



Government of **Western Australia**
WA Country Health Service

Motor Vehicle Fleet Driver and Management Policy



Motor Vehicle Fleet Driver and Management Policy

1. Background

The WA Country Health Service (WACHS) operates a fleet of motor vehicles that support the agency vision and purpose by enabling the provision of community based care services.

The WACHS Motor vehicle fleet also has a key role in supporting service provision through the maintenance and delivery of key infrastructure sites.

2. Scope

This policy applies to all WACHS employees, contractors, consultants and community partners that drive and/or manage the WACHS leased, owned and hired motor vehicles for official use.

Official use is defined as vehicle use directly relating to the duties undertaken by the driver in the execution of their contracted services.

Vehicles provided as a Salaries and Allowances Tribunal (SAT) entitlement are not governed by this policy. Conditions and information relating to SAT vehicles are available from the Department of The Premier and Cabinet.

3. Policy Statement

The objective of this policy is to provide the foundation for improved management of the WACHS passenger and light commercial fleet, ensuring optimal and effective fleet management practices are in place.

The policy ensures that:

- guidelines for safe and effective use of the motor vehicle fleet are in place
- all WACHS employees and potential users are aware of and understand the terms under which WACHS motor vehicles are made available for 'official use'; and any 'limited private use' where applicable
- vehicles are only used for conducting official WACHS business or in other such circumstances as approved by the Chief Executive (CE) and Executive / Regional Directors
- WACHS can maintain the most cost effective balance of fleet composition and utilisation to achieve operational needs
- WACHS can meet its obligations to provide a workplace and systems of work that are as free as is practicable from hazards and the risk of harm under Section 19 of the *Occupational Safety and Health Act 1984* (the OSH Act)
- compliance with the *WA Government Fleet Policy and Guidelines* issued by the Western Australian Department of Finance (DoF).

4. Roles and Responsibilities

Chief Executive (CE)

The CE is responsible and accountable for the overall management of the WACHS vehicle fleet. The CE has discretion within the scope of the mandatory requirements to determine fleet size, fleet mix and conditions to suit operational needs.

Managers and Supervisors

Managers and supervisors are responsible for ensuring that effective fleet management is undertaken in line with policy, and that targets relating to efficiency and deployment are achieved. At a regional level, responsibility for operational management of the fleet is delegated to the Regional Directors with day to day fleet coordination undertaken by regional Fleet Manager/Coordinator or designated WACHS employees.

All WACHS employees are responsible for ensuring compliance with the suite of Motor Vehicle Fleet policies governing use.

Part 1: Driver Guidelines and Conditions of Use

5. Approved Drivers

5.1 Authorisation to Drive

Authorised WACHS employees are to complete an [Motor Vehicle Fleet - Authorisation to Drive a Government Motor Vehicle Form](#) and submit it to their manager for approval prior to using a WACHS vehicle. This extends to volunteers and students on practical placements with the approval of the relevant department manager. External contractors undertaking WACHS business may be granted approval to drive by the Regional/Executive Director as appropriate.

All applicants must hold a current, valid and appropriately classed Australian or recognised International driver's licence. If you hold an international licence and it is not in English, you must carry an international driving permit or an approved English translation of your licence when you drive. For more information visit the WA Department of Transport 'Licensing' page – ['Visit or move to WA'](#)

Probationary drivers are permitted to drive Government vehicles for **business purposes only** and must display provisional plates in accordance with licence conditions. Vehicles are not to be used for giving instruction to learner drivers.

Drivers with a court-granted Extraordinary Licence must provide evidence of such to the regional fleet manager/coordinator and are only permitted to drive where an operational requirement can be demonstrated and has been endorsed by the Chief Executive (CE).

5.2 Driver Responsibility

It is the driver's responsibility to ensure that their licence remains current and valid. Drivers must notify the regional Fleet Manager/Coordinator as soon as possible of any changes that affect their right to drive a Government vehicle.

A driver's line manager, the regional Fleet Manager/Coordinator and their delegates are authorised to conduct random driver's licence, demerit point and suspension checks online.

5.3 Passengers

Family members, friends or other persons not associated with official WACHS business **must not be carried** in WACHS vehicles, except where allowed under the SOVS.

Regional/Executive Directors may show discretion to allow immediate family members to accompany staff on regional business journeys.

Where a vehicle is accessed under the conditions of the current Department of Health Medical Practitioners AMA Industrial Agreement or where otherwise approved by the WACHS CE (SOVS), immediate family members may be carried during times of limited private use.

6. Vehicle Use

6.1 General Conditions of Use

Any person responsible for, or in control of a WACHS vehicle shall take due care for the condition and security of the vehicle and shall comply with the [WA Government Fleet Policy and Guidelines](#) and all relevant legislation, traffic laws, regulations and by-laws.

Vehicles must only be used in the execution of Health Service business or in other such circumstances as approved by the Chief Executive. Vehicles are considered pool vehicles and must be made available in a pooling arrangement for operational use during business/rostered hours.

- Each driver is to undertake a visual safety check of the vehicle before each journey including:
 - indicators are operational
 - headlights are operational
 - damage to indicators, headlights and tail lights
 - condition of the tyres
 - panel damage impacting a vehicles safe operation
 - unexplained oil/water puddles under vehicle
 - dashboard warning lights.
- Vehicles are only to be driven on gazetted roads except in emergency circumstances or where spur roads off main roads are required to be used to access communities ordinarily serviced by WACHS employees. This includes access to patients that are located on farms where road access is not gazetted.

- Vehicles are not to be used for boat launching or recreational off-road use (including beach driving) at any time.
- Non 4WD vehicles are not to be driven on roads where 4WD vehicles are recommended for use by the relevant government body (i.e. local government, Main Roads Department). Examples include: Gibb River Rd, Cape Leveque Rd, Millstream-Chichester Rd and Telfer Rd.
- Vehicles are to be parked in a safe and secure place at all times. Vehicles are to be properly secured when unoccupied, i.e. keys removed, doors locked and security systems activated.
- Drivers are to ensure that passenger and any load limits legally permitted in the vehicle are not exceeded at any time.
- Drivers are responsible for keeping the vehicles in a neat and tidy condition at all times.
- Confidential material, expensive equipment and personal belongings are not to be left unattended in the vehicle.
- Smoking is **not** permitted in any Government vehicle.
- Animals other than those recognised as an Assistance Animal are not to be transported in WACHS vehicles at any time.

6.2 In Vehicle Monitoring Systems

WACHS vehicles may be fitted with in vehicle monitoring systems that monitor vehicle speed, geographical location, route, altitude, and direction. The devices also have the ability to record vehicle data such as engine revs, fuel tank level, fuel consumption, engine warnings and excessive acceleration, deceleration and cornering events via the in-device accelerometers.

The data collected will enable meaningful analysis of vehicle utilisation, fleet optimisation, FBT reporting and the potential for fuel tax rebates – among other potential uses. Elements of this information will be summarised and reported to Government in order to comply with a whole-of-Government mandate.

Under the *Western Australian Surveillance Devices Act 1998*, WACHS must advise that these devices are installed and will collect location and journey details. Please ensure that any other potential drivers (e.g. where permitted under policy) are aware that the vehicle is fitted with such a device.

6.3 Records of Use

Vehicle logbooks must be correctly and legibly completed for every journey for all vehicles (including SOVS).

Log book entries for each journey must include the following details:

- Date and time the journey began

- Time the journey concluded
- Odometer reading at the commencement and conclusion of the journey
- Distance travelled
- Itinerary and purpose of the journey (state whether the trip is business or private)
- Name of the driver
- Signature of the driver.

Both WA State Government Fleet Policy and Guidelines and Australian Taxation Office (ATO) policy require the accurate recording of driver and trip information to enable correct Fringe Benefits Tax calculation and persons in control of a vehicle at any given time. Failure to complete log books as required may be deemed as misconduct and may result in disciplinary action and/or vehicle privileges being rescinded.

Where Vehicles are fitted with an electronic trip recorder or telematics device in place of a traditional log book, approved methods to capture driver information (i.e. vehicle booking system) must be used.

6.4 Fuel Cards

All vehicles are issued with multiple fuel cards to ensure appropriate service coverage throughout regional Western Australia.

- Cards issued to a vehicle must only be used to refill the vehicle listed on the card. Cards are not to be used to refuel plant equipment (i.e. Lawnmower, garden equipment).
- Accurate odometer readings must be recorded at the point of purchase
- Drivers should ensure that the docket matches the bowser reading for fuel type, cost and litres. Dockets do not need to be retained.
- Premium unleaded fuel must not be used unless specified by the vehicle manufacturer as the required fuel.
- Loss of a fuel card must be reported immediately to the regional Fleet Manager/Coordinator.
- Fuel must not be removed from WACHS motor vehicles and used for private purposes.

The driver in charge of the vehicle should ensure that the vehicle is refuelled when there is half a tank or less, of fuel.

Unauthorised use of fuel cards is considered theft and will be dealt with in accordance with the WA Health Misconduct Guidelines and WACHS Disciplinary Investigation / Inquiry protocols.

6.5 Infringements

Fines for traffic and parking offences are the responsibility of the driver and drivers are obliged by law to provide relevant driver details to authorities or the regional Fleet Manager/Coordinator on request.

Failure to pay fines may result in legal action being instigated by the issuing authority. Costs resulting from legal action are to be met by the driver of the vehicle at time of the alleged offence.

For WACHS responsibility concerning infringements, please refer to section 13.4.

6.6 Smoking, Alcohol and Drugs

WACHS staff must comply with existing road traffic legislation and not drive while under the influence of alcohol and/or drugs.

Smoking, consumption of alcohol or use of illegal substances inside a WACHS vehicle is not permitted.

7. Safety and Security

7.1 Safe Driving Guidelines

The WACHS [Safe Driving Policy](#) provides detail on the obligations of all authorised drivers with relation to operating vehicles and adherence to Occupational Safety and Health legislative requirements.

Where an employee is required to drive on unsealed roads in the course of their duties, a suitable vehicle should be used. The requirement for a 4-wheel drive vehicle is to be assessed in the first instance by the line manager and, in the event of any dispute, with the region's Fleet Manager/Coordinator and Occupational Safety and Health Coordinator.

Belongings and cargo must be stored safely to ensure they cannot become projectiles in the case of a collision, e.g. strapped in, put in the boot etc.

Drivers are encouraged to drive during daylight hours. Journeys after dark are to be kept to a minimum.

Where employees (including casual employees) are required to drive in remote conditions, managers are to ensure that those employees have sufficient knowledge, skills, experience and training to safely control the vehicle to be driven, under relevant operating conditions.

8. Breakdown/Accidents

8.1 Breakdown Assistance

In the event of a breakdown, instructions on how to receive assistance are located in the glovebox of each vehicle. Alternatively, breakdown assistance can be organised through the government contracted fleet management company: Fleetcare on 134 333.

8.2 Accidents/Other Vehicle and Property Damage

WACHS vehicles are comprehensively insured with RiskCover.

In the event of an accident or vehicle damage, drivers are to comply with all legal and insurance requirements if involved in an accident, including:

- obtaining particulars of the other parties involved (if any)
- notifying the WA Police in accordance with the *Road Traffic Act* and other relevant laws if the damage is over \$2000
- advising their supervisor
- completing a WACHS [Safety Risk Report Form](#) if there is an actual or potential injury or hazard
- If the vehicle requires towing, contact the regional Fleet Manager/ Coordinator or government contracted fleet management provider via the roadside assistance number to arrange for an authorised towing company to collect the vehicle
- Drivers should never admit liability in an accident
- In all instances, the person in charge of the vehicle at the time of damage must complete an insurance claim form to enable the relevant Fleet Manager/ Coordinator to facilitate repairs
- Drivers are to report **any** theft or damage, however slight, to their Fleet Manager / Coordinator. Risk Cover insures all WACHS vehicles; the person in charge of the vehicle at the time of damage must complete a RiskCover claim form and travel accident form if they were injured during the incident

WACHS accepts no liability for loss or damage of personal items from government motor vehicles.

9. Home Garaging

Arrangements for home garaging must follow the requirements outlined in the [WA Government Fleet Policy and Guidelines](#) at section 5.2. Further instruction relating to home garaging arrangements is provided below.

Government motor vehicles may be home garaged where it is justified on operational grounds. Accordingly the CE can approve home garaging only when one of the following conditions is met. Vehicles utilised under the Senior Officer Vehicle Scheme (SOVS) are not subject to the below conditions.

9.1 Application and approval

Employees entitled to limited private use or seeking permission to home garage a WACHS vehicle are required to complete and sign the [Motor Vehicle Fleet - Home Garaging Application for Pool Vehicles Form](#) and have the application endorsed by the:

- a) relevant WACHS Regional/Executive Director for periods of up to six (6) months duration
- b) employees line manager for short term arrangements involving overnight business use entailing an early start or late return, or business use involving intra-regional travel where there is a requirement for overnight garaging.

Approval for Overnight Home garaging can be arranged with email approval from the appropriate Tier 4 officer. A copy of the email must be provided to the regional Fleet Manager/Coordinator and details entered on the applicable register.

No home garaging approval will be valid for more than 6 months and the application must be reviewed and re-endorsed by the Regional/Executive Director should the arrangement need to be extended beyond this time.

9.2 Conditions

Employees participating in home garaging 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 WACHS CE; and
- adequately protect and securely park the government vehicle behind the property line and not in the street.
- be aware that the driver may be held responsible for any repair costs resulting from vehicle damage if deemed to be caused through driver negligence and/or disregard for the conditions of use stated within this policy.

Drivers are responsible for the maintenance of the vehicles and will be held accountable for any inappropriate use or vehicle neglect. Individuals not adhering to this policy may have their vehicle privileges removed. Misuse or abuse of the motor vehicle can result in disciplinary action.

All travel to and from an employee'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 WACHS motor vehicle due to inadequate or insecure parking facilities
- operational WACHS motor vehicles which are utilised for on-call purposes are home garaged.

Senior practitioners granted limited use of a vehicle as part of the current Department of Health Medical Practitioners (WA Country Health Service) AMA Agreement should refer to 9.4 Limited Private use for additional conditions applicable to vehicle use.

9.3 Fringe Benefits Tax (FBT)

Employees 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 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.

It is recommended that employees seek independent financial advice as required. For more information, visit the Australian Tax Office ['Reporting fringe benefits on your payment summary'](#) internet page.

9.4 Limited Private Use

Limited Private Use is restricted and is defined as 'journeys to destinations within 40km by gazetted road, of the local town centre'.

Any travel beyond the immediate surrounds of their locale needs the approval of the relevant Regional / Executive Director. For very remote locations, the Regional Director may give standing approval for travel to regional centres.

Senior practitioners above the 26th Parallel, may be granted limited private use in accordance with the current Department of Health Medical Practitioners (WA Country Health Service) AMA Agreement and:

- are also permitted 'journeys to towns within 400km, by sealed road, of the local town centre'
- must make the vehicle available in the pool fleet for operational use when they are at work, during their normal shifts at their place of work. This includes making the vehicle available for overnight periods where client service requirements need to be met, however, any such use will occur in consultation with the relevant officer.
- in the event that an officer authorised for limited private use is absent from work due to annual leave, long service leave, or extended periods of sick leave, will return the vehicle to the place of work if operationally required.

For employees who are situated in very isolated locations (e.g. remote area nursing staff), limited private use of departmental vehicles may occur, subject to prior approval by the District Manager / Director, and adherence to any conditions that accompany such approval. For the purposes of this policy, isolated locations include Oombulgarri, Kalumburu, Warmun, One Arm Point, Lombadina and Looma Communities in the Kimberley region, and Nullagine, Marble Bar and Yandeyarra in the Pilbara.

9.5 Approvals and record keeping

Any travel beyond the immediate locale out of business hours must be approved by the relevant Regional Director and a record of this approval maintained by the region's Fleet Manager/Coordinator.

Records of usage are to be recorded in every WACHS vehicle's log book for each journey. Vehicles fitted with an electronic trip recorder or telematics device in place of a traditional log book must be used for each trip to capture required information.

9.6 Fringe Benefits Tax (FBT)

Limited private use may attract (non-FBT) taxation liabilities for employees as a result of FBT legislation. Employees granted the privilege of limited private use need to be aware of potential taxation liabilities and seek independent financial advice as required. For more information, visit the Australian Tax Office ['Reporting fringe benefits on your payment summary'](#) internet page.

10. Senior Officer Vehicle Scheme (SOVS)

10.1 Availability

WACHS vehicles may be made available for after-hours private use under the SOVS. SOVS vehicles have ordinary (private) licence/registration plates and are available to WACHS employees for business use during normal business hours.

Please refer to the Motor Vehicle Fleet – Senior Officer Scheme (SOVS) policy and [WA Government Fleet Policy and Guidelines](#) for all terms and conditions.

11. Use of Private Vehicles for Business purposes

Employees must make every genuine attempt to use WACHS vehicles to conduct official business.

Where a WACHS or government vehicle is unavailable it is preferable that alternate methods of transport including taxi or public transport are used.

Where no alternate method of transport is available or practical, employees may only use their private vehicles where they can demonstrate that:

- It is essential to carry out the business during the defined period
- their vehicle was rated 5-star ANCAP at time of manufacture.
- third party motor vehicle insurance is current and valid
- their vehicle meets the requirements of the WACHS motor vehicle pre drive check
- their Regional Director approves the use.

When assessing the application, Regional Directors should consider the appropriateness of the task being undertaken in the private vehicle (i.e. attending meeting vs the transport of patients) and the risk associated to the applicant and members of the public in each instance.

Approvals should be captured in a register and stored within Records Manager.

The website www.howsafeisyourcar.com.au can be used to determine ANCAP ratings at time of delivery.

Part 2: Fleet Management

This section of the policy covers the management and use of government vehicles including any vehicle leased, owned by or hired to the WA Country Health Service.

The management and use of WACHS motor vehicles should be done in accordance with the following principles:

- Demonstration of need: the purchase, lease, replacement and use of government vehicles shall be based on a demonstrated service delivery need.
- Maximum efficiency: fleet vehicles shall be pooled, garaged and used in a way that maximises operational efficiency and demonstrated defensible use of publicly funded property in the public interest
- Compliance: relevant legislation, traffic, transport and safety regulations are followed.

12. Operational Fleet Management

12.1 Vehicle Acquisition, Selection, Justification and Specification

All WACHS passenger and light commercial vehicles are to be leased through the State Fleet CUA unless an exemption has been granted by the State Fleet Steering Committee.

Vehicle replacement requires a business case demonstrating an operational need to be submitted and endorsed by the Chief Executive (via the Regional Director and WACHS Fleet and Accommodation Manager). The business case should address the operational requirement; impact to service delivery and steps taken to increase fleet efficiency (consider return/reallocation). Business cases for vehicles travelling less than 15,000km per annum must also demonstrate why they are operationally required and why it doesn't meet minimum usage to justify a lease.

Vehicle selection is limited to vehicles within the State Fleet Best Buys list in the [e-Decision](#) aid at time of vehicle requisition. In all cases the vehicle must be operationally fit-for purpose and aligned to the task and environment the vehicle is expected to operate in.

Where a suitable fit-for purpose vehicle cannot be identified, a business case outlining the justification for selecting a non-best buys vehicle can be presented to the Chief Executive via WACHS Fleet and Accommodation Manager for endorsement. This may be incorporated into the original business case where it is evident that it is a unique vehicle order. Vehicle selection decisions, including the acquisition of vehicles not listed as 'best buys', will be reported to the Economic Expenditure Review Committee (EERC) bi-annually.

Selection from the State Fleet Best Buys list ensures adherence to government CO₂ Emission policy and compliance with vehicle safety policies (i.e. 5 Star ANCAP). Where selection outside of the approved list is required, compliance with CO₂ and ANCAP 5 Star remains mandatory.

Where non-recurrent funding has been identified to purchase specialised vehicles, a Business Case will be submitted to the WACHS CE outlining justification for the vehicle required and the funding source. The Business Case will require CE approval and serve as the basis for seeking an exemption from State Fleet enabling a vehicle to be purchased outright.

12.2 Lease Terms

Passenger vehicles will be leased for a period of 60 months and/or a distance of 100,000 kilometres.

Light commercial vehicles will be leased for a period of 72 months and/or a distance of 120,000 kilometres.

Lease terms selection will be aligned to the appropriate annual usage to ensure that the selected term is the most cost efficient.

Ongoing monitoring of vehicle lease terms against utilisation should be performed by the Regional Fleet Manager/Coordinator and adjustments to the lease made where there has been a change in operational requirements for the vehicle.

12.3 Utilisation

Regional Fleet Manager/Coordinators should monitor the utilisation of vehicles and review the operational requirement for vehicles that are consistently registering low kilometres travelled. Vehicles may be rotated throughout WACHS to ensure maximum utilisation of each vehicle is achieved.

The adoption of electronic booking systems and telematics devices will assist in managing utilisation.

12.4 Vehicle Accessories

The CE has the discretion to approve the fitting of a range of accessories to meet genuine operational requirements.

Vehicle accessories require upfront payment to the contracted fleet manager at time of delivery. This includes additional costs for metallic paint, transportation or equipment transfer costs where required.

To reduce impact of upfront costs, accessories fitted to vehicles should be kept to a minimum and only fitted where there is a clear operational need (including safety considerations).

Additional or optional equipment installed/fitted to government fleet vehicles shall not affect the manufacturers designed operation, change the intended purpose of the vehicle, or increase the potential for injury to pedestrians or vehicle occupants. Such equipment will be fitted to vehicles in a manner that minimises vehicle damage without compromising compliance with the applicable Australian Design Rule (ADR).

13. Records and data management

13.1 Driver records

Each region is required to maintain a register of drivers and must include sufficient details as to allow the line manager and/or regional fleet Manager/Coordinator the ability to assess the appropriateness and currency of driver's licence.

It is preferable that this information is managed in an electronic vehicle booking system as this allows for automated monitoring of licence expiry and prevents drivers from booking pool vehicles where licences have expired.

Where an electronic booking system is not in place, a manual register is to be maintained on Records Manager.

13.2 Recordkeeping

WACHS are required to maintain records of every trip in every vehicle to ensure compliance with State Fleet and Australian Tax Office Requirements.

A logbook detailing business and private vehicle usage and justification for each trip must be completed in the approved vehicle log book. Where an electronic trip recording device has been installed, this can be used in place of the traditional logbook providing the requirement to identify drivers and trip information is recorded.

A booking-out system must be maintained for all vehicles to enable driver identification for infringements and/or insurance matters. It is preferable that an electronic vehicle booking system is used, however where such a system is neither available nor practical, a manual register must be maintained.

Regular auditing of Log Books using the approved [WACHS audit template](#) is required to ensure compliance. Ongoing instances of non-compliance should be addressed and raised with the Regional Executive where required.

13.3 Records Retention

Records pertaining to fleet vehicles including but not limited to vehicle acquisition, disposal, infringement notices, recall notices and home garaging should be recorded in the appropriate structure within Records Manager.

13.4 Infringement Management

Drivers of vehicles are personally responsible for the payment of any fines incurred as a result of illegal parking and speeding offences.

Where an infringement relates to a speeding offence, the regional Fleet Manager / Coordinator will receive a 'Notice Requesting Information' (NRI) for the alleged offence in a WACHS vehicle. This NRI is not an infringement in the first instance but a request to supply details of the driver or person in charge of the vehicle at the time of the listed alleged offence.

The Fleet Manager/Coordinator must complete Division 1 "Driver or person in charge – known" on the NRI, with the full correct details (name, date of birth and current address) of the driver or person in charge of the vehicle at the time of the alleged offence, and return to the address provided. Failure to action will result in an Infringement being issued to WACHS for failing to comply with the request.

Parking related infringements are normally issued to the vehicle and drivers may pay directly from the notice of offence. Where drivers fail to pay the fine a final demand notice will be issued to the regional Fleet Coordinator/Manager for action. The reminder/final demand notice must be paid by the responsible driver at this time.

Continued failure to comply with the identification of a responsible driver and payment of the failure to comply request will result in the infringement being referred to the Fines Enforcement Registry.

Infringements referred to the Fines Enforcement Registry may result in vehicle licences being suspended, with the potential for it to affect other Health Service Providers (HSPs) attached to the Department of Health.

14. Vehicle Maintenance, Service and Repair

14.1 Vehicle maintenance and servicing

All WACHS vehicles shall be maintained in a safe, clean and roadworthy condition and are to be serviced as per the manufacturers schedule and guidelines. Failure to adhere to manufacturers guidelines may compromise employee safety and vehicle warranty.

Where available, manufacturer's dealerships or their agents should perform scheduled vehicle servicing to ensure all warranty, recall and in service updates have been performed.

Concerns regarding the government contracted Fleet Manager's Performance or issues with repairers in the regions (if not resolved locally), can be referred to the WACHS Fleet and Accommodation Manager for attention.

15. Safe Driving Guidelines

15.1 Guideline

Fleet Managers/Coordinators should make themselves familiar with the [Safe Driving Guidelines](#) developed by the Road Safety Commission in conjunction with State Fleet

and Department of Finance. The Safe Driving Guidelines include guidance on obligations of managers and employees when driving alone or in regional and remote areas.

16. Definitions

CE	This refers to the Chief Executive of WA Country Health Service and also refers to the delegation of authority by these officers to their appointed representative during times when they are absent from their work due to authorised leave.
Government Contracted Fleet Manager	Means the external company contracted to provide motor vehicle fleet management services. The current incumbent Fleetcare was appointed in June 2018
Regional Fleet Manager / Coordinator	The person responsible for Fleet Management at a regional level.
State Fleet	A branch of the Department of Finance who facilitates the purchase, servicing and disposal of vehicles for Western Australian Government Agencies.
Official Use	Vehicle use directly relating to the duties undertaken by the driver in the execution of their contracted services.
e-Decision aid	The Department of Finance online portal for vehicle acquisition and lease information.

17. Compliance

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

This policy supports this requirement; failure to comply with this policy may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Integrity Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (HSA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS employees are reminded that compliance with all policies is mandatory.

18. Evaluation

Evaluation of this policy is to be carried out by the WACHS Fleet and Accommodation Manager (refer below). The following means or tools are to be used:

- Regions will be required to report periodically to the WACHS Fleet and Accommodation manager on their application of this policy.

- The WACHS Fleet and Accommodation Manager will conduct periodic audits and surveys of the WACHS fleet to assess adherence to and the application of this policy.

19. References

[Department of Health Medical Practitioners \(WA Country Health Service\) AMA Agreement 2016](#)

[WA Government Fleet Policy and Guidelines](#)

20. Related Forms

[Motor Vehicle Fleet - Authorisation to Drive a Government Motor Vehicle Form](#)

[Motor Vehicle Fleet - Home Garaging Application for Pool Vehicles Form](#)

WACHS [Safety Risk Report Form](#)

21. Related Policy Documents

WACHS [Safe Driving Policy](#)

WACHS SOVS Driver Policy (Under Development)

WACHS Motor Vehicle Fleet – Strategic Plan (Under Development)

**This document can be made available in alternative formats
on request for a person with a disability**

Contact:	Fleet and Accommodation Manager (R. Hancock)		
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