



City of Albany
Policy & Guidelines

Fleet Management

Document Approval			
Document Development Officer(s):		Document Owner:	
Fleet Officer		Executive Director Corporate Services	
Document Control			
File No. Document Type:	CM.STD.7 – Policy CM.STD.8 – Procedure/Guideline PS.FLM.8 – File: Plant, Equipment and Stores - Fleet Management - Fleet Management Policy		
Document Reference Number:	NP23166766		
Status of Document:	Administrative decision: Approved		
Quality Assurance:	Executive Management Team (EMT), CEO, Manager Finance, Manager Governance & Risk, WHS Coordinator / Advisor		
Distribution:	Public Document		
Document Revision History			
Version	Author	Version Description	Date Completed
0.01	Fleet Manager	Fleet Manager (Hamish Fell) - Initial Draft	19/06/2013
1.01	Fleet Manager	Adopted Guidelines	31/07/2013
1.02	Fleet Manager	Adopted Guidelines with minor format changes	02/08/2013
1.03	Fleet Manager	Minor change to Annex P	16/09/2013
1.04	Fleet Manager	Updated RPUS contribution rates, updated contract vehicle information, updated novated lease information, included special use vehicle conditions, updated information relating to the cleaning and fuelling of vehicles updated formatting, updated FBT information. Included provision for 'Special Use Vehicle Scheme' SVUS. Inclusion of Annexure V – Contract vehicle schedule agreement	24/06/2015
1.05	Fleet Manager	Change to new guidelines template - NG1332096_2	30/06/2015
2.0	MGR	Manager Governance & Risk: Scope amended in consultation with Human Resources to align with approved Health & Safety policy position. General Conditions of vehicle use now applies to all City vehicles, including light, heavy, mobile plant. Reference to Heavy Fleet Coordinator included. Policy Statements defined. Areas of Responsibility assigned across all fleet. Fixed numbering and referencing. Synergy Reference: NG1332096_3.	12/03/2019

Document Revision History

Version	Author	Version Description	Date Completed
3.0	LFC	<p>Formatting and overall simplification of policy. Change approving Officers from CEO only to CEO or ED. Expansion of general conditions to all fleet. Removed fields and templates that are no longer current. Removed all annexures, forms will now be provided upon request by Fleet Officers. Increase to contract vehicle values, in line with rising vehicle prices, last updated in 2013. Inclusion of grey fleet to the fleet policy. Distribution of policy changed to internal only. Policy to be reviewed every two years.</p> <p>Internal review conducted by DL, KB, JK</p>	04/05/2023
4.0	MGR	<p>Fully reviewed. Some potential inclusions: Inclusions:</p> <ul style="list-style-type: none"> • Policy Objectives: Summarise the desired outcomes and benefits of the fleet management policy. • Roles and Responsibilities: Clearly define the responsibilities of fleet managers, drivers, and supervisors. • Training and Education: Include requirements for driver training, focusing on safe driving practices, vehicle maintenance, and compliance. • Environmental Sustainability: Incorporate guidelines for reducing emissions, promoting fuel efficiency, and exploring alternative fuels. • Accident Reporting and Investigation: Outline procedures for reporting and analysing fleet-related accidents to identify trends and prevent future incidents. • Performance Monitoring: Describe methods and tools for monitoring fleet performance, such as KPIs, data analytics, and reporting systems. • Compliance with Laws and Regulations: Highlight the importance of adhering to relevant laws, regulations, and standards. 	17/05/2023
4.1	LFC	Revised and prepared for Executive Management Team (EMT) approval.	17/05/2023
5.0	MGR	Approved by EMT on 14 June 2023.	14/06/2023

CONTENTS

Objective	6
Scope	6
Policy Statements	6
Legislative, Policy, Contractual Obligations	6
Accountability: Structural and Key Responsibilities	6
Strategic Fleet Management Plan	7
General Conditions – Applicable to all Fleet	7
Chain Of Responsibility	7
Vehicle Operation	7
Approved Drivers	7
Vehicle Use	8
In-Vehicle Monitoring Systems	8
Smoking	8
Passengers	8
Security	8
Infringements	8
Mobile Phones	9
Alcohol and drugs	9
Seatbelts	9
Sanctions	9
Auditing of Records	9
Logbooks and Vehicle Checks	9
Fleet Incidents	10
Vehicle Breakdown	10
Driving Practices and Hazards	10
Driving in Remote Areas	10
Driving Alone	11
Driver Fatigue	11
Fleet Branding	11
Registration	12
Insurance	12
Servicing and Maintenance	12
Routine Servicing and Maintenance	12
Extraordinary Maintenance	12
Vehicle Cleaning	12
Short Term Vehicle Hire	12
Private Business Use	12
Light Fleet	13
Vehicle Replacement	13
Vehicle Acquisition	13
Vehicle Selection	13
Whole of Life Cost	13
Fuel Efficiency	13
Vehicle Safety	14
Vehicle Equipment and Accessories	14
Fringe Benefits Tax	14
Information Management	14
Pool Vehicles	14
Home Garaging	15
Most Direct Route	15
Distance from Work	15
Passengers	15
Parking and Security	15
Vehicle Availability	15

Leave and Home Garaging	15
Maintenance.....	15
Restricted Private Use Scheme (RPUS)	15
Eligibility	16
Vehicle Availability.....	16
Vehicle Selection.....	16
Operational Use	16
Limitation of use	16
Leave	16
Fair Use.....	17
Contribution.....	17
Maintenance.....	17
Approved Drivers.....	17
Compliance and Conditions	17
Suspension from Restricted Private Use Scheme.....	17
Termination from Restricted Private Use Scheme	17
Special Use Vehicle Scheme (SUVS)	17
Eligibility	18
Vehicle Availability.....	18
Suspension from the SUVS.....	18
Statutory Declaration.....	18
Contract Vehicles.....	18
Eligibility	18
Vehicle	18
Salary Deductions	19
Vehicle Values.....	19
Maintenance.....	19
Approved Drivers.....	19
Limitations of use	19
Leave	19
Grey Fleet.....	20
Novated Leases.....	20
Heavy Fleet	20
Plant Replacement	20
Plant Acquisition	21
Plant Selection.....	21
Whole of Life Cost	21
Emissions Standards.....	21
Plant Safety.....	21
Plant Equipment and Accessories	21
Legislative and Strategic Context.....	21
Review Position and Date	22
Definitions	22
Associated Documents	22

Objective

This policy guides City employees on motor vehicles, plant, and machinery, enabling the CEO, EDs, and delegated officers to optimise these assets for the City's benefit.

The Fleet Management Policy aims to balance guidance and empowerment, encouraging strategic planning and efficient fleet management.

This approach aligns with public sector accountability for achieving desired outcomes.

Scope

These guidelines apply to all City vehicles, being:

- Light Vehicles;
- Passenger Vehicles;
- Grey Fleet; and
- Heavy Vehicles and other Plant.

Policy Statements

Legislative, Policy, Contractual Obligations

The guidelines referenced in this policy are to be applied consistently with the requirements of all relevant legislation, policies and contractual arrangements as determined from time to time.

Accountability: Structural and Key Responsibilities

- The CEO, ED's and other delegated officers are responsible for all City vehicles and mobile plant.
- The **Fleet Coordinator** is responsible and accountable to the CEO, ED's and other delegated officers for managing the City of Albany Plant and Vehicle Fleet. The Operations Manager will be the direct line manager for the day-to-day reporting on fleet issues.
- The **Fleet Officer** is responsible and accountable to the Fleet Coordinator in managing the City of Albany Plant and Vehicle Fleet.
- The **Vehicle Driver** is responsible for the following:
 - **Safely operating the vehicle:** The driver is responsible for following traffic rules and regulations, adhering to safe driving practices, and taking necessary precautions to ensure the safety of themselves, passengers, and other road users.
 - **Vehicle maintenance and inspections:** The driver is responsible for routine vehicle inspections, checking fluid levels, tire condition, lights, and other essential components. They should report any maintenance or repair needs promptly to the appropriate personnel.
 - **Reporting accidents and incidents:** In the event of an accident, collision, or any other incident involving the vehicle, the driver is responsible for immediately reporting the incident to the relevant authorities and providing accurate and detailed information about the event.
 - **Record-keeping and documentation:** The driver is responsible for accurately maintaining records related to their driving activities, including mileage logs, fuel consumption, maintenance records, and any other required documentation.
 - **Compliance with policies and regulations:** The driver is responsible for complying with all fleet management policies, traffic laws, and any specific regulations or guidelines set by the organisation regarding vehicle use, safety, and operational procedures.
 - **Promoting fuel efficiency and environmental responsibility:** The driver should adopt fuel-efficient driving practices, such as avoiding unnecessary idling, maintaining optimal tire pressure, and driving in a manner that minimises fuel consumption and reduces environmental impact.
 - **Reporting vehicle defects or issues:** If the driver identifies any mechanical issues, safety concerns, or defects with the vehicle, they should report them promptly to the appropriate fleet management personnel for resolution.

- **Professional behaviour and representing the organisation:** The driver is responsible for maintaining a professional attitude and behaviour while operating the vehicle, as they represent the organisation to the public. This includes treating passengers, pedestrians, and other road users respectfully and courteously.

Strategic Fleet Management Plan

The strategic fleet management plan refers to the City of Albany's Strategic Plan to ensure that the City's fleet comprises the correct mix of vehicles, is fit for purpose, is cost-effective, and falls within environmental and safety standards. This plan recognises that users' needs change and therefore, the strategic plan will be reviewed at the start of each financial year to ensure that it remains up to date.

General Conditions – Applicable to all Fleet

Any person responsible for, or in control of, a City fleet vehicle or plant asset shall take due care for the condition and security of that asset and shall comply with this policy and all relevant legislation, traffic laws, regulations and by-laws.

All approved drivers will observe the following conditions for using all City vehicles and plant unless otherwise authorised or specified differently in this policy.

Chain Of Responsibility

Under the Chain of Responsibility (CoR), complying with transport law is a shared responsibility. All parties in the road transport supply chain are responsible for ensuring the safety of their transport activities. This approach recognises the effects of the actions, inactions and demands of off-the-road parties in the transport chain. Anybody, not just the driver, who has control over the transport task can be held responsible for breaches of road laws and may be legally liable.

Every Chain of Responsibility Participant is responsible for:

- Ensuring, so far as is reasonably practicable, the safety of their Transport Activities;
- Eliminating public risks, so far as is reasonably practicable, and, to the extent it is not reasonably practicable to eliminate public risks, minimising the public risks; and
- Ensuring, so far as is reasonably practicable, that their conduct does not directly or indirectly cause or encourage breaches of Chain of Responsibility Legislation.

Every Executive is responsible for exercising due diligence to ensure that the business managed by the Executive complies with its duties under Chain of Responsibility Legislation.

The City of Albany is committed to conducting its business in compliance with all relevant national and state laws and regulations, including Chain of Responsibility legislation.

The City of Albany aims to provide a safe and compliant working environment for all Chain of Responsibility participants and the public.

Transportation of goods shall be completed per Chain of Responsibility legislation, particularly regarding load restraint, mass, dimension, speed and fatigue management.

Vehicle Operation

Approved drivers will familiarise themselves with the vehicle controls before driving any City vehicle. If drivers are unsure, they should refer to the vehicle operator manual located in each vehicle's glove box.

Approved Drivers

Only authorised personnel holding an appropriate current driver's licence are permitted to drive City vehicles. Probationary drivers are permitted to drive City vehicles for business purposes only. Fleet Officers will maintain a register of approved drivers. Line managers must advise the fleet team about new employees requiring fleet induction.

Before an employee may be added to the register of approved drivers, the employee must:

- (1) Complete the online fleet induction via ELMO for light fleet vehicles and/or receive an onsite induction for operational vehicles, heavy vehicles, and other plant.
- (2) Complete the Light Fleet Driver Approval and Acknowledgement Form and forward to lightfleet@albany.wa.gov.au
- (3) Provide a copy of their current driver's licence.
- (4) Form and induction will be checked and approved by the Fleet Officer before the officer commences any driving activities. Approved drivers must provide updated drivers licence details upon renewal and will be subject to random driver's license status checks to ensure licences are still current.

Vehicle Use

Vehicles are only to be used for executing the official business of the City or in other such circumstances as approved by Executive Management in accordance with these guidelines. Drivers are to ensure that the passenger and load limits in the vehicle are not exceeded at any time.

In-Vehicle Monitoring Systems

City of Albany vehicles may be fitted with In-Vehicle Monitoring Systems (IVMS) that record vehicle data such as engine revs, fuel consumption, engine warnings and excessive acceleration, deceleration and cornering events via the in-device accelerometers.

The devices also can monitor vehicle speed, geographical location, route, altitude, and direction.

The data collected will enable meaningful analysis of vehicle utilisation, fleet optimisation, maintenance scheduling, Fringe Benefit Tax reporting – among other potential uses. Elements of this information will be summarised and reported to the City's auditor and may be supplied to Government (i.e., the Australian Taxation Office).

Under the Western Australian Surveillance Devices Act 1998, the City of Albany must advise that these devices are installed and will collect location and journey details. Vehicles with an IVMS fitted will have a decal advising operators displayed in a visible location.

IVMS hardware shall not be tampered with. Only staff trained to install hardware by the manufacturer have the authority to install, modify and disconnect components related to IVMS devices. Notifications are automatically sent to system administrators if tampering with hardware has occurred.

Smoking

Smoking is **not** permitted in any City vehicle or machinery at any time. Drivers who smoke in City vehicles or machinery will be liable for the full cost of sanitising and deodorising the vehicle and may be subject to disciplinary action.

Passengers

Family members, friends or other persons not associated with official City business should not be carried in City vehicles, except where prior approval from the CEO or ED has been granted.

Security

Vehicles should be parked in a safe and secure place. Vehicles should be properly secured when unoccupied, i.e., keys removed, doors locked, and security systems activated. Confidential material and expensive equipment should not be left in unattended vehicles.

Infringements

Drivers of vehicles are personally responsible for the payment of any fines incurred. If an infringement notice is issued, the Fleet Officer will use the vehicle use log and/or bookings system to determine the driver at the time of the infringement. The infringement notice will be completed with drivers' details and returned to the required authority. Once transferred to the applicable individual, it becomes their responsibility to cover any fines or demerit points. Infringements exceeding more than 10 kph over the speed limit will be reported to the employee's manager and may result in disciplinary action.

Mobile Phones

As per WA's *Road Traffic Code 2000*, a driver, rider, or cyclist, can only touch a mobile phone to receive and terminate a phone call if the phone is secured in a mounting affixed to the vehicle. If the phone is not secured in a mounting, it can only be used to receive or terminate a phone call without touching it (e.g., using voice activation, a Bluetooth hands-free car kit, earpiece, or headset).

It is illegal for the driver of a vehicle to create, send or look at a text message, video message, email or similar communication, even when the phone is secured in a mounting or can be operated without touching it.

GPS may be used by a driver whilst driving if no touch of the keypad or screen is required. If there is no mounting point or Bluetooth availability in a City vehicle, then there is to be no use of a mobile phone whilst driving. If an approved driver receives an infringement due to mobile phone usage, the City will not be held accountable.

Alcohol and drugs

Employees shall not operate a City vehicle whilst impaired by drugs or alcohol. Please refer to the City's Drug and Alcohol Policy for full details.

Seatbelts

Drivers and passengers in City vehicles and applicable machinery will wear seatbelts as required by law. The driver is responsible for ensuring all passengers wear seatbelts before moving the vehicle into gear.

Sanctions

The City reserves the right to review an employee's approved driver status if they breach the conditions throughout this Policy.

Auditing of Records

Auditing of records is essential to ensure the accuracy of data being reported and compliance with required reporting relating to the City's fleet. Fleet Officers will carry out regular audits of records as and when required.

Logbooks and Vehicle Checks

Vehicle use logs shall be completed for all light fleet vehicles and completed daily by all approved drivers when using a City vehicle. Logbooks must also reflect when the driver of the vehicle changes, even if this is within the same journey.

The vehicle logbooks are designed to:

- Identify the individual driving the vehicle at any given date or time as per the *Road Traffic Act 1974*;
- Capture data about the usage of the vehicle;
- Where necessary to aid in the calculation of FBT.

When using a vehicle, approved drivers will carry out pre drive and returned vehicle checks as listed in the vehicle-logbook. These checks are designed to ensure that the vehicle:

- Has no obvious faults and is roadworthy;
- Is undamaged prior to the use by the approved driver;
- Has been returned in a clean and tidy manner.

Pre-start inspection checks and forms must be completed for all machinery and heavy plant by approved drivers at the start of each day. Approved drivers are to sign on and off the daily pre-start when multiple drivers use the plant in the same day.

Approved drivers who use City vehicles have a responsibility to drive safely and assist in maintaining vehicles in a safe condition. Approved drivers should report any unsafe vehicle conditions to the fleet officers and demonstrate safe driving practices to other road users.

Fleet Incidents

All City employees are responsible for reporting any incident/s that have occurred. All damage sustained to a fleet vehicle must be reported to your supervisor and fleet officer as soon as practicable. If possible, photographic evidence of damage is to be taken. Incident reports must be completed in the City of Albany's Incident Reporting System within 48 hours of the occurrence. All incidents that result in a high risk or above will be investigated by the allocated investigation team in a timely manner.

The City of Albany may be required to provide this information to interested parties such as the Police or Insurance providers. Accurate reporting of incidents enables the City to analyse and implement appropriate strategies to minimise exposure to similar risks in the future.

The City of Albany will ensure fleet vehicle incident data is being accurately collected. Incident Reports must include information such as;

- Fleet Vehicle Details.
- Damage Details (Fleet Vehicle, Other Vehicles, Property Damage, Environmental Damage, Injured Personnel).
- Photographic Evidence of location, vehicle, damage sustained.
- Collected Evidence from the Scene.
- Witness Details and Statements.
- Injury Details.
- Location Details.
- All associated costs (Lost Time, Injury Treatment, Temporary Staff, Rental of Temporary Replacements Vehicle).

Incident Reports are maintained on the City of Albany's Incident Reporting System. Data is collected from the system and reported to the Executive Management Team, WHS Committee and all personnel via the Monthly Safety Report.

Please refer to the Fleet Vehicles Guide for further information on passenger and commercial vehicles, this can be found on the City's intranet.

Vehicle Breakdown

The point of contact for breakdown assistance of vehicles varies depending on location and vehicle type, see traffic incident and breakdown guide found within the vehicle or on the intranet. Details as to who to contact and when will be detailed within each vehicle.

The driver will bear the cost of recovery for any vehicles recovered outside their tasking / City limits. Refer to the fleet vehicle guide for vehicle tasking's.

For passenger vehicles broken down **inside** the City of Albany limits, please contact the Fleet Officer.

For passenger vehicles broken down **outside** the City of Albany limits:

Please contact RAC Roadside Assistance on **1300 558 456**. You will need to advise them of where you are from and the vehicles registration number.

RAC Roadside Assistance covers all vehicles. If you cannot contact the Fleet Officer for recovery, please call RAC Roadside Assistance.

Operational vehicles serviced by the Depot are to contact the Workshop or Fleet Officer. If they cannot contact the Workshop or Fleet Officer, please call their Supervisor or RAC Roadside Assistance.

Driving Practices and Hazards

A number of risks exist to employees whilst using vehicles during their employment or for private use (where this is permitted). Employees can significantly reduce these risks by adhering to the guidelines below.

Driving in Remote Areas

A remote area for the purpose of this policy is:

- a location away from main arterial routes.
- an area that would require more than one hour walk to reach help.
- an area that is off sealed roads.
- an area where contact with other people is unlikely.

Driving in remote areas can place employees in high-risk situations. Risk mitigation strategies to manage and preserve employee safety and well-being will be managed by the Health and Safety Advisor.

Managers and employees should:

- Assess the risks and hazards associated with the travelling requirement.
- Select the appropriate vehicle type for the journey (Refer to the fleet vehicle guide).
- Check the road conditions and predicted weather conditions for the duration of their journey.
- Be aware of the appropriate communication procedures.
- Ensure the communication system(s) are in good working order (such as the radio, telephone, personal contact) and are appropriate for the geographical region.
- Carry a Spot/GPS tracking device where appropriate.
- Carry a current first aid kit and fire extinguisher and ensure they have been trained to use them.
- Records should be maintained and updated regularly.

Driving Alone

Where duties require employees to drive alone for long periods, managers and supervisors should be notified of these details.

Employees should ensure they:

- Have emergency contact information available (also provided in each vehicle).
- An appropriate communication system (i.e. mobile phone).
- Inform appropriate persons (supervisor/manager) of their departure and estimated destination arrival time.
- Arrange a check in call with a member of their team on arrival at their destination.
- Take appropriate rest breaks.
- Are aware of personal security and safety practices, including vehicle locking system, alarm and duress systems, and vehicle storage and security arrangements.

Driver Fatigue

Driver fatigue is a major contributing factor to road trauma. Managers should be aware of employees' driving schedules and ensure employees address the following information.

To avoid fatigue, employees should follow the Safe Driving Guidelines for Western Australian Government Agencies, which includes instructions such as:

- Plan realistic driving schedules including an overnight stay, where necessary.
- Make arrangements to share the driving with other staff, where possible.
- Take regular refresher breaks. 10-minute refresher breaks should be taken after each two (2) hour driving period.
- Take 10-minute powernaps, where appropriate as an effective tool to reduce the risk of fatigue related crashes.
- Avoid driving between midnight and six am where operationally appropriate.
- Avoid driving after 17 hours of being awake.

Fleet Branding

All City vehicles will be branded in accordance with the Strategic Logo Communications Guide. All pool vehicles and operational vehicles will:

- Display the City of Albany corporate logo (portrait version) on the front doors of the vehicle.
- Magnets with the City of Albany corporate logo (portrait version) may be used where displaying them would have a negative operational impact; this should be the exception rather than the rule.
For example: The Health Team are responding to a complaint they may wish the vehicle to remain anonymous when visiting complainants.

Additional vehicle signage may be installed to promote City values or focus areas. This may include, but is not limited to, promotion of the electric vehicle range, clean, green and sustainable targets, City events or certain business units.

All commercial vehicles, regardless of tasking, will be purchased in white. Other vehicles, such as pool and contract vehicles, will be purchased in white where possible. In special circumstances, colours may be considered.

Registration

All City vehicles will be registered under the City's Department of Transport Fleet. Pool vehicles will be registered with Amazing South Coast number plates. Operational vehicles, heavy fleet and other plant and equipment will be registered with Amazing South Coast or district plates, depending on the vehicle usage. Contract vehicles will be registered with Amazing South Coast number plates.

Insurance

The City will always maintain adequate insurance cover for all City assets. In the event of an accident or loss, the City shall comply with the procedures set down by the Insurer.

Servicing and Maintenance

All City fleet vehicles shall be maintained in a safe, clean, and roadworthy condition and be serviced in a manner consistent with manufacturers' warranty requirements.

Fleet officers and workshop staff will arrange for all servicing and maintenance to be carried out efficiently, safely, and cost-effectively. Vehicle custodians are not to arrange for any work to be undertaken on their vehicle without prior approval of the relevant fleet officer.

Routine Servicing and Maintenance

Fleet officers will manage the scheduling of routine servicing and maintenance. Vehicle custodians will be notified of upcoming servicing at least one week prior to scheduled service. When possible, servicing will be booked around existing calendar bookings but the requirement for servicing will take precedence over existing bookings so they may need to be moved. In such circumstances fleet officers will reassign affected bookings to alternative vehicles.

Extraordinary Maintenance

If a vehicle develops a fault this should be reported to the relevant fleet officer ASAP. For light fleet vehicles please email lightfleet@albany.wa.gov.au or contact the City's workshop on 6820 3988 for commercial and heavy vehicles. The relevant officer will then arrange for any necessary work to be carried out.

Vehicle Cleaning

All staff are responsible for assisting in keeping vehicles clean and tidy. Where a vehicle is booked for more than one day, it should be washed and vacuumed inside before it is returned to the fleet. Where a vehicle is dirty the driver of the vehicle should clean the vehicle before returning. Operational vehicles and heavy fleet should be regularly cleaned and kept in a tidy condition internally and externally. Options for cleaning locations are the Depot wash down bay or a car wash as specified by the Fleet Officer.

Tokens to operate the car wash are available from the Fleet Officer at the Mercer Road Depot or PA Executive Director Corporate & Commercial Services at the North Road office.

If tokens cannot be obtained, the cost of cleaning vehicles can be reclaimed via a creditors payment request form obtained on the intranet. The completed form should be emailed to the Fleet Officer with a copy of the tax invoice for approval.

Employees with a contract vehicle will not be reimbursed for any cleaning costs.

Short Term Vehicle Hire

Where a vehicle is unavailable for an extended period, and an internal fleet vehicle is unavailable, short-term vehicle hire may be utilised to ensure sufficient vehicles are available in the fleet. Approval from the Fleet Coordinator is required before hiring any short-term replacements.

Private Business Use

Using any City vehicles for private rideshare, delivery and other business use is prohibited.

Light Fleet

The light fleet vehicle composition is based on the operational needs of all City directorates. Vehicles will be replaced when required as determined by the Fleet Officer through the City's budgeting processes. Suppose a directorate or team require a vehicle in addition to the current composition. In that case, they will need to provide a business case to the Fleet Officer. This business case would then be reviewed by the Finance Manager and Business Analyst before being sent to Council as part of the budget review process. The business case provided must be detailed and justify the additional financial and operational requirements for a vehicle.

The light fleet is made up of vehicles ranging in use from pool, operational and contract vehicles.

Vehicle Replacement

Light fleet vehicles will be replaced on a rotational basis based on their predicted utilisation, with priority being given to:

- Operational vehicles.
- Vehicles that fall below the 5-star ANCAP rating.
- Vehicles that do not meet emissions standards.
- Vehicles with odometer readings over 100,000km.

The Fleet Officer will review the scheduled replacements and may bring forward or delay as they see fit.

The City has access to State Fleet Pricing which offers significant discounts from ordinary dealer list prices. Fleet officers will ensure that the State Fleet Price is obtained for all new vehicles.

Vehicle Acquisition

The City will choose the most appropriate vehicle for its intended use and consider operational, financial, environmental, and safety considerations. Light fleet vehicles must be fit-for-purpose to do the job required of them however, a like-for-like replacement is not necessarily appropriate. Both vehicle capabilities and operational needs change over time, making it necessary to assess new vehicle selections carefully. Vehicle selection is to be guided by the policies in this section and should provide overall best value for money – taking account of whole of life costs and relevant operational, financial, environmental and safety considerations.

In discussion with the primary users and management, the Fleet Officer will determine the most appropriate vehicle based on operational requirements, and ensure the acquisition is within budget.

Vehicle Selection

Light fleet vehicles will be selected from the State Fleet list based on the following factors:

Whole of Life Cost

The whole of life cost should be considered when comparing new vehicles. Whole of life cost consists of:

- Purchase price of the vehicle.
- Annual running cost calculated based on servicing & maintenance, fuel, tyres, insurance, and registration.
- FBT for applicable vehicles.
- Depreciation calculated using an industry recognised depreciation estimate. The depreciation estimate will be based on the estimated life of the car and odometer reading at the estimated time of sale.

Fuel Efficiency

The City follows the WA Government Fleet Policy and Guidelines and as such the National Greenhouse and Energy Reporting System's measurement of CO₂ emissions is used to calculate the g/km emissions. Officers should always refer to the current and up to date version of the WA Government Fleet Policy and Guidelines.

When selecting light commercial vehicles, a balance should be sought between the vehicle being 'fit for purpose', fuel-efficiency, safety and whole-of-life-cost factors. Vehicles beyond the specified targets may only be selected where there is a clear operational requirement.

The purchase of Battery Electric Vehicles (BEV) and Hybrid Electric Vehicles (HEV) must be considered when replacing vehicles. As technology progresses, BEV and HEV vehicles must be considered as an option when there are no operational restrictions at the time of purchasing.

Vehicle Safety

The selection of safer vehicles and the fitting of vehicle accessories that promote occupant safety and the safe operation of fleet vehicles will be considered in conjunction with operational requirements, environmental issues and whole of life costs in the acquisition of vehicles. Within this context, fleet officers and management may determine that certain additional safety features should be specified, (whether they are fitted as standard or as added extras) to enhance the safety of vehicle occupants.

All new light fleet vehicles will possess a 5-star ANCAP rating unless a business case is presented and approved by Executive Management.

Vehicle Equipment and Accessories

Additional or optional equipment installed/fitted to light fleet vehicles shall not affect the manufacturer's designed operation, change the vehicle's intended purpose, 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 any compliance with applicable vehicle Australian Design Rules (ADR's). Installation will be by a properly qualified person.

In the case of high value operational accessories, consideration should be given at the vehicle disposal stage to transferring them from the old vehicle to the new vehicle where this can be done in a cost-effective manner.

Accessories should only be added to light fleet vehicles to meet genuine operational and safety requirements. All equipment and accessories not factory-fitted must be approved and organised through the relevant fleet officers.

Fringe Benefits Tax

The City will seek to maximise the usage of all vehicles, allowing the City to optimise the size of its vehicle fleet and minimise Fringe Benefits Tax (FBT) liability.

City owned vehicles will incur an FBT liability if they are available to be used by an employee for their private purpose, regardless of whether the vehicle is used for private purposes or not. There is strictly no private usage of a City owned vehicle unless prior approval has been granted under home garaging, RPUS or contract vehicle schemes. FBT costs will be borne by the appropriate directorate.

Light commercial vehicles are not automatically exempt from FBT. Exemption is only granted if private use of these vehicles is limited to the following criteria:

- Travel between home and work
- Travel that is incidental to travel in the course of duties of employment.
- Non-work-related use that is minor, infrequent, and irregular.

Employees who home garage vehicles should be aware of ATO interpretative decision 2012/97 that states that if an employee carries out personal business on the way to work e.g., dropping their children at school or their partner at work, then the journey must be counted as private use. All home garage users must reflect this in the vehicle's logbook.

Employees whose private use does not meet the above criteria must complete a logbook for a continuous period of 12 weeks recording details of Business journeys travelled. The relevant fleet or finance officer responsible for FBT will determine which vehicles these logs are required to be kept for.

Information Management

The City is required to record relevant information about the fleet through asset registers, vehicle booking systems, logbooks, vehicle monitoring systems, and other data capture and auditing systems. Information will be reviewed periodically as operational needs and fleet requirements change.

Pool Vehicles

All vehicles designated as pool vehicles are to be made available for operational use during normal business hours, operational use takes precedence over all other forms of use.

All approved drivers wishing to book a pool vehicle should refer to the Fleet Vehicle Guide on the City's intranet. This guide will assist them to select the most appropriate vehicle for use, vehicle locations and how to use the Pool Vehicle booking system.

Use of a City vehicle is subject to a range of conditions. These conditions may differ depending on the type of usage designated for a particular vehicle or driver. Approved drivers are required to familiarise themselves with these conditions.

Some pool vehicles are designated to certain departments. Priority will be given to those departments bookings and any other bookings must be approved by the department responsible for the vehicle.

Home Garaging

Non-RPUS vehicles may be home-garaged where there is a justified operational requirement or on asset management grounds. Home garaging is subject to specific conditions which include any of the below:

- Home garaging the vehicle is more secure than leaving the vehicle on the City's premises.
- The Officer requires the vehicle for operational purposes outside standard business hours or prior to arriving at the office.
- The benefit of home garaging a vehicle outweighs the FBT liability that home garaging normally attracts.

Officers home garaging vehicles are subject to all conditions specified in these guidelines and any conditions applied by fleet officers or Executive Management.

Most Direct Route

Officers should travel by the normal most direct route between their home and work. Occasional stops and small variations from the normal route are permissible.

Distance from Work

The distance between the Officer's home and place of work should not be more than 20km, unless approval has been granted.

Passengers

Officers with home garaging privileges may carry family members in the vehicle as part of their route to work, e.g., to drop children at school.

Parking and Security

The Officer will make arrangement for off street parking at home, with security precautions taken at all times.

Vehicle Availability

Home garaged vehicles that are designated as pool cars will be available for use by approved drivers during normal operating hours of their workplace. Operational use of vehicles takes priority over home garage use.

Leave and Home Garaging

When an officer of a home garaged vehicle takes leave of more than one day, arrangements should be made for the vehicle to be stored securely at City premises.

Where an officer is ill for more than two days, the relevant fleet officer may arrange to collect the vehicle from the officer's home.

Maintenance

Home garage users are responsible for:

- The vehicle being kept clean and tidy.
- Refuelling the vehicle when necessary.
- Carrying out checks and maintenance as per these guidelines and the vehicles logbook.

Restricted Private Use Scheme (RPUS)

City vehicles may be made available for after-hours private use under the RPUS. Participation in the RPUS is optional, but is subject to vehicle availability, officer eligibility, fortnightly financial contribution and compliance with all conditions of the scheme. Relevant fleet officers and Executive Management must approve participation in the RPUS.

The RPUS is primarily an asset management tool to assist the City to optimise vehicle use and reduce fleet operating costs. RPUS only contemplates access to vehicles for which there is an operational requirement. RPUS vehicles should be available for use during normal business hours. It should be noted that operational requirements have precedence over private use.

The City does not infer in new or renewed contracts that a vehicle provided under the RPUS represents any part of remuneration. The provision of, or the access to a motor vehicle cannot be used to offset specific or general wage claims.

Participation in the RPUS is subject to the following criteria:

Eligibility

All officers within the City who are permanent or fixed term contract PSA Level 8 (or equivalent) and above may be eligible to access the RPUS. The RPUS may also be made available to officers acting in a position where an RPUS opportunity exists. Vehicles will not be available for private use for RPUS participants employed on a part time basis.

Officers on RPUS before the commencement date of these guidelines may remain on the RPUS at the discretion of relevant fleet officers and Executive Management.

Vehicle Availability

Vehicles will not be retained, nor acquired solely to allow officers to participate in the RPUS.

The allocation of vehicles for the RPUS will usually take precedence over vehicles that are to be home-garaged except where the vehicle is required for out-of-hours operational duties. Where a vehicle is unavailable to the recipient of RPUS due to damage or servicing requirements, the City will not provide a replacement vehicle for the RPUS recipient.

Vehicle Selection

RPUS cars are fleet vehicles, so the fleet's needs will be considered when selecting an RPUS vehicle. The relevant fleet officer will determine the vehicle required based on the needs of the City's fleet.

Operational Use

RPUS participants will ensure that the vehicle is available during business hours daily and accept that this availability takes precedence over private use. RPUS participants will not block book their vehicles in the vehicle calendars during lunch hours.

Limitation of use

RPUS vehicles may not be driven more than 500km from the North Road Administration Building of the City of Albany. The vehicles will not be used on rough terrain or off road for private use.

Leave

RPUS vehicles are predominantly and primarily operational vehicles. Consequently, such vehicles may not be available for officers to take on leave. Fleet Officers and Executive Management must be satisfied that the operational purpose for which the City obtained the vehicle will not be adversely impacted if the Officer is allowed to take the vehicle on leave. Where approval is granted to take a vehicle on leave, the period should be limited to no more than a normal period of annual leave, two weeks' maximum. If a vehicle is approved for use during leave, officers are not to drive further than 500km from the North Road Administration Building of the City of Albany or use the vehicle on rough terrain or off road.

RPUS participants who take their vehicle on leave must advise the relevant Fleet Officers of their intentions to do so. This must also be reviewed and approved by the RPUS officer's manager noting that the vehicle will not be required for operational purposes during this period. RPUS participants taking their vehicle on leave will be responsible for fuel costs. Officers are advised to use their fuel cards instead of cash to enable the fleet officer to keep track of fuel purchased during leave. Fleet Officers have the discretion to implement a cost recovery method within reasonable limits of materiality to maintain reasonable equity between employees and the City.

Fair Use

RPUS recipients will be restricted to 24,000km private use per financial year. Where private use exceeds this limit, the City may elect to charge an additional cents/km rate for the use of the vehicle. For these guidelines, private use within the RPUS context is used outside of normal working hours that is not for business or commuting purposes.

Contribution

RPUS participants will authorise salary deductions for the contribution rate specified for the vehicle being accessed. These deductions are post-tax.

Contribution rates are set in line with those set by the State Fleet Steering Committee, these are reviewed each year and adjusted in line with a State Fleet modified version of the CPI Index (Transport) for Perth. For current rates please contact the relevant fleet officer.

RPUS participants are entitled to reimbursement of any contributions for times when the Officer is not accessing the vehicle such as periods of leave or when vehicle is required for operational use.

Maintenance

RPUS participants are responsible for:

- The vehicle being kept clean and tidy.
- Refuelling the vehicle when necessary.
- Carrying out checks and maintenance as per these guidelines.

Approved Drivers

RPUS participants will ensure that no other person, other than the officer's nominee (if applicable), drives the vehicle for private purposes. The nominee shall not be a learner or probationary driver and will be approved by the fleet officer and relevant Manager.

Compliance and Conditions

RPUS participants must agree to the terms of this scheme, sign the RPUS application form and comply with the general conditions of use for City vehicles. Fleet officers and Management may also include additional conditions for the RPUS and may apply special conditions for vehicles to prevent excessive private use.

Suspension from Restricted Private Use Scheme

The right to participate in the scheme may be suspended in respect of any officer or nominee, at the discretion of Executive Management, if the Officer or nominee:

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

Termination from Restricted Private Use Scheme

Management has the right to terminate the restricted private use of a vehicle if it is no longer required for operational purposes or if the Officer is no longer eligible for the RPUS under the terms and conditions of these guidelines. Participation in the RPUS is optional; officers may terminate RPUS arrangements at any time.

Special Use Vehicle Scheme (SUVS)

The SUVS is intended for vehicles where it is not appropriate to offer restricted private use, but where the employees job requirements mean that home garaging does not offer sufficient scope for the use of a work vehicle.

The SUVS is only intended for allowing employees access to a vehicle so that they may better perform functions that their job roles require outside of office hours, for example where an employee is on call the vehicle may be used over the weekend to allow the employee to respond to call outs more effectively whilst minimising the impact on the employee's family time.

The SUVS may be granted to employees on an ongoing basis or for specified periods.

Eligibility

Employees who are performing an 'on call' role or have the requirement to be 'available' to respond to incidents may be granted use of a vehicle under the SUVS, this is predominantly for Emergency Management Officers. SUVS will only be granted for commercial vehicles.

Employees with SUVS privileges may carry their immediate family in the vehicle.

Vehicle Availability

SUVS only applies to vehicles outside of normal working hours, the vehicle will be available for its normal role during working hours.

SUVS privileges will cease from the point at which an employee begins any period of annual leave. Vehicles should be parked securely at an appropriate City of Albany location for the duration of the employees leave.

Whilst operating under SUVS vehicles will not travel more than 100km from the North Road Administration Building or within the City boundaries if this is greater than 100km.

Suspension from the SUVS

The right to participate in the scheme may be suspended in respect of any officer, at the discretion of Executive Management, if the Officer:

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

Statutory Declaration

Employees with SUVS privileges will be required to complete a statutory declaration to the effect that use of the vehicle was in relation to work. The fleet officer will issue declarations at the end of each FBT year.

Contract Vehicles

The City may offer Managers, Executives, and the CEO a vehicle as part of their contract when there is an operational need for a vehicle to be supplied. Where a vehicle forms part of an employee's contract the cost of the vehicle will form part of the overall cash component of the employee's total remuneration. The total annual cost of the vehicle will be the whole of life cost which includes all maintenance, servicing, repairs, insurance, breakdown cover, fuel, FBT, etc.

Contract vehicles are for the sole use of the employee and are not pool vehicles. Contract vehicles remain the property of the City of Albany.

Eligibility

Contract vehicles will only be offered to Managers, Executives, and the CEO when there is an operational need for that employee to require a vehicle frequently. These employees have the right to decline a contract vehicle.

Vehicle

New contract vehicles can be selected from the state fleet listing and as per these guidelines. All conditions in this policy apply to the vehicle selected. An up-to-date state fleet list will be provided to the employee to select their chosen vehicle from.

The City will purchase accessories deemed as an operational requirement, such as LED beacons, two-way radio, fire extinguisher or first aid kits. Accessories not deemed an operational requirement will be included in the vehicle price and employee's contract schedule. These accessories may include but are not limited to; window tinting, bull bar, spotlights, roof racks, etc. Floor mats will be purchased with the vehicle and included in the vehicle price.

When an employee departs and they have a contract vehicle that has not met its useful life, the employee replacing this position may be offered to take this vehicle on as their contract vehicle.

Salary Deductions

Fleet officers will calculate the annual cost for the selected vehicle based on the whole of life cost. The City will pay one third of the total cost and the remaining two thirds will be deducted from the employee's salary.

When a new contract vehicle is purchased or replaced, the Fleet Officer will calculate the costs and advise the staff member of these using the Contract Vehicle Schedule Agreement Pre-Approval. If the staff member agrees to the costs the agreement will be passed on to the staff members Executive Director, CEO or Mayor for approval, upon approval from the relevant Manager the fleet officer will then order the vehicle and any accessories as approved. Once the vehicle and all relative invoices have been received a final Contract Vehicle Schedule Agreement will be prepared and will be forwarded onto the employee and their relative Manager. Once the form has been approved it will be forwarded on to payroll who will update the schedule in their systems.

Historical data is used to calculate the anticipated mileage of the vehicle, where this is different by more or less than 15% of the estimated mileage then the City may adjust the employee's contributions to reflect the increase or decrease in cost to the City. Where no historic data exists, the city will request an estimated yearly mileage from the driver. At the end of the first twelve-month period this mileage estimate will be reviewed and may be adjusted where there is a variance of more than 15%.

Vehicle Values

Vehicle values will be determined appropriate to the employee's position and the operational requirements of the vehicle. The vehicle type will be based on the operational needs for the employee to carry out their role efficiently.

The vehicle and accessories requested must meet all conditions listed throughout this policy. This includes, but is not limited to, ANCAP ratings, CO2 emissions, equipment and accessories, registration plates, vehicle colour, etc.

Maintenance

Contract vehicle custodians are responsible for keeping the vehicle clean and tidy, the cost of which is borne by the vehicle custodian. The custodian should carry out checks and maintenance as per these guidelines. Fleet officers will organise servicing and maintenance under these guidelines.

Approved Drivers

Contract vehicle custodians will ensure that no other person, other than the officer's nominee, drives the vehicle for private purposes. The nominee shall not be a learner or probationary driver and will be approved by the employees direct Manager.

Limitations of use

The contract motor vehicle:

- Is for unlimited business use;
- Is for unlimited private use within Western Australia, or with prior written approval of the CEO, outside Western Australia.

Leave

Contract vehicles are available to custodians to use while on leave.

Grey Fleet

A grey fleet vehicle is one owned and driven by a City employee for business purposes and includes privately owned and leased vehicles. Any vehicle being used for City business is considered City fleet. The use of personal vehicles for work purposes is discouraged by the City and the City's insurers, however approval from the CEO may be granted. Employees using personal vehicles for approved work-related purposes will be known as "grey fleet drivers". The use of a personal vehicle for work purposes will only be approved under exceptional circumstances and when the below criteria are met;

- Grey fleet drivers will drive safely and within legislative requirements.
- Grey fleet drivers must be an approved driver with the City and will hold a valid driver's licence that is appropriate for the vehicle being driven;
- The grey fleet vehicle must be in safe, adequately maintained, roadworthy condition with regular servicing. The City reserves the right to inspect servicing and insurance documents upon request and/or an annual statutory declaration that servicing is up to date and vehicle is roadworthy. It is the vehicle driver's responsibility to perform regular vehicle safety checks.
- Grey Fleet vehicles should be less than ten years old.
- Grey fleet vehicles must not travel outside the City of Albany's local government area/municipality during business use without seeking additional travel approval from the relevant officers.

The above list is not exhaustive; other information may be required prior to approval.

In addition to the above, grey fleet drivers will be required to complete an annual Grey Fleet Declaration stating the vehicle's make, model, age and other necessary details.

For any reimbursement of travel expenses, the Travel Reimbursement Claim Form found on the City of Albany intranet must be completed. A City issued logbook will need to be kept defining work related trips. Vehicles that are not approved for grey fleet use will not be eligible for travel reimbursement claims.

Any vehicles that are claiming expenses are not eligible to be covered by the City's insurer and must have adequate insurance cover that includes occasional personal business use. Those not claiming travel reimbursement are covered by the City's insurer for market value up to \$75,000. Any vehicle not approved for grey fleet will not be covered by the City's insurance provider.

Novated Leases

Novated leases are available to all City employees who are employed under the City of Albany Enterprise Agreement or any other contract.

Novated leases are a contractual arrangement between the Employee and a private third-party lease provider.

Employees acquiring a Novated lease should be aware that they are responsible for ensuring that the lease is affordable and appropriate to their financial circumstances. Employees are encouraged to seek independent financial advice prior to entering into a Novated lease arrangement.

More information on Novated lease options is available from the City's People and Culture Team at hro@albany.wa.gov.au.

Heavy Fleet

Heavy fleet vehicle composition is based on the operational requirements of the City directorates. If a directorate or team require a plant item in addition to the current composition. In that case, they will need to provide a business case to the Fleet Coordinator. The relevant manager and executive director will review this business case as part of the budget process. The business case provided must be detailed and justify the additional financial and operational requirements for a vehicle.

Plant Replacement

The Fleet Coordinator will replace plant and equipment as per the Ten-Year Replacement Strategy, based on annual utilisation and operational requirement.

The Fleet Coordinator will review the scheduled replacements and may bring forward or delay as they see fit.

Plant Acquisition

The City will choose the most appropriate plant for its intended use and consider operational, financial, environmental, and safety considerations. Plant must be fit-for-purpose to do the job required of them however, a like-for-like replacement is not necessarily appropriate. Both plant capabilities and operational needs change over time, making it necessary to assess new plant selections carefully. Plant selection is to be guided by the policies in this section. It should provide overall best value for money, considering whole-of-life costs and relevant operational, financial, environmental and safety considerations.

The Fleet Coordinator will determine, in discussion with the relevant stakeholders and management, the most appropriate plant based on operational requirements, and ensure the acquisition is within budget.

The Fleet Coordinator will follow the City's procurement policy and put together the required quotes or tenders for the expected cost of the plant.

Where possible, WALGA preferred suppliers will be engaged.

Plant Selection

Plant will be selected from the submissions based on the following factors:

Whole of Life Cost

The whole of life cost should be considered when comparing new vehicles. Whole of life cost consists of:

- Purchase price of the plant.
- Annual running cost calculated based on servicing & maintenance, fuel, tyres, insurance and registration.
- Depreciation calculated using an industry recognised depreciation estimate. The depreciation estimate will be based on the estimated life of the plant item at point of sale.

Emissions Standards

Where possible and operationally suitable, plant purchased must meet the highest possible emissions standards available at the time of purchase.

Plant Safety

The selection of safer vehicles and the fitting of accessories that promote occupant safety and the safe operation of plant will be considered in conjunction with operational requirements, environmental issues and whole of life costs in the acquisition of plant. Within this context, fleet officers and management may determine that certain additional safety features should be specified, (whether they are fitted as standard or as added extras) to enhance the safety of plant operators, occupants and the public.

Plant Equipment and Accessories

Additional or optional equipment installed/fitted to plant shall not affect the manufacturer's designed operation, change the plant's intended purpose, or increase the potential for injury to the public or plant operators. Such equipment will be fitted to plant in a manner that minimises plant damage without compromising any compliance with applicable Australian Design Rules (ADR's). Installation will be by a properly qualified person.

In the case of high value operational accessories, consideration should be given at the plant disposal stage to transferring them from the old vehicle to the new vehicle, where this can be done cost-effectively.

Accessories should only be added to plant to meet genuine operational and safety requirements. All equipment and accessories that are not factory fitted must be approved and organised through the Fleet Coordinator.

Legislative and Strategic Context

Federal or State legislation, directives, guidelines, Acts or Regulations that provide the broad framework within which the policy operates and/or with which it needs to comply:

- *Local Government Act 1995*
- *Occupational Safety & Health Act 1984*
- *Occupational Safety & Health Policy*
- *Road Traffic Code 2000*
- *Road Traffic Act 1974*

Review Position and Date

This policy was adopted on 2 August 2013. The document owner will review This policy and procedure every two years.

Definitions

Key terms and acronyms used in the policy, and their definitions:

- **Approved Drivers** – Council employees, volunteers or other authorised persons who are approved to drive City of Albany vehicles.
- **City** – for the purpose of these guidelines ‘City’ means the City of Albany.
- **Contract Vehicles (CV)** – Vehicles that comprise an element of an employee’s salary package, refer for specific details.
- **Employee** – a person who is employed by the City of Albany.
- **Fit for Purpose** – capable of performing an intended task or function.
- **Grey Fleet Vehicle** - A grey fleet vehicle is one owned and driven by a City employee for business purposes and includes privately owned and leased vehicles.
- **Grey Fleet Driver** - Employees using personal vehicles for approved work-related purposes.
- **Home Garaging (HG)** – The vehicle is used for commuting purposes by an employee, refer for specific details.
- **In Vehicle Monitoring Systems (IVMS)** – An electronic device installed in a vehicle to monitor vehicle usage, vehicle data and driver activities.
- **Light Fleet Vehicles** – All passenger and light commercial vehicles owned by the City of Albany
- **Normal working hours** – Monday to Friday 0830 – 1630 with the exception of public holidays.
- **Operational Vehicles (OV)** – Vehicles that are assigned to a specific directorate for a specific task i.e. Ranger Vehicles; these vehicles are only available for use by the unit to which they have been assigned.
- **Pool Vehicles (PV)** – Vehicles that are available for use by approved drivers.
- **Restricted Private Usage Scheme (RPUS)** - The vehicle is used by an employee for private use in the evenings and at weekends, refer for specific details.
- **Vehicle Custodian (VC)** – Where a vehicle has home garaging, restricted private or contract status the vehicle custodian will be the employee who is in receipt of this status. Where the vehicle does not have home garaging or restricted private use status then the vehicle custodian will be the manager of the department to which the vehicle is assigned.

Associated Documents

Documents that have a bearing on this policy and that may be useful reference material for users of this policy:

- *City of Albany Enterprise Agreement*
- *Drug and Alcohol Policy*
- *Purchasing Policy*
- *Code of Conduct Policy (Council Members, Committee Members, Staff and Volunteers)*
- *Employee Code of Conduct Policy*
- *Mayoral Vehicle Policy*
- *Fleet Vehicle Guide*
- *Traffic incident and breakdown guide*