

SESLHD POLICY COVER SHEET



Health
South Eastern Sydney
Local Health District

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KEY TERMS	Motor Vehicle, Fleet, Business, Private use
SUMMARY	Policy document setting out procedures for use of Motor Vehicles by SESLHD staff.

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1. POLICY STATEMENT AND AIMS

The purpose of this policy is to set down the principles to be observed by the Local Health District in relation to the use of South Eastern Sydney Local Health District (SESLHD) motor vehicles by employees, in line with the [NSW Health Policy Directive PD2014_051 - Motor Vehicles \(Use of\) Within NSW Health](#).

This policy applies to employees of South Eastern Sydney Local Health District (SESLHD), any NSW Health sector or location where SESLHD Fleet administered vehicles are attached and staff who have access to SESLHD official motor vehicles for business use, an official motor vehicle on a private/business arrangement, or an official motor vehicle for private use.

2. RESPONSIBILITIES

Chief Executive and/or Delegate, Directors, Head of Corporate and Legal Services, General Managers, Clinical Stream Directors, District Fleet Manager, Managers and Employees.

2.1 CHIEF EXECUTIVE RESPONSIBILITIES

Chief Executive is responsible for ensuring:

- The policy is implemented within the organisation and must be observed by employees. Probity, accountability and transparency of procedures must be accorded the highest priority. Audit and regular review processes should be put in place to ensure compliance.
- Adherence to this policy is to be effected by all employees with aims to contribute to significant financial and environmental benefits.
- Appropriate monitoring and control exists over vehicle fleets and their use, and that a review of fleet size and utilisation occurs on a regular basis to ensure maximum utilisation, minimisation of changeover costs and minimisation of vehicle numbers for the tasks to be undertaken.
- The Chief Executive and Director, Corporate and Legal Services, in consultation with the District Fleet Manager (DFM), decide vehicle allocations.

2.1.2 DISTRICT FLEET MANAGER RESPONSIBILITIES

District Fleet Manager (DFM) is responsible for ensuring:

- The vehicle fleet is kept to a minimum necessary to meet operational requirements and is managed in accordance with sound energy and environmental principles.
- Delegated Officers and Employees using motor vehicles for work related purposes are properly licenced, and to encourage employees to observe safe driving practices.
- Employees are made aware of government policies promoting the use of public transport.
- On-going training and guidance for Delegated Officers on the implementation and use of Booking Intelligence.
- Monitoring suitability of existing fleet vehicles for their designated duty and location
- Evaluation (in consultation with the Chief Executive) of the suitability of vehicles, equipment and accessories for District health requirements.

- Monitor the fitting of any new, additional or specialised equipment to ensure compatibility with vehicle and business needs, and complies with SESLHD District Fleet requirements.
- Compliance with road transport legislation, Australian Design Rules, Work, Health and Safety requirements and approvals/exemptions authorised by the Transport NSW.
- All employees allocated vehicles for 100% private or business/private purposes complete [SESLHD District Form F051-Ongoing Approval for the Safe Garaging of SESLHD Motor Vehicles Terms and Conditions Written Acceptance](#).

2.1.3 DELEGATED OFFICERS' RESPONSIBILITIES

Delegated Officers must carefully evaluate the use and deployment of each District vehicle at every location to ensure they:

- Are being used efficiently and effectively.
- Are deployed for real and demonstrable needs.
- Are not being kept by individual employees for personal issue.
- Are available on Booking Intelligence daily to allow a maximum flexibility of use.
- Are not being used for unofficial purposes and/or taken home without necessary approval.
- Remain serviceable and if required, equipped.
- Verify and submit Motor Vehicle Running Sheet SESLHD District Form F057 monthly, for each vehicle to the District Fleet Manager (DFM) on or before the fifth business day of each month, scanned in PDF format and emailed to SESLHD-F287@health.nsw.gov.au (**one email per one vehicle running sheet**)
- Have operational keys secured at all times with spare keys locked/secured separately.
- Delegated Officers must ensure staff compliance with this policy within their area of responsibility and report any breaches to the Director of Corporate and Legal Services.

Failure to comply with the Motor Vehicle Policy may result in management action.

2.1.4 EMPLOYEE RESPONSIBILITIES

All Employees within SESLHD regardless of position must:

- Inspect a vehicle for obvious defects or damage prior to a journey.
- Take all reasonable steps to ensure the security of the vehicle and its contents.
- When allocated a vehicle for private or business/private purposes complete [SESLHD District Form F051 - Ongoing Approval for the Safe Garaging of SESLHD Motor Vehicles Terms and Conditions Written Acceptance](#).
- Hold a current licence of applicable category for the vehicle being utilised.
- Utilise Booking Intelligence vehicle booking system.
- Accurately complete [SESLHD District Form F057 - Motor Vehicle Running Sheet](#) each time the vehicle is used, including details such as, signature, employee number, location, driver, kilometres and fuel used.

- Immediately notify their Supervisor or Manager in the case of receiving a traffic related infringement notice that results in their licence being suspended, cancelled, disqualified or have limitations placed upon it which restrict their ability to perform normal duties.
- Failure to comply with the Motor Vehicle Policy may result in management action.

2.1.5 Part Time Employees

In general, a motor vehicle will not be made available on a full-time basis, to a part-time employee. Approval for private use of a District motor vehicle by a part-time Staff Specialist or other District Health officer, will be determined by the Chief Executive or Director of Corporate and Legal Services.

Where the employment status of an employee granted private use of a motor vehicle changes from that of full-time to part-time, approval for a continuation of private usage must be obtained from the Chief Executive or Director of Corporate and Legal Services in writing.

2.1.6 Contractors – Access to Fleet Vehicles

Contractors are not employees of the District, and generally, are not entitled to the same access to District facilities and resources, including motor vehicles. Only in those circumstances where a District vehicle is required to carry out the contracted work or as part of the contracted service, may approval be given to a contractor to use an official fleet vehicle. All journeys must be recorded on the [Motor Vehicle Running Sheet](#) and in Booking Intelligence. Under no circumstances are contractors permitted to use an official vehicle for private use.

2.2 CATEGORY OF LOCAL HEALTH DISTRICT VEHICLES

Category 1: Operational Vehicle

An operational vehicle is used to carry out work duties. This vehicle type is to be used for direct District operational needs and is generally 100% business use. Under this policy the following vehicle types are included:

- Special purpose, eg, a vehicle with a level of fit-out equipment that enables a specific duty to be carried out Patient Transport, Organ and Tissue Donation, Community Health, Ramp/Lift Vehicles, and Maintenance and Domestic Services.
- Vehicles as defined under the Health Services Act 1997.
- A vehicle required to maintain the safety and security of District locations, including those with lights, markings or communication radio.
- General pool vehicles, available for use by staff across the District.

Category 2: Allocated Vehicle (*Dedicated Role*)

- Is one in which the District allocates a fleet vehicle to a specific workstream role. It is a vehicle generally not used by other staff without the permission of the employee filling the dedicated position for which the vehicle is attached.

- Vehicles in this category are generally 100% business use vehicles, any private use is subject to FBT.

Category 3: Packaged Fleet Vehicle (*Business/Private and 100% Private*)

A government fleet vehicle is included in an employee's salary package as a fringe benefit. An arrangement is established between the employer and employee detailing all conditions of the contract, including (but not restricted to):

- Determining how running costs of the vehicle are to be paid agreeing upon what the vehicle can be used for (business only, limited private use or total private use)
- Business/private vehicles are those under a salary packaging arrangement. Such vehicles are generally packaged by Executives and Senior Managers, they involve a pre-agreed division of usage for business and private purposes.
- 100% private use vehicles are those where Executives and Senior Managers elect to salary package a fleet vehicle with anticipated total private use.
- Motor Vehicle Policy for NSW Government, departments and agencies are to refuse to sign packaged fleet vehicle documents for V8 or high powered vehicles in line with Cleaner NSW.

Category 4: Novated and Private Motor Vehicles (These vehicles are not part of the LHD Fleet)

- Novated lease vehicles are for 100% private use only and must be leased using the Government's approved deed of novation. A vehicle acquired under a novated lease is *not* part of the District fleet.
- Private motor vehicles are not to be used for business purposes unless certain conditions are met, as per [NSW Health Policy Directive PD2016 010 - Official Travel](#). A private motor vehicle is *not* part of the District fleet.
- Delegated officers approving private motor vehicle use on official business must comply with [NSW Health Policy Directive PD2016 010 - Official Travel](#) Section 5 and [SESLHD District Form F052](#) requirements. Delegated Officers must maintain on file both the current registration and current comprehensive insurance document copies for the vehicle used.
- Under no circumstances are health clients or patients to be conveyed in a staff member's novated or private vehicle.

2.3 FLEET VEHICLE STANDARD OPERATING PROCEDURES

Category 1: Operational Vehicle

These are vehicles available for business use purposes and comprise the majority of the SESLHD District fleet. They are not allocated for private use. All vehicles in this category must be booked through Booking Intelligence. Department Delegated Officers are to allocate daily bookings and monitor vehicle usage. District Fleet Management will update Booking Intelligence as required (adding new pools, updating registrations, and registering staff).

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Staff wishing to use a SESLHD District vehicle must book a vehicle through Booking Intelligence. Vehicles will generally be acquired from the staff member's immediate department; however adjoining departments are encouraged to make their vehicles available to be booked by District staff during business hours, to ensure maximum health care efficiency.

Staff may 'block' a selected vehicle for an extended period of time on Booking Intelligence provided a genuine business reason exists. No employee is permitted to bulk 'block' vehicle/s in this category without holding direct delegation over vehicle/s being blocked.

Personnel driving District Vehicles are to refer to Booking Intelligence User Guide. (The Booking Intelligence guide is available on District Fleet intranet page)

The District Fleet Manager will maintain administrator access and delegation authorities for the SESLHD I Booking Intelligence system.

The size of the dedicated general use pool vehicles will not generally be large enough to meet peak periods of demand, therefore employees should consider alternative methods of transport, vehicle-pooling and adjoining department vehicle options if availability becomes problematic.

Category 1 vehicles are to be used for business purposes. If taken home for official reasons, they are to be kept overnight only when secure parking is available (private locked garage as a guide).

Employees may garage a vehicle at their homes:

- a) When their duties include a requirement to provide a service in an emergency.
- b) When their duties require them to undertake, prior to the next ordinary working day, other official duties which require the use of a motor vehicle.
- c) When they will proceed to duty directly from their home on the following day, at a location away from their normal place of work.
- d) Where the District lacks suitable overnight secure parking. (In these circumstances employees who reside in close proximity to the District facility should be allocated the vehicle).

In respect of (b) and (c) above, consideration is to be made as to whether giving permission will result in reduced vehicle usage or more effective use of the employee's time on duty.

In respect of (d) above,

- i. As a rule District category 1 vehicles should not be garaged at ie; private premises unless the employee requires the vehicle for solely business purposes, start in field, finish in field, when on-call *and* required to transport bulky-heavy equipment used regularly to perform duties.
- ii. The vehicle is not to be used for private purposes and is not to be made available for private purposes. ; and in line with Tax Ruling MT2021 Delegated Officers and the District Fleet Manager are to monitor and restrict any identified *regular* home garaging.

- iii. Vehicles in this category are not to be home garaged during weekend periods unless continuing justifiable business use is required. They are not to be home garaged under any circumstances during annual leave periods.
- iv. No persons other than authorised employees are to use these vehicles.

Failure to comply with the Motor Vehicle Policy may result in management action.

Category 2: Allocated Vehicle (*Dedicated Role*)

Vehicles that have been assigned and approved for a specific role, where their very nature limits their general availability for other sector use within the District. Generally this vehicle category is one in which the District allocates a fleet vehicle to a specific workstream position. It is a vehicle generally not used by other staff without the permission of the employee filling the dedicated position for which the vehicle is attached.

Category 2 vehicles are generally 100% business use vehicles, any private use is subject to FBT. Before being used for any continued private purpose, authorisation is required from the Chief Executive or Director of Corporate and Legal Services. The District Delegated Officers are to keep any private usage to a bare justifiable minimum. A record of such on-going private use approval is to be maintained in a register and copy sent to the District Fleet Manager at time of approval.

These vehicles must be visible daily within their Booking Intelligence grouping, however, may be reserved under the Primary Driver function. Any booking or use of this vehicle, outside its on-going approved role, should be made after permission is sought from either the Primary Driver or Delegated Officer within that vehicles sector. Note any on-going approval may be revoked at any point by the Sector Director, Director of Corporate and Legal Services or Chief Executive.

Private use and home garaging guidelines are generally the same as Category 1 vehicles, however some limited private use maybe permitted where the following business rules are applied:

- a) Under no circumstances is vehicle transport to and from work to be offered as an inducement to, or the continuation of, employment.
- b) The distance between home and work should be minimal. Employees living closest to the place of work should provide the service.
- c) Employees who take fleet vehicles home for these reasons need to be aware that such usage is private, which may result in a fringe benefit and could impact their own personal salary package and reportable FBT amounts.
- d) During out-of-hours use, no person other than the authorised employee is to use the vehicle, and the vehicle cannot be used for private purposes other than the authorised travel to and from the employee’s residence. All travel is to be recorded.

The Chief Executive has the sole authority to approve the allocation of District fleet vehicles for private use. The only exception to this requirement, are Service Directors who may approve On-Call arrangements in accordance with this policy.

Delegated Officers, Managers and Directors have a responsibility to ensure their staff comply with this policy, and that any private use of motor vehicles is duly approved by the Chief Executive, and the individual concerned pays the appropriate contribution for such usage.

The District Fleet Manager is responsible for the general day to day management and coordination of aspects of the business/private use of vehicles to ensure compliance with this policy and the NSW Health Policy Directives. This includes close coordination with District Finance to ensure appropriate payroll contributions are made and Motor Vehicle Running sheets are completed for Fringe Benefit Taxation purposes. District Fleet Services and District Finance are required to undertake periodic audits of vehicle running sheets and payroll deductions to ensure compliance with this policy and the NSW Health Policy Directives.

Failure to comply with the Motor Vehicle Policy may result in management action.

Category 3: Packaged Fleet Vehicle (*Business/Private and 100% Private*)

Award covered employees of NSW Health who require the use of an official motor vehicle for official purposes during the normal course of their duties may be offered the packaging of a fleet motor vehicle for private use (Includes SES/SES Equivalent, Non-Award Salary Remunerated Employees and Senior Officers). Private use of a NSW Health/District vehicle is not permitted unless such use is authorised by the Chief Executive or Director of Corporate and Legal Services, or otherwise provided for under an industrial instrument, or in this policy.

In line with the Government Sector Employment Act 2013, executives and non-executive offers of employment (where packaged fleet vehicle option applies) should include the following:

- The band in which the Specialist/Executive is employed.
- The duration of the contract if not employed in ongoing employment.
- The employment benefits and any allowances regards vehicle fleet options including
 - Private use to and from place of work.
 - Other after hours and general weekend running.
 - Travel during periods of leave.
- District fleet needs will determine whether a vehicle will be allocated on a business/private basis. Fleets are not to be expanded to cover allocations under this clause.
- All applications for private use, annual renewal and kilometre nominations must be approved by the Chief Executive or Director of Corporate and Legal Services. All applications must be sent in the first instance to the District Fleet Manager.

When an official vehicle is allocated to an Award Employee for private purposes, it is subject to the following restrictions:

- The vehicle is not to be driven by any person other than the employee or his/her nominee, being another member of the employee's household.
- This nominee must have a current driver's licence which can include Learner or Provisional licensed drivers
- Vehicles that exceed the luxury vehicle tax threshold set by the Australian Taxation Office cannot be procured through the leasing facility.

- In line with the *Cleaner NSW Government Fleet Policy*, departments and agencies are to refuse to sign fleet vehicle packaging documents for V8 or high powered vehicles.

All vehicles are leased through SG Fleet and purchased through the Prequalification Scheme: Motor Vehicles. The current motor vehicle scheme is valid from 2018 to 2023.

All employees who are allocated a Category 3 motor vehicle are required to contribute towards 100% of the cost of parking the vehicle at their primary location. The rate is to be consistent with the rate chargeable to employees on that campus. (HES/SES employees, where applicable, will be subject to the defined NSW Parking Space Levy).

Failure to comply with the Motor Vehicle Policy may result in management action.

2.3.1 Return of vehicles during leave

Category 1 and 2 vehicles are to be returned to the fleet for any periods of planned leave. In instances of unplanned leave e.g. sick leave, management may consider that immediate return of the vehicle is not warranted. In these instances the employee is to contact their Sector Director to determine what arrangements are to be made to return the vehicle, within 24 hours.

For Category 3 vehicles, all salary sacrifice charges continue when the officer is on leave. The salary package is an ongoing commitment and leave should be factored into the business/private nomination by the Executive officer at establishment of each package. All adjustments to usage are done at reconciliation. However when a Specialist/Executive has exclusive use of a business/private vehicle during any periods of leave over three consecutive months, they should be charged at the rate for a 100% private use. This will alleviate any possible large charges owed by the Executive officer at reconciliation.

Alternatively where the Specialist/Executive chooses to leave the vehicle in the department or sector pool, the Specialist/Executive's payroll deductions for the vehicle are not to be ceased. If this period is for over three consecutive months the package can be ceased and recommenced when the Specialist/Executive returns from the extended leave.

2.3.2 Access to vehicles during Leave

Approval must be given by the Chief Executive, or the Director, Corporate and Legal Services for the vehicle to be used by an employee during **any** leave period over four working days, subject to a limit of six weeks per annum for annual leave or other type of leave. In granting such approval, the Chief Executive, or Director, Corporate and Legal Services must be satisfied the business needs of the District will be met during the period the motor vehicle is unavailable. All requests for approval to take an official vehicle on any leave period over four days, must be submitted to the Director of Corporate and Legal Services on the appropriate request form ([Form F056 - Request to take allocated SESLHD Motor Vehicle on Annual Leave](#)).

Officers are required to pay for all fuel used during periods of leave greater than four days. The organisation is to determine the most appropriate method of ensuring that employees pay for all

fuel used during leave, eg; recoup petrol card expenditure from employee or inform the employee they are not to use the official fuel card during the period of leave.

The applicable annual rate is **not** to be adjusted when the vehicle is returned to the pool during normal periods of leave.

2.3.3 Vehicle Running Sheets – SESLHD District Form F057

[Motor Vehicle Running sheets](#) must be completed correctly and legibly, as it needs to be maintained for audit purposes, future reference by staff, fleet managers, tax unit, etc. Internal Auditors, External Auditors and the ATO may verify the running sheets as part of their respective audits.

Motor Vehicle Running sheets are to be submitted monthly with month end odometer readings specified. All fuel purchases are to be recorded.

The employee in charge of the vehicle must:

- Mark all entries legibly in pen.
- record the:
 - time and date the vehicle is taken and returned
 - start location and destination
 - purpose of trip
 - the drivers name & employee number
 - end of trip odometer reading and distance travelled – including private mileage if this applies
 - petrol and oil purchased
 - overnight garaging address if this applies
 - sign the entry
- All Executives with Category 3 packaged fleet vehicles are to submit their Motor Vehicle Running sheet within five working days of the following month. The District Fleet Manager will review these returns and submit a summary to the Department of Finance.
- Petrol dockets do not have to be retained, however accurate odometer readings are to be entered at time of purchase and fuel in litres noted on the Motor Vehicle Running Sheet.
- All Motor Vehicle Running sheets must be authorised by the designated Department or Line Manager before submission to District Fleet Services.

The completed Vehicle Running Sheet is to be scanned in PDF format and emailed each month to SESLHD-F287@health.nsw.gov.au.

2.3.4 FBT Inquiries

Contact District Finance via the District Fleet Manager for FBT inquiries including information about FBT exempt vehicles. **Do not** contact the Australian Taxation Office directly about FBT matters. If fleet vehicles are engaged for private use, private mileage must be recorded on the log sheet and followed defined approval pathway.

Failure to comply with the Motor Vehicle Policy may result in management action.

2.3.5 Monthly Inspection of a Motor Vehicle Form - SESLHD District Form F049

The first employee of the month in charge of a vehicle must:

- Accurately complete the [SESLHD District Form F049 - Monthly Inspection of a Motor Vehicle Form](#) noting any defects, body damage details or other concerns, this form must be certified and signed by the designated Department or Line Manager
- The completed Monthly Motor Vehicle Inspection Form is to be retained in the department. All deficiencies and issues are to be reported to District Fleet Management for rectification.

2.4 Licencing

Workers required to use a motor vehicle must have their licence checked upon employment, then annually and randomly to ensure licenses remain valid. Any driver who has their licence cancelled or suspended must notify their line manager immediately. Details of the licence checks must be recorded on Record of Driver's Motor Vehicle Licenses Register ([SESLHD District Form F057](#)) and retained by the Delegated Officer or Manager.

2.5 Unavailability of official vehicle

If, as a result of an accident or some other unforeseen situation, an official District vehicle is not available for private use of the assigned officer, the officer may need to make their own arrangements for the duration of this occurrence.

2.6 Transfer and replacement of vehicles

As per the delegations manual a Tier 2 Director/Executive or above must outline the continued need for a vehicle to be replaced/renewed. Submit [SESLHD District Form F050 - New/Replacement Vehicle Application](#) by the indicated return date from Fleet Services.

2.6.1 Change of vehicle type

Apply in writing for a different type of vehicle if there is a change in local conditions or duties. Ensure applications reach the District Fleet Manager at least five months before the existing vehicle is due for replacement. Approvals are subject to several factors including operational and financial considerations.

Immediately before vehicle is transferred or replaced, carefully inspect to ensure:

- The vehicle and accessories are in good condition
- The vehicle is roadworthy and presentable; dents, scratches and body chips are repaired.
- All tyres comply with the regulations under the Road Transport Legislation.
- All seats, windows & glass, lights and mirrors are in good condition.
- There is just enough fuel to reach District Fleet Office at Sutherland Hospital Campus or Fleet Office at the Randwick Hospitals Campus. (The District does not receive a rebate from SG Fleet for any surplus fuel left in a returned vehicle).

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Vehicles leased or purchased by SESLHD and any financial proceeds post disposal/sale of vehicles or fleet equipment, will be distributed at the discretion of the Chief Executive in consultation with the Director, Corporate and Legal Services. Service Directors and General Managers will be required to submit an internal briefing report for review should they wish to recoup same.

2.6.2 Purchase, Disposal, Hire and Lease

District Fleet Services arranges the lease (or the capital purchase) and disposal of all serialised fleet vehicles. Do not buy, dispose of, or enter into a lease with any commercial firm for the supply of a SESLHD vehicle without the approval of the Chief Executive or the Director of Finance.

2.7 Identification stickers

Identification stickers are to be affixed to all vehicles except where those vehicles are under a 100% private arrangement, on a private/business basis or where the Chief Executive or Director, Corporate and Legal Services determines otherwise due to unusual circumstances.

Exemptions and exclusions are to be requested in writing and copies retained by District Fleet Management. ([SESLHD District Form F048 – Exemption Memo](#)) Exempted and excluded vehicles will be reviewed annually by the District Fleet Manager.

Where an exemption is granted the vehicle will carry SESLHD Service identification inside the vehicle, visible to the drivers and passengers.

Unauthorised stickers must not be attached to vehicles e.g. stickers of a political nature, contract repairers, dealerships or those promoting sporting organisations or clubs.

This applies to all SESLHD vehicles

Failure to comply with the Motor Vehicle Policy may result in management action.

3. Work Health & Safety**Work Health and Safety Act 2011 No 10****Section 27 Duty of officers**

- (1) An officer of the person conducting the business or undertaking must exercise due diligence to ensure that the person conducting the business or undertaking complies with that duty or obligation.

Section 28 Duties of workers

While at work, a worker must:

- (a) Take reasonable care for his or her own health and safety, and
- (b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and

- (c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act, and
- (d) Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Work Health and Safety – Standard requirements

SESLHD Work Health and Safety (WHS) standard vehicle usage:

- Station wagons are to be fitted with steel cargo safety barriers that comply with Standard AS/NZS 4034-2008
- Vehicles must carry a First Aid Kit
- Vehicles which have a sharps container fitted of which complies with [NSW Health Guideline GL2018 013 – Work Health and Safety – Blood and Body Substances Occupational Exposure Prevention](#)
- Smoking is not permitted in any NSW Health vehicle
- Drivers must not use mobile telephones unless a hands-free device is fitted
- New leased or purchased vehicles are to have rear parking sensors fitted as standard
- Under no circumstances should drivers of category 1 and 2 vehicles transport non-health clients or patients.

Vehicles are to be maintained in accordance with the manufacturer's requirements, and must at all times, comply with relevant road transport legislation.

3.1 Driver training

Driver competency is assessed as part of gaining a NSW Drivers licence. It is the employee's responsibility to maintain a valid licence of appropriate category for vehicles driven. Drivers of SESLHD vehicles, who come under notice for unsafe or incompetent driving practices, may be subject to a 'safe driver panel' review. Management or remedial action can be considered.

3.2 Fatigue Management

Driving a motor vehicle may be considered a safety critical task and we must actively manage workloads in a way to minimize driver fatigue. Managers and workers need to be mindful of the signs of fatigue and take immediate action to ensure the safety of worker and others.

Outlined in [SESLHDPR/714 – Work Health and Safety - Fatigue Prevention and Risk Management](#) is the process to identify and manage fatigue in the workplace.

3.3 Trip Planning

Where possible, long distance highway trips should be planned during daylight hours avoiding dawn, dusk and nightfall. In cases where this is not possible extreme caution should be taken.

Workers should take frequent short breaks (at least every two hours) whilst driving long distances.

Workers must also take into consideration adverse road conditions such as:

- heavy fog
- recent rain or driving when raining and impact on roads
- heavy traffic areas and periods (such as holiday breaks)
- Stock and wildlife on roads.

Workers must drive appropriately and safely in these adverse conditions. It may be necessary to postpone or reschedule planned trips if road conditions are not conducive to safe driving principles.

3.4 Vehicle Selection

This is to be done using the repurchase assessment form [SESLHD District Form F050 - Motor Vehicle Replacement Request](#). Consideration should be given to relevant WHS needs to ensure vehicles are selected that are fit for purpose and workers and passenger safety is considered. This could include considerations such as vehicle height for loading, unloading, size of vehicle for moving of equipment or fitting of vehicle with mechanical lifters.

Fleet management will reserve the right to provide a vehicle of their choosing should the vehicle request for replacement form be incomplete or inconclusive in clearly identifying the need for a specific vehicle based on operational requirements in combination with staff safety.

3.5 Motor Vehicle Accidents

Full details of what to do after a motor vehicle accident are outlined at:

<http://www.rms.nsw.gov.au/roads/safety-rules/safe-driving/after-crash.html>

General requirements after a motor vehicle accident include:

- Stopping immediately and giving help and assistance to anyone else involved
- If anyone is injured, trapped or killed calling the Police and Ambulance – dial 000
- Exchange details including insurance information with other parties
- Report the accident to your manager as soon as practical and advise if you are able to continue on with your current scheduled trip
- If required report accident to police assistance line 131444.

As soon as practical after an accident, *(in any case within 72 hours after the collision)* the employee(s) should notify the details of the incident using **Gallagher Basset/iCare** claim form available from District Fleet office.

As part of this form they should include details of:

- Date and time of accident/incident
- Location, address of incident

- Names and other details of vehicle, drivers, passengers, etc. (include drivers' licence, name, registration and contact number of other parties)
- Descriptions of all vehicles involved including registration numbers
- Whether Police were called or attended- and obtain the Event No
- Name of other driver's insurance company
- Whether there were any injuries incurred resulting from the accident
- If safe to do so, obtain photographs of vehicles damaged
- Return completed form to SESLHD District Fleet Services.

4. DEFINITIONS

Booking Intelligence is a resource management application that has been created by SG Fleet which enables the management of SESLHD's fleet pools.

Chief Executive (CE) is the head of the Local Health District.

Delegated Officer (DO) means an employee who holds delegation authority relating to their area of responsibility. Delegations maybe exercised by a person acting or relieving in that office.

Employee is a person employed by the Local Health District as defined within this policy (including Executives, SES/HES and SES/HES Equivalent employees).

Employee Contribution amount paid by employees from after-tax income as determined by the Chief Executive for private usage of a SESLHD vehicle.

Fringe Benefit Tax is the tax levied on benefits obtained by employees in respect of their employment. It can be abbreviated as FBT. A vehicle fringe benefit can arise when a SESLHD owned or leased vehicle is available for the private use of a SESLHD employee.

Garaging refers to situations where an employee is permitted to take a Local Health District vehicle home to park in his/her garage or carport.

Goods and Services Tax (GST) is the broad-based tax (currently 10 percent) on the supply of most goods and services consumed in Australia.

Health Executive Service (HES) means positions determined as Health Executive Service, pursuant to Section 121B (2) of the Health Services Act 1997.

Household means family households, where the household contains members with a family relationship (with or without non-family members present) in a domestic dwelling.

Local Health District (LHD) is a local health district constituted to facilitate the conduct of public hospitals and health institutions and the provision of health services for residents of the areas of the State in respect of which the districts are constituted. As per Section 8 Health Services Act 1997.

District Fleet Management comprises all LHD motor vehicles including business use, those packaged for business/private use and 100% private use that are required to meet the business needs of the LHD. All vehicles in this category are administered through SG Fleet and are subject to this, and other state government policy.

District Fleet Vehicle is a vehicle that forms part of the Local Health District fleet, and includes any vehicle owned or leased by the Local Health District. It includes those defined as being in the District fleet, plus those vehicles acquired under the Local Health District leasing facility and packaged on a business/private or 100% private basis.

Management Action is a term used to describe the wide range of supervisory or managerial responses available to NSW Health to appropriately manage issues affecting employees in the workplace. Management action can involve an incident simply being discussed or recorded in a sector or, in serious circumstances, it can extend to formal outcomes through which an employee can lose salary, level/grade or their job.

Motor Vehicle Running Sheets means SESLHD District Form F057 used for recording all details of a trip undertaken in a fleet vehicle and all business trips undertaken in a vehicle with private usage.

NSW Health means Public Health Organisations, the Ministry of Health, the Ambulance Service of NSW, and all other organisations under the control and direction of the Minister for Health or the Secretary of Health. As per NSW Health Code of Conduct Section 1.2 (PD2015_049)

Novated lease is a three-way agreement between the employer, employee and finance company for a 100 percent private use vehicle acquired privately by an Executive of officer in a leasing arrangement that is the subject of an approved deed of novation that enables the vehicle for form part of a remuneration packaging arrangement.

Parking space levy is the charge payable under the Parking Service Levy Act and Regulation 2009 for parking within specified business districts.

Personal use refers to the use of a District vehicle for a non-business purpose. It generally includes travel to and from the usual workplace.

Pool vehicle is a general business use vehicle that comprises part of the District fleet which is not allocated for private use.

Public Health Organisation (PHO) is a local health district, or a statutory health corporation, or an affiliated health organisation in respect of its recognised establishments and recognised services. As per Section 7 of the Health Services Act 1997.

Private/business refers to a vehicle packaged as part of a remuneration package on a split basis for both private and business use. Such a vehicle forms part of the District fleet.

Senior Executive Service (SES) means positions determined under Section 65 of the Public Sector Employment and Management Act 2002.

South Eastern Sydney Local Health District (SESLHD or District) is a Local Health District which covers nine Local Government Areas from Sydney's Central Business District to the Royal National Park.

5. DOCUMENTATION

[Exemption – SESLHD Motor Vehicle Identification Stickers](#)

[Monthly inspection of Motor Fleet Vehicle \(Mandatory\)](#)

[Motor Vehicle Replacement Request](#)

[Motor Vehicle Running Sheet](#)

[Ongoing Approval for the Safe Garaging of SESLHD Motor Vehicles - Terms & Conditions Written Acceptance](#)

[Private Motor Vehicle use on Official Business - application for](#)

[Private use of SESLHD Motor Vehicles - Terms & Conditions / Written Acceptance & Deduction Authority](#)

[Record of Driver's Motor Vehicle Licenses](#)

[Request to take allocated SESLHD Motor Vehicle on Annual Leave](#)

[Travelling Allowance on Approved Official Business](#)

6. REFERENCES

External Guidelines

- [NSW Health Executive Performance Management](#)

External References

- [NSW Health Policy Directive PD2014_051 - Motor Vehicles \(Use of\) Within NSW Health](#)
- [NSW Health Policy Directive PD2018_044 - Salary Packaging](#)
- [NSW Health Goods and Services Procurement Policy](#)
- [NSW Health Policy Directive PD2016_010 – Official Travel](#)

Industrial Instruments

- [NSW Public Health System Awards and Determinations](#)

Legislation

- Government Sector Employment Act 2013

7. REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
December 2014	1	Matthew Fotopoulos Project Manager in consultation with Statutory Reporting Officer, Director of Finance & Director of Programs SESLHD 2014
May 2015	1	Matthew Fotopoulos Project Manager in consultation with Statutory Reporting Manager, Director of Finance & Director of Programs SESLHD 2015
May 2015	1	Ryan McKeon & Matthew Fotopoulos format and acronym updates
June 2015	1	Review of PD059. Endorsed by Executive Sponsor Karen Foldi
August 2015	1	Matthew Fotopoulos Project Manager updates WHS/Funding/Private use, post feedback from sectors and workforce.
November 2015	1	Endorsed by Executive Sponsor for progression to DET
December 2015	1	Approved by DET to be published
February 2022	2	Minor review to update position titles and hyperlinks. Approved by Executive Sponsor.