicle fitted with automatic crash notification (ACN) systems.
- Ensuring the vehicle is equipped appropriately (e.g. to traverse specific terrain/s).
- Ensuring vehicle and equipment maintenance and servicing are up to date prior to departure.
- Ensuring drivers are provided with information and training on emergency procedures (including personal injuries and vehicle crash, breakdowns and bogging) and use of communications equipment.
- Ensuring drivers are provided with information and training on safe driving and can operate the vehicle and all the equipment on all terrains.
- Providing a current first aid kit and, if appropriate, a fire extinguisher and ensuring drivers have been trained to use them.
- Ensuring equipment records are being maintained and updated regularly.
- Providing appropriate supplies and equipment for emergency situations including food, water and fuel.
- Providing regionally specific driver training courses to staff required to drive in regional and remote areas.

Drivers must comply with the risk mitigation strategies and become confident in their ability to use necessary equipment through learning and practicing the correct use of the necessary equipment prior to their work travel.

### C.1.3.5 ROAD SAFETY CULTURE

Employers must (as far as practicable) ensure their employees and others who are at the workplace are not exposed to hazards in the working environment.

In the case of public sector agencies, the Chief Executive Officer or Director General has the ultimate responsibility, as an employer, to ensure the safety and health of staff and others at the workplace. In practice, the day-to-day responsibility for occupational health and safety matters lies with line managers and officers.

Agencies are encouraged to create a culture that promotes road safety, in line with and supportive of the safety culture of the organisation. It is helpful for an agency to identify the level of safety culture, both in an occupational health and safety and road safety context in order to continuously improve.

Agencies should aim for a culture where safety is an integral part of business and not thought of as an additional extra to consider once things have gone wrong.

To enhance a quality safety culture, internal policies and guidelines that enable safe driving should be drawn up and promoted. These policies can form part of a road traffic safety management or occupational health and safety management system.

These can include but not be limited to:

- Reporting vehicle crashes occurring during work.
- Driver licensing requirements.
- Maintenance of fleet vehicles.
- Maintenance of records on the use of fleet vehicles.
- Reporting defects.
- Safe driving policies including fatigue management and non-use of mobile phones and other devices.

Agencies should maintain and assess data on fleet performance against safety objectives.

### C.1.3.6 TRAFFIC INFRINGEMENTS

It is recommended that traffic infringements should be identified as risks and hazards and should be reported and managed as such through the agencies' injury management process.

Employers should be aware that the agency is deemed to be responsible for the vehicles in the event of a road traffic infringement and as such must take reasonable measures to ensure an accurate record is kept of who is always driving an agency vehicle. As such agencies could be fined if they do not or cannot identify the driver of a vehicle, when necessary, for instance at the time a road law breach occurred.

### C.1.3.7 ROAD CRASHES

It is the driver's responsibility to report any crash, in which the estimated damage exceeds \$3000 to the WA Police or the Insurance Commission of WA as soon as possible after the crash. Further information is available at [www.crashreport.com.au/ocrf/](http://www.crashreport.com.au/ocrf/)

Agencies should consider setting up a Critical Incident procedure. Managers should acquire crash reports as soon as possible after the event, with the intention of determining crash risk factors and implementing appropriate strategies to mitigate similar risks in the future in line with all other incident investigations. Best practice would see near misses also classed as incidents and investigated to allow appropriate controls to be put in place to reduce the risk of a road crash to as low as reasonably practicable.

Should an employee make a hazard or injury report, employers must inform the employee of any investigation into the matter and determination on the matter within a reasonable time.

Employees should also be made aware of the option of counselling through the Employee Assistance Program through [Road Trauma Support WA](#). The free counselling program is available to those involved in crashes, either as drivers, passengers, witnesses or first responders.

#### C.1.3.8 DRIVING LICENCE

Procedures to check that drivers hold a current driving licence of the appropriate class will ensure that all those driving for work purposes are licenced.

Drivers should be trained in the use of any special features of the vehicles, including training in the use of 4WD.

Those who regularly drive for work purposes should be encouraged to undertake an advanced safe driver training course.

#### C.1.3.9 VEHICLE MAINTENANCE

Agencies have a responsibility for ensuring fleet vehicles are maintained in accordance with maintenance schedules and that driver-initiated reports on vehicle safety are acted upon.

Drivers who drive for work purposes have a responsibility to drive safely and assist in maintaining the vehicles in a safe condition. Drivers should:

- Comply with agency policy, practices and instructions regarding vehicle use.
- Always obey the road rules.
- Report any unsafe vehicle conditions or defects.
- Drive to conditions.
- Maintain the vehicles.
- Maintain records as required by the employers.
- Immediately notify their supervisor of any changes to their licence that affect their right to drive a vehicle.

- Report items that require attention to their supervisor such as worn or damaged tyres and vehicle faults.
- Carrying out a visual check of tyres, safety equipment and warning lights prior to driving.

To ensure vehicles are in a constant state of optimal safety a maintenance policy could outline the responsibilities afforded to the designated driver for checking tyre pressure, oil and coolant levels at regular intervals between scheduled services and making the vehicle available for servicing and maintenance.

Procedures should be in place for the regular maintenance of vehicles.

#### C.1.3.10 UTILISATION OF SAFETY FEATURES

Research has found that drivers can be cautious in the uptake and use of safety features such as driver assist technology, especially that which takes on an aspect of control of the vehicle. Some functions are managed within the vehicle and are often disabled by drivers who either do not know how to drive with the technological assistance or are confident with it but chose not to use it.

Agencies must ensure that all drivers are informed of the importance of any driver assist technology and are confident and competent in driving with it engaged.

#### C.1.3.11 SAFE AND LEGAL DRIVING PRACTICE

Employees have a responsibility to eliminate or minimise risks and this extends to taking steps to improve driving practices.

Policies to minimise risk on the road must be developed and communicated. Clear procedures need to be developed to allow employees to report hazardous practices and ensure that the reported issues are promptly resolved. These policies must also promote compliance with the road law. Information on current road law can be found at the [Road Safety Commission website](#).

Necessary steps should be taken to ensure all drivers are aware of road rules, safe driving practice and related agency policies and procedures. These steps could include the use of external training providers and/or resources available through the National Road Safety Partnership Program (NRSPP) such as the Toolbox Talks which cover a range of topics regarding driving and safety and are designed to assist managers impart this information in a practical way.

All employees have a legal responsibility not to knowingly put themselves or those around them in danger. When driving for work this can be achieved by ensuring they are appropriately qualified to drive, follow legislative and policy driven safe driving practices. If necessary, drivers can approach their supervisor or OSH representative as part of the process for working with the employer to resolve any safety issues or internal or external pressures they feel may impact on their ability to employ safe driving practices.

#### C.1.3.12 FATIGUE

Driver fatigue is recognised as a significant contributing factor to road trauma. Agency policy and practices should minimise fatigued driving risk.

Night-time driving (midnight to 6am) as well as driving when the designated driver has been awake for more than 17 hours, should be avoided where possible. It is the total number of hours awake, not just the length of the driving task that is critical to managing fatigue, although the risk of fatigue does increase with the length of time on task.

It is recommended that agencies develop a policy for fatigue management for vehicle drivers.

Managers should be aware of driving schedules and ensure drivers and managers address the following information including;

- Realistic driving schedules are planned.
- Arrangements to share the driving with other travelling staff, where possible.
- Regular refresher breaks are taken.

Drivers must be educated on the relationship between fatigue and driving. It is critical to understand that the instructions concerning the avoidance of fatigue and that adherence to fatigue management policy is not optional.

Strategies to avoid fatigue include;

- Planning realistic driving schedules and including an overnight stay, when necessary.
- Regularly obtaining 6-9 hours' sleep every 24 hours.
- Swapping drivers where possible.
- Stopping for a break or coffee, when feeling tired.
- Stopping to have a short sleep when feeling tired.

### C.1.3.13 DRIVER DISTRACTION

Distraction is anything that diverts attention from driving, and can include the use of email or internet, route navigation systems, mobile phones, adjusting radio/music players, eating or drinking, applying make-up or shaving, and talking to passengers or children.

Drivers need to be aware of the dangers of driver distraction. Interacting with a hand-held mobile phone while driving increases the chances of being involved in a crash by four times. Regardless of the distraction, if you glance away from the road when driving for just two seconds (at 60km/h), you're effectively driving blind for 33 metres. Even worse, at 100km/h, you miss 55 metres of road.

Agencies are to promote a culture of no mobile phone use while driving. Drivers should be encouraged to focus on driving and turn-off their mobile phones (and put the phone out of reach) while driving. Some mobile phones have features such as 'DO NOT DISTURB' that automatically get enabled when the mobile phone is in a moving vehicle. These actions make it easier for drivers to self-regulate.

It is useful to provide drivers with easy to understand resources on what constitutes driver distraction and the necessary steps to avoid distraction – Road Safety Commission has a suitable [information sheet](#).

Drivers must understand that they are breaking the law when interacting with their hand-held mobile phone while driving. It is illegal to hold a mobile phone in the hand and talk, text, browse the internet or reply to emails.

When it is necessary to handle a mobile phone, drivers must either break their journey and legally park their vehicle to use their mobile phone or wait until reaching their destination.

Agencies may consider endorsing the use of hands free and other software applications that enable the use of mobile phones without the need for touching the phone if the need is identified following a risk assessment.

#### C.1.3.14 ALCOHOL AND/OR DRUGS

The use of alcohol and drugs severely impedes the ability to drive safely.

Agencies are to provide clear and specific guidelines in relation to alcohol use prior to driving. Legal blood alcohol concentration (BAC) in WA is below 0.05. However, certain categories of drivers are required to have a zero BAC. Further information regarding rules and penalties is available on the [Road Safety Commission website](#).

Agencies are recommended to set a zero BAC requirement for driving as the safest option.

Drivers must be aware of and strictly comply with the law, and their agency policy, on alcohol and drug use.

Where a driver considers that it is possible that they may be impaired by alcohol and/or other drugs, they must make alternative travel arrangements and must NOT drive.

#### C.1.3.15 SPEEDING

Speeding contributes to one-third of all fatalities in WA.

Speeding constitutes exceeding the posted speed limit or driving at speeds that are unmanageable for the road conditions.

Agencies should promote a culture of zero-tolerance in relation to speeding while driving for work purposes.

Drivers must;

- Always obey the road law.
- Always comply with set speed limits.
- Drive at a speed and manner that is safe for the conditions.

#### C.1.3.16 SEATBELTS

Agencies must ensure that all fleet vehicles are fitted with lap-sash seat belts. This is achieved by adhering to the policy that requires all vehicles to have a 5-star ANCAP rating. Seatbelts are also required to be in good condition and regularly checked. This should be included in the maintenance schedule.

Drivers are legally responsible for ensuring that all passengers are restrained. Drivers are expected to comply with the law regarding seatbelts and comply with any additional provisions of their agency.

#### C.1.3.17 CARRYING CHILDREN

It is a legal requirement that an approved child restraint appropriate to the age of the child must always be used. Children under seven years travelling in passenger vehicles or buses seating fewer than 12 people be restrained in appropriate restraints.

If required to carry children, the legislative requirements should be adhered to, and these can be found [here](#) or by phoning the information line on 1300 780 713.

#### C.1.3.18 OTHER HAZARDS

Some agencies may have specific hazards that apply to the field that they work in, such as a risk of violence from passengers or pedestrians, or sudden illness or heat stress of drivers or passengers.

A regular hazard identification and risk assessment process should be conducted by the responsible person at a workplace.

Agencies should set up and monitor compliance with critical incident procedures and training and maintain records of events that occur in line with their OSH Management System.

Drivers should be aware of all risks and mitigations identified in the internal agency safe driving policies.