



ACT
Government

ACT Health

ACT Health Directorate Fleet Management Procedure

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Purpose

The purpose of this procedure is to articulate the driving responsibilities and the day-to-day management of SG Fleet vehicles leased under the ACT Health Directorate (ACTHD); and ensure that appropriate records are maintained to enable effective monitoring and control of ACTHD fleet vehicles under the ACT Government Fleet Procurement and Management Policy.

Roles and Responsibilities

Position	Responsibility
Director-General	Ensure that ACTHD applies appropriate resources to manage the Fleet Vehicles and adhere to the ACT Government Fleet Procurement and Management Policy.
Fleet Delegate; Executive Group Manger, Strategic Infrastructure	Responsible for the approval of all governance on Fleet. Responsible for ensuring the ACT Government Fleet Procurement and Management Policy & ACTHD Fleet Management Procedure are implemented across the ACTHD.
Executive Branch Managers, Directors, Managers, and supervisors.	Responsible for seeking the appropriate financial delegation approval to ensure sufficient funding to cover the cost of all fleet vehicle matters. Ensure staff are aware of and comply with ACTHD Fleet Management Procedure and ACT Government Fleet Procurement and Policy. Responsible for the approval of the Home Garaging Requests and reviewing each request every six months. Responsible for the approval of the Authority to Drive an ACTHD fleet vehicle form and sighting of the applicant's driver licence.
ACTHD Fleet Management; Strategic Infrastructure Client Services Team	Responsible for implementing, communicating, and monitoring these guidelines across the Directorate. Maintain a central register of all fleet vehicles leased under the ACT Government Fleet Procurement and Management Policy Manage the planned procurement, lease amendment & restructures and disposal processes, including timely advice on vehicle and lease options for new & replacement vehicles and lease management. Ensure the procurement of fit-for-purpose vehicles in line with the Zero Emissions action plan. Provide advice and guidance to business areas regarding vehicle management. Ensure the management of ACTHD fleet vehicles is effectively and efficiently.

	<p>Management with the lease contractor (SG Fleet) is positive and efficient to ensure quality service standards are delivered.</p> <p>Assist with coordinating the Fringe Benefits Tax reporting process.</p> <p>Ensure the processing of traffic infringement notices is transferred into the name of the known driver.</p> <p>Maintain a database, monitoring, auditing, and reporting on home garaging and approvals.</p> <p>Provide statistical reporting on vehicle financial operating costs, procurements and disposals as required.</p> <p>Assist business areas in the event of a motor vehicle collision.</p> <p>Manage the day-to-day operation of electric vehicle charge stations and report any issues.</p>
<p>Business Area Vehicle Contact Officers</p>	<p>Provide ACTHD Fleet Management with accurate and timely advice to achieve operational outcomes for the procurement of new & replacement vehicles and all lease management enquiries.</p> <p>Ensure that drivers are licensed and familiar with the safe operation of the vehicle they are driving.</p> <p>Provide ACTHD Fleet Management with a copy of all approved applications to drive an ACTHD Vehicle and Home Garaging, including a copy of the staff members driver's licence.</p> <p>Advise ACTHD Fleet Management of any vehicle collisions, ensure the involved staff complete a Riskman report and report it to their manager as soon as possible. And report the vehicle incidence to the lease contractor's (SG Fleet) driver assistance hotline.</p> <p>Take damaged vehicles to assigned repairer/motor dealership to have defects/damage assessed and repaired.</p> <p>Service vehicles by following the manufacturers recommended maintenance schedule.</p> <p>Advise ACTHD Fleet Management if there is a change in vehicle usage and operational changes.</p> <p>Maintain vehicles to ensure cleanness and safe driving.</p> <p>Submit Government Vehicle Parking permits applications to ACTHD Fleet Management once the appropriate business area delegate has approved an application.</p>
<p>Driver Responsibilities</p>	<p>Do not drive an ACTHD vehicle until you have approval and an Electronic Log Book (ELB) pin by completing an Application to Drive an ACTHD Fleet Vehicle and providing a copy of a current driver's licence to ACTHD Fleet Management.</p> <p>Resubmit an Application to Drive an ACTHD Fleet Vehicle each time a driver's licence is renewed and provide a copy of the driver licence to ACTHD Fleet Management.</p>

Advise their manager or supervisor ASAP if their licence is at risk of being suspended or cancelled.

Do not take an ACTHD Fleet Vehicle home until you have approval by completing the Home Garaging form. Home Garaging permissions are only valid for six months, and drivers will need to reapply.

Drive the vehicle in a manner that complies with the road laws, manufacturer's recommendations, and ACT Government policy and ACTHD policies and procedures.

Ensure all vehicle occupants abide by the relevant road rules and ACT Government and ACTHD policies for vehicle occupants.

Accurately complete the vehicle running sheets or ELB for each journey.

Ensure that the vehicle is clean and has fuel for the next driver. At a minimum, leave the car with a minimum of 1/2 of a tank of fuel.

Provide the correct odometer reading to the service station attendant with the appropriate fuel card when paying for fuel.

Do not use the ACTHD fuel card for any purpose other than petrol, oil, car washes or lubricants for the assigned vehicle.

Ensure electric vehicles and plug-in hybrid vehicles are connected to a power outlet/charging station at the end of each journey to ensure the vehicle is charged for the next driver.

Report all motor vehicle accidents to the Police within 24 hours of occurrence and report the incident to the lease contractor's (SG Fleet) driver assistance hotline.

Advise your immediate supervisor/manager as soon as possible after any incident and log the incident in Riskman.

Vehicle Management

Drivers' licences and Authorisations

ACTHD staff are to be authorised to drive directorate fleet vehicles. Drivers must hold a current and appropriate driver's licence, complete an Application to Drive an ACTHD Vehicle Form, and provide a copy of the driver's licence.

Drivers must notify their manager or supervisor immediately when they become aware that their licence has been, or is at risk of being, suspended or cancelled.

Managers or supervisors are to suspend a drivers' approval to drive an ACTHD vehicle that is no longer licensed to drive a car due to suspension, cancellation or an expired driver licence. And must notify ACTHD Fleet Management at the earliest opportunity. This can be done by emailing ACTHealth.AssetManagement@act.gov.au.

Drivers whose authority to drive has been suspended must reapply by completing the Application to Drive an ACTHD Vehicle Form to reinstate their approval.

Drivers who hold a provisional licence should display 'P' plates as required under Australian road transport legislation. Learner drivers are to be accompanied by a full driver's licence holder of the class and code applicable to the vehicle they are driving. 'L' plates are to be affixed to the car in prominent places at the front and rear by following the Australian road transport legislation.

Drivers Responsibilities

Drivers should never forget that they represent the ACT Government when driving an ACTHD fleet vehicle and behave appropriately. ACTHD has a duty of care to provide a safe working environment.. The driver is responsible for ensuring that they are familiar with its safe operation to minimise the risk of accident or injury before driving any car. And ACT Fleet Management will report all complaints regarding driver behaviour to the staff member's Director for investigation, who may recommend or implement disciplinary action.

Booking a Pool Vehicle and Booking Intelligence

'Pool' or 'Fleet' vehicles are located throughout ACT Health Directorate sites, where possible and practical; all vehicles should be managed and booked via the ACT Government booking system, Booking Intelligence.

Staff can book a car for work-related purposes that require you to travel to and from destinations where other forms of travel are unavailable.

To access the vehicle booking system "Booking Intelligence", it is required to complete an Authority to Drive an ACTHD Fleet Vehicle form and provide a copy of the driver licence to ACTHD Fleet Management. In addition, will register the staff member on the booking system and send a confirmation email to the staff member, with instructions on "How to book a vehicle" and the collection & return vehicle keys process.

Pre-driving

Before driving, a In-Vehicle Daily Pre-start/Pre-use checklist must be conducted of the vehicle to assess its condition. Where dents and scratches are evident, they must report the defect(s) to their immediate supervisor and ACTHD Fleet Management. If the defect(s) make the vehicle unsafe, the vehicle must not be driven. ACTHD Fleet Management will inspect or request photos of the damage and determine if they fall outside the usual fair wear and tear. If so, the business unit will arrange repairs by processing an insurance claim through the lease contractor (SG Fleet).

Electronic Logbook and Vehicle Running Sheets

All ACTHD fleet vehicles must have Electronic Logbooks (ELB) installed to record the data each time the car ignition is turned on/off or driven. In addition, drivers must enter a personalised identification number (PIN) to provide an official log and trip purpose of the trip for fringe benefits tax (FBT), record-keeping purposes and accurately identify the responsible driver for traffic and parking infringements notices. Drivers must not tamper with or unplug ELBs.

Drivers are to ensure they input their personalised identification number (PIN) before driving the vehicle. A PIN will be issued to each staff member when their application to Drive an ACTHD Fleet Vehicle form is approved. If staff have forgotten their ELB PIN, they can contact ACTHD Fleet Management. Drivers must not use another staff members PIN when logging a trip on ELB.

A manual running sheet is needed when an ACTHD fleet vehicle does not have an ELB installed or is temporarily unavailable to record each journey accurately.

An ELB report is generated each month, detailing all logged trips; vehicles that have unlogged trips may be subject to disciplinary action.

Road Laws

Drivers are to drive ACTHD fleet vehicles according to the relevant road traffic laws; breaches of the road traffic laws are enforceable by penalties that range from fines, loss of demerit points and cancellation or suspension of a driver's licence.

Seat Belts

It is compulsory to wear seat belts in all but exceptional cases. Therefore, drivers must ensure that each passenger wears a seat belt where fitted.

Mobile Phones

It is prohibited to use a mobile phone held in the hand while driving a vehicle; this includes sending or reading text messages, video messages and emails. In addition, you can only use a mobile phone to make or receive phone calls if the phone has a hands-free connection or is secured in a commercially designed cradle. If the phone is not fitted with a hands-free connection or secured in a cradle, the vehicle must be stopped and parked before answering or making a phone call. Drivers can also use their mobile phones for GPS and vehicle system functions, provided the mobile phone is securely mounted to the vehicle.

A business area can request a hands-free device to be fitted to an ACTHD fleet vehicle by contacting ACTHD Fleet Management; the requesting business area pays all associated costs.

Consumption and Carrying of Alcohol in Vehicles

The consumption of alcohol is prohibited in ACTHD Fleet Vehicles. And carrying alcohol is also prohibited unless the Director-General has given special approval for an exemption to this direction.

Smoking in Vehicles

Smoking is prohibited in all ACTHD fleet vehicles and car parks.

Traffic and Parking Infringements

Drivers are responsible for all traffic and parking infringements incurred while driving an ACTHD fleet vehicle. ACTHD Fleet Management will take the appropriate action to transfer the infringement notice(s) into the name of the responsible driver by nominating the responsible person online via the Traffic and Parking Infringement webpage listed on ACT Government, Canberra Access website. The fine will be reissued to the known user's name and sent to their residential address. The responsible driver must pay all penalties from their personal/own money and not with ACTHD funds.

If the driver cannot initially be identified, the business area responsible for the vehicle will need to ascertain the responsible driver.

If there are no reasonable steps to nominate the person responsible at the time of an offence, ACT Road Transport will apply a strike against the ACTHD record. A strike is only applied once the infringement has been paid under the corporate identify. If ACTHD receives a second strike, the administering authority must suspend the vehicle's registration involved in the offence for up to 6 months.

If ACTHD has sold, transferred, or disposed of the motor vehicle involved in the offence, the administering authority must suspend the registration of another motor vehicle registered to ACTHD for up to 6 months. For further reference, please refer to Division 3.3A of the *Road Transport (General) Act 1999*.

Passengers

Written approval to carry persons other than ACTPS employees is required where it's related to the business operations of the ACT Government or in a case of an emergency or exceptional circumstance. Drivers must submit the written approval to their manager or supervisor, who must notify ACTHD Fleet Management.

Having non-ACT Government passengers in ACT Government vehicles may significantly increase the insurance liability in an accident or personal injury to the passenger. In the event of an accident and an unauthorised passenger is in an ACTHD fleet vehicle, the driver involved must advise their manager or supervisor, in writing, of the situation as soon as

possible, who must forward it to ACTHD Fleet Management which may be subject to disciplinary action.

Parking

All reasonable care should be taken when parking vehicles to minimise the risk of damage and lock when unattended. Under no circumstance are vehicles left in pay parking, nature strip or on the street overnight.

Home garaged vehicles must be parked and locked within the property's boundary or behind the fence line and not on the road or in an unsecured car park where damage to the vehicle is at risk.

Parking vouchers, meters and car-park fees are to be paid by the driver and can be reimbursed by following the appropriate reimbursement procedure and submitting a receipt(s). If the driver cannot obtain a parking receipt, supporting documentation with signed annotation for parking and costs associated must be provided.

Government Vehicle Parking Permits

Government vehicle parking permits are issued for parking in restricted areas for vehicles used by the Commonwealth or ACT Governments or a Commonwealth or ACT authority while being used for official purposes. Applicants must contact ACTHD Fleet Management and complete an Application for issue of government vehicle parking permit and pay the application fee.

Interstate Travel

If a fleet vehicle is required to be driven interstate for business purposes, the driver must seek approval from their manager or supervisor, who needs to notify ACTHD Fleet Management and provide the details of the interstate trip, outside of the ACT and urban areas of Queanbeyan and Jerrabomberra. In addition, managers or supervisors will need to determine if the staff member must complete a travel form for the proposed trip.

E-Tags

ACTHD Fleet Management can obtain E-tags for fleet vehicles through the lease contract and is subject to an additional service fee. SG Fleet will arrange the delivery of the e-tag to ACTHD and register the tag to the car. Toll charges and associated costs will appear on the monthly lease invoice and chargeback to the business area responsible for the vehicle.

Fuel Cards and Purchases

Each vehicle has an assigned fuel card to be used at the relevant service station. The fuel card is for fuel purchase only; drivers should only purchase vehicle-related products such as oils, oil, lubricants, and car wash in an emergency. The fuel card is specific to the assigned car and cannot be used to buy fuel or related products for any other vehicle.

Drivers need to ensure the correct fuel type is chosen and dispensed. If drivers administer the wrong fuel, contact SG Fleet Roadside Assistance Services ASAP and not drive the vehicle. The cost associated with the vehicle's recovery will be charged back to the business areas responsible for the car.

Present the fuel card and current odometer reading to the station attendant when purchasing fuel. Drivers will be required to enter a PIN to complete the transaction. Business areas responsible for an ACTHD fleet vehicle(s) must keep a safe record of fuel card pins. If a card is declined for any reason, the driver is responsible for fuel payment and can seek reimbursement.

A fuel card that has been lost, stolen, or damaged must be reported to the business area and ACTHD Fleet Management immediately. And ACTHD Fleet Management will cancel the card to minimise the risk of being misused and order replacement fuel card. The relevant business area will be responsible for the payment of fuel usage until the replacement card arrives and can seek reimbursement.

Electric vehicles have an assigned fuel card to be used at the relevant service station. And can only purchase vehicle-related products such as oils, oil, lubricants, and car wash when in an emergency case.

To ensure correct fuel card usage, business areas and ACTHD Fleet Management will undertake periodic audits against the assigned fuel cards, the odometer reading, and the vehicle specifications.

Odometer reading

An accurate odometer reading is essential to vehicle asset management, and drivers are required to provide a correct odometer reading to the service station attended when paying for fuel. The odometer readings help assess the vehicle's usage, determine if leases require restructuring, and monitor servicing requirements. Drivers and business areas must undertake a periodic check to ensure that the correct odometer reading is listed.

Vehicle Cleaning

Pool vehicles are the responsibility of all ACTHD staff; each driver needs to make sure the exterior and interior are left clean and tidy for the next driver. If the exterior or interior needs cleaning from a trip, the staff member must take the vehicle through the carwash and pay the charges using the assigned fuel card. Car wash purchases will appear on the monthly lease invoice and are paid by the business area assigned to that vehicle.

The cleanliness of home garaged vehicles is the responsibility of the assigned staff member and must maintain the exterior and interior cleanliness. All cleaning expenses are to be paid by the staff member and cannot be reimbursed.

Roadside Assistance

All ACTHD fleet vehicles have the standard Roadside Assistance Service; The Standard Roadside Assistance includes the following features:

- Australia wide assistance service coverage 24/7;
- General mechanical breakdown with unlimited call outs;
- Free towing up to 50km, in the event of a breakdown, country or metro;
- Wheel damage and flat tyre change;
- Emergency vehicle access, attempt vehicle entry in case of lost keys;
- Jumpstart flat or faulty battery;
- Out of fuel, provide up to 10 litres or tow;
- Off-road service; and
- When roadside assistance is required, the driver can contact the 24-hour assistance line on – 1800 009 082 (SG Fleet is the current lease provider).

If the cost of the repair is less than \$500, SG Fleet will approve the repairs immediately without consultation with the ACTHD Fleet Management. However, if the repair cost exceeds \$500, SG Fleet will require approval from ACTHD Fleet Management and provide a quote before the work/repairs commence. Associated charges will appear on the monthly lease invoice and chargeback to the business area responsible for the vehicle.

Vehicle Accidents

SG Fleet provides a comprehensive Accident Management Service for all leased vehicles. Drivers and business areas can access the service by calling: **Driver Assistance Leased Vehicles 1 800 009 082** and is a dedicated 24-hour assistance line.

The Accident Management Service includes providing accident scene advice; coordinating emergency services, coordinating vehicle recovery (towing) and advising employers, family, etc., of the situation, coordinating alternative transport for accident victims; and coordinating accommodation for accident victims (if requested). Information relating to what to do in an accident can be found on the Driver's Assistance brochures, located in all cars.

Drivers must report all motor vehicle accidents to the police (in the State or Territory where the collision occurred) within 24 hours of the incident.

Reporting an Accident

In the case of all incidents, the driver shall, if physically capable, follow these instructions:

- Remain calm, turn off the engine and turn hazard lights on.

- Check for hazards. Ensure the safety of everyone involved and provide all possible assistance to the injured.
- Call the Police, Fire and Ambulance on 000 if required.
- For a non-urgent police attendance at an accident, contact the local police number.
- Obtain the full name, address, and contact details for drivers of all vehicles involved and witnesses.
- Obtain all registration numbers, vehicle information and insurer details where possible.
- Make a note of relevant details, including location and time of the collision and any damage done to vehicle property.
- Report the incident to the SG Fleet Driver Assistance hotline 1800 009 082.
- Advise your immediate supervisor or manager as soon as possible after any incident, who must immediately notify ACTHD Fleet Management.
- Report the incident as a staff incident in Riskman, within 48 hours and provide a copy your supervisor or manager.

The drivers and passengers involved must not admit liability at the time of an accident or negotiate with any person concerning the accident where third parties are involved.

Reporting an Accident to the Police

Drivers are required to comply with relevant State or Territory laws concerning notification to the Police. In the ACT, you must report it to Police within 24 hours, and this can be completed online via the ACT Policing website. Completing the online form will generate a collision report number and assist with insurance claims.

If the driver cannot complete the online form for any reason, please visit your local police station; provide information such as date & time, location, weather, road & light conditions, and any other relevant details.

Police do not visit all vehicle accidents and will only attend if the collision:

- results in a fatality,
- results in an injury where a person involved in the collision requires transportation by ambulance or other means to a hospital or medical centre,
- one or more of the vehicles involved are blocking the roadway and cannot be moved or are causing a disruption to traffic,
- if there's a threat of danger to any person or breach of the peace, or
- if there's an allegation of alcohol or drug use being a contributing factor.

Accidents Caused Through Negligence of Driver

If the driver operates the vehicle while:

- Under the influence of substances in contravention of the law.
- Not currently licensed to operate a vehicle of that classification.
- Driving without proper authority.

Under these circumstances, the driver may have to meet all vehicle and property damage claims and injury to persons.

Should damage occur to an unattended vehicle, the last driver is responsible for reporting the damage and completing the necessary documentation.

Insurance Excess

All ACTHD leased vehicles have Comprehensive Insurance incorporated in the lease. If the car is in an accident, the following excess fees will apply and is charged back to the business area responsible for the vehicle:

- \$1,000 - Full licence driver.
- \$2,500 - Provisional "P" platers and "L" learner drivers.

Driving a Zero-Emission Vehicle (ZEV)

ACTHD has three varieties of zero-emission vehicles available to drive:

- Electric: Hyundai Kona & Nissan Leaf.
- Hybrid: Toyota Prius.
- Hydrogen: Hyundai Nexa.

Driving ZEVs are very similar to driving a standard petrol car. However, the driving noise is almost non-existent, and drivers should be cautious around pedestrians as they may not hear the car approaching.

Most ZEVs restore their battery charge by capturing energy from the deceleration and braking processes. As a result, when releasing the accelerator pedal, the motor functions as a generator and braking may feel firmer than a typical car. In addition, driving styles will affect the available distance that a car can travel on one charge. For example, harsh acceleration drains the battery quicker than gentle applications. And utilising the vehicle's accessories such as air conditioning, power windows, and lights will affect the battery performance.

Getting a ZEV Ready to Drive

1. Check if the vehicle is connected to the charging station; if so, turn off the power socket, and unlock the car using the key remote.
2. Disengage the charging lead from the vehicle.
3. Close the charging point cover on the car; and
4. If using the vehicle charging cord to a power socket, remove the cord and return it to the vehicle's boot.
5. If using a charging station, place the cord securely over the charge station, ready for the following vehicle to use.

Driving Range & Warnings

Drivers can monitor the driving range by the distance gauge on the vehicle's dash (fuel tank sign). When the battery reaches an eighth ($\frac{1}{8}$) of its remaining energy, a low energy warning indicator flashes; under normal conditions, the vehicle may reach 10 kilometres.

The power-down warning light will indicate when the battery is near zero, and the air conditioning will automatically shut down to conserve available power. In such an occurrence, the driver should stop the vehicle at the nearest safe location and contact the SG Fleet Driver Assist hotline on 1800 009 082 for assistance. The operator will dispatch the NRMA to help.

Recharging a ZEV (Battery)

1. Park the vehicle in the allocated car park with the charging station and engage the handbrake and turn off the car.
2. Open the fuel cap, usually marked with a power cord icon.
3. If connecting to a power socket, retrieve the power cord from the boot, ensure that the power socket is off, insert it into the power socket, and turn it on. Then lock the vehicle.
4. If connecting from a charging station: connect the cord from the charging station and insert it into the vehicle charging point. And swipe the vehicle RFID card on the bottom left corner of the charge station. A beep will sound, and the vehicle will display flashing lights across the dash to indicate the car is charging.

ZEVs must be on charge when not in use to allow maximum usability during the day.

Hyundai Kona & Nissan Leaf (Battery)

The Hyundai Kona and Nissan Leaf consumes no petrol and can be plugged into any standard 240V electrical socket if the appropriate charging cable is supplied with the vehicle.

Toyota Prius (Hybrid)

The Toyota Prius is a combined petrol engine and two electric motors (hybrid battery). Therefore, the Toyota Prius cars do not require manually charging the battery.

Hyundai Nexo (Hydrogen)

Below is a link to the Nexo Driver Introduction; the video provides an overview of driving and filling the Nexo. This video is intended for internal use only and must not be shared on social media or video-sharing channels. However, drivers can download the video from the following link: [Hyundai NEXO Driver Introduction](#)

Driver Training

SG Fleet and ACTHD Fleet Management may at times make recommendations to ACTHD staff on providing training to address driver-related issues such as multiple accidents or offences. Where recommendations regarding training to employees on driver safety or techniques, the business area must arrange driver training with a nationally recognised and accredited provider. SG Fleet can assist with sourcing a trainer provider. All associated costs for the training will be chargeback to the business area responsible for the vehicle.

Fleet Management

Procurement of Fleet Vehicles

ACTHD procure fleet vehicles is to assist in the effective delivery services or conduct business on behalf of the ACT Government. It's the responsibility of the Strategic Infrastructure Client Services team to act as the Fleet Management for ACTHD and will coordinate all fleet vehicle procurement on behalf of ACTHD.

Operating Lease

Business areas must acquire all new passengers, light commercial and heavy commercial vehicles as an Operating Lease. An Operating Lease is a leasing agreement that does not essentially transfer all the risks and rewards related to ownership. This leasing arrangement provides a vehicle to the Directorate on a month-by-month lease rental and does not require the payment of a residual value at the lease-end. Early termination of the lease or unfair wear and tear could attract additional costs to the business area.

Operating leases calculates the monthly lease rental from the annual projected kilometres over the lease contract. Therefore, when vehicles travel above or below the projected contract kilometres, this can have a financial implication to the Directorate.

Vehicle Selection

The ACT Government has set environmental policies that must be adhered to in fleet procurement and operation. Directorates must transition vehicles to approved Zero-Emission Vehicles (ZEV) as per the Zero Emissions action plan. When purchasing new or replacement fleet cars, selecting a ZEV that's deemed 'fit for purpose' for function and utility for that vehicle is a must. For non-zero emissions procurement, business areas must demonstrate the business use and provide supporting documentation for the fit-for-purpose for non-zero-emissions procurement.

ACTHD Fleet Management will coordinate with business areas and provide vehicle selections from the Lease Rate Matrix, a document developed by the Department of Finance in consultation with SG Fleet. To ensure vehicle selections are aligned with the Vehicle Selection Policy.

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

Approval Process

ACTHD Fleet Management is responsible for the regulation of fleet vehicles, whether it is related to leasing of new or replacement vehicles, transferring, or sharing between directorates. The approvals process for such actions are:

1. Business areas must have endorsement from the delegated Executive Branch Manager to undertake activity.
2. ACTHD Fleet Management will request quotations or related documentation and information from SG Fleet.
3. Quote/requested information provided to business area for consideration.
4. Business areas EBM provides written request confirming that sufficient funds are available to support the entirety of the vehicle lease and requesting agreement of the EGM fleet manager delegate for lease of the vehicle.
5. EGM fleet manager delegate confirms that proposed lease is consistent with ACT Health fleet management and sustainability principles and approves lease.

Additional Accessories

All additional accessories fitted to a fleet vehicle must be coordinated through ACTHD Fleet Management and require approval from the Business areas Executive Branch Manager and ACTHD Fleet Delegate.

SG Fleet can source and fit additional features (accessories) to a leased or owned vehicle at the time of delivery or during the vehicle's life. Costs incurred to source and fit the accessories will be invoiced to the Business area responsible for the car, following the acceptance of a quote from SG Fleet..

SG Fleet will analyse the cost of the additional accessories that may reflect the monthly lease fees, where:

- The GST exclusive cost of the accessories are \$1,000 or more.
- The Lease Agreement has a minimum period of 6 months left on the lease term.
- The accessories do not compromise the vehicle's warranty.

Unless agreed in advance with the lease contractor, ownership of any accessories fitted to leased vehicles does not transfer to ACTHD. The lease contractor needs to be advised by ACTHD and determine whether the additions require any action concerning registration, Compulsory Third Party Insurance, or Comprehensive Insurance.

Suppose an accessory is fitted without consulting SG Fleet results in voiding a manufacturer warranty. In that case, the business area responsible for the vehicle will incur any additional costs resulting from voiding the warranty.

Lease Variation

ACTHD Fleet Management will monitor fleet leases and request business areas to undertake a lease variation during a lease term to minimise costs. Variations will include:

- Varying the lease kilometer allowance.
- Altering the scheduled end date.
- Modifying or adding additional accessories and services.

Any changes to the monthly rent, fees, or residual value will require completing a clearance sheet or Minute to seek financial delegate approval to ensure sufficient funds to continue with the variation of the lease. And the Executive Branch Manager approval. Once the financial delegate and the Executive Branch Manager have approved, the documentation must be endorsed by ACTHD Fleet Management, who will then seek the final approval from the Fleet Delegate (Executive Group Manager of Strategic Infrastructure).

Extension of Lease

Business areas can retain a vehicle beyond the lease scheduled end date by way of an informal on a month-to-month basis (up to a maximum of 6 months). During this informal extension period, the monthly charges for the lease will remain unchanged. However, during the informal extension period, it becomes known that the vehicle is required for 6-months or more from the date of the lease scheduled end date; then, the business area must formally extend the lease scheduled-end date.

To formally extend a lease will require a clearance sheet or Minute to seek financial delegate approval to ensure sufficient funds are available to extend the lease. And the Executive Branch Manager approval. Once the financial delegate and the Executive Branch Manager have approved, the documentation must be endorsed by ACTHD Fleet Management, who will then seek the final approval from the Fleet Delegate.

Short Term Lease Service

Short Term Lease Service is available as an optional service through the SG Fleet. This service is on a short-term basis between 6 and 12 months and is only available for emergency use and must have endorsement from the business area Executive Branch Manager and ACTHD Fleet Management before submitting to the Fleet Delegate for final approval.

ACTHD Fleet Management will work with SG Fleet to provide the most cost-effective solution, compliance to the zero-emission action plan. And may involve providing a

Temporary Vehicle or leasing new or ex-lease cars and is only possible based on available vehicles at the time of the request. And waiting periods will apply for new vehicles.

Transferring of Lease

A vehicle fleet lease transfer from another Directorate must be regulated through ACTHD Fleet Management, who will coordinate the lease transfer with SG Fleet and advise fleet availability. And vehicle selection must adhere to the zero-emission action plan.

A Clearance Sheet or Minute to seek financial delegate approval to ensure sufficient funds are available to take over the lease. And the Executive Branch Manager approval. Once the financial delegate and the Executive Branch Manager have approved, the documentation must be endorsed by ACTHD Fleet Management, who will then seek the final approval from the Fleet Delegate.

Sharing of Fleet Vehicles

Request to share a vehicle between another directorate and ACTHD will only be considered to improve operational efficiencies and is agreed by both parties.

A Clearance Sheet or Minute is required to seek financial delegation stating the agreed liabilities ACTHD will pay surrounding the vehicle running costs and ensure sufficient funds are available. Once the financial delegate has approved, the Executive Branch Manager must also approve. And submit to ACTHD Fleet Management for endorsement, who will then seek the final approval from the Fleet Delegate (Executive Group Manager of Strategic Infrastructure). This process will provide appropriate records to be maintained to enable effective monitoring and management.

Early Termination of Lease

Business areas may terminate a lease agreement for a vehicle early for convenience by giving written notice to ACTHD Fleet Management, who will coordinate the process with SG Fleet.

An early termination amount will apply, and SG Fleet will determine the amount based on amounts payable for accrued rental charges, which may haven't been charged as yet, return charges or disposal charges, and an indicative market value of the vehicle.

The lease agreement will continue to run until the business area agrees to the early termination amount payable.

When to Replace Fleet Vehicles

When Fleet vehicles have reached approx. 50,000 kilometres, or at the end of the lease contract that has reached 50,000 kilometers. Other considerations include vehicle age and shouldn't exceed 5 years or when the vehicle warranty is expired.

A request to replace cars with less than 50,000 kilometres requires an explanation for replacement and endorsement by the Executive Branch Manager before seeking Fleet Delegate approval.

ACTHD Fleet Management will provide business areas with timely advice on the impending lease expiry of vehicles and commence a replacement strategy. And it is also required for Business areas to promptly reply to ACTHD Fleet Management to ensure vehicle replacement orders are actioned before the expiration of leases.

Return and Disposal of Vehicles

All ACTHD fleet leases have the fully Maintained Budget Reconciliation lease service. SG Fleet will primarily dispose of leased vehicles through an in-house tender process but may use other disposal methods to maximise net sales proceeds. SG Fleet will reconcile the proceeds from the sale of the car (actual costs incurred against the budgeted amounts invoiced over the life of the lease). As a result, SG Fleet will invoice any profit or loss proceeds to ACTHD, to which finance will code the profit or losses to the cost centre the vehicle is allocated to.

Business areas should return the vehicle to the address agreed between the ACTHD and SG Fleet. If requested by SG Fleet, business areas must remove any additional accessories made or fitted to the car by ACTHD at the ACTHD expense. In addition, business areas must repair any resulting damage to the vehicle to the reasonable satisfaction of SG Fleet. SG Fleet will inspect the vehicle to determine which damage is Fair Wear and Tear and determine what damage is considered Unfair Wear and Tear. If the business area believes that SG Fleet assessment and cost to repair Unfair Wear and Tear is unreasonable, business areas can request an independent evaluation through ACTHD Fleet Management. And SG Fleet will use the lesser of the original or independent assessment amount.

Vehicle Maintenance, Repairs and Tyres

All ACTHD leased vehicles has a standard service included in the lease. Business areas responsible for fleet vehicles must ensure vehicles are kept safe and roadworthy. In addition, vehicles are to be serviced according to the manufacturer's schedule to ensure drivers' safety, ensure warranties aren't void and maintain the car's value to achieve the best price possible at the end of the lease.

ACT Fleet Management will notify the business area of upcoming services and warnings for overdue services. If the business area doesn't comply with the vehicle standards may result in disciplinary actions.

The monthly fleet services fee consists of the anticipated cost of maintaining and servicing, repairing, and providing tyres for the vehicle over the lease term and expected distance travelled. SG Fleet will allocate expenses incurred against the budget and reconcile actual

costs against anticipated costs at the end of. Excluded from these costs is work attributed to neglect, abuse, and accident damage. Costs for work undertaken by SG Fleet to repair this type of damage during the life of a vehicle will be invoiced directly to the ACTHD and chargeback to the business area responsible for the car or managed as part of an insurance claim.

Arranging Vehicle Maintenance, Repairs and Tyres

Business areas or drivers can book maintenance directly with a maintenance provider. The driver should advise the maintenance provider that the vehicle is a SG Fleet managed car when dropped off. The maintenance provider will call SG Fleet to authorise any work and receive a work authorisation number before commencement. After the service is completed and the driver picks up the vehicle. The repairer will invoice SG Fleet directly for the service, and SG Fleet will manage the repair costs.

Any expenditure considered outside of budgeted cost and agreed authorisation limits. In that case, SG Fleet will request authorisation from ACTHD and use best endeavours to avoid unnecessary spending on vehicle maintenance, repairs, and tyres. The authorisation limits:

- \$800 for passenger and light commercial vehicles.
- \$2,000 for trucks and equipment, or as otherwise agreed with by ACTHD.

Manufacturers Recall

ACTHD Fleet Management will be responsible for the timely distribution of the manufacturer's advice regarding product recalls and repairs. In addition, it is the responsibility of the business unit to coordinate with the Motor Dealership to arrange a suitable time to have the vehicle inspected/repaired and action as soon as possible to avoid any potential incidents with the identified vehicle.

Home Garaging

An ACTHD staff member can request to Home Garaging a fleet vehicle. And it can only be approved; where it benefits the ACTHD and can demonstrate the home garaging will improve operational effectiveness, vehicle safety or as part of the employee's conditions of service. And the decision needs to include FBT liability for the organisation and the employee. Operational effectiveness applies where the vehicle is required for approved essential services and when a staff member has regular official business outside of business hours. Supporting documentation is needed that includes a complete description of the actual frequency of use, nature of business, and need for home garage.

Home garaged vehicles must be parked and locked within the property's boundary or behind the fence line and not on the road or in an unsecured car park where damage to the vehicle is at risk.

A manager, supervisor or fleet delegate can, at their discretion, terminate home garaging approvals at any time. And are to notify ACTHD Fleet Management of the termination of home garaging.

Applying for Home Garaging

Staff must fill out an Application to Home Garaging ACT Health Directorate Vehicle form and submitted to their manager or supervisor for endorsement; before seeking the appropriate delegate approval. And email completed forms to ACTHealth.AssetManagement@act.gov.au.

Staff are required to resubmit their Home Garaging form every six months to their Managers or supervisors to review and assess if the requirement for a home garage is still valid and forward it to ACTHD Fleet Management when approved.

Lost Keys and Service Logbook

All vehicles will receive two sets of keys and a service logbook on delivery. It is the responsibility of the business area to safely keep the spare key and ensure that the service logbook remains inside the vehicle.

For lost keys and service books, the business area needs to arrange with the relevant motor dealership or organise a replacement. SG Fleet also provides a Key Replacement Service to limit a driver's inconvenience if vehicle keys are lost or cease to work, including outside of business hours and in remote locations. To organise a Key Replacement Service, contact ACTHD Fleet Management.

All associated costs to replacing lost keys or service books are the business area's responsibility to which the vehicle belongs.

Fuel Transactions

All fuel transactions from the vehicle fuel cards are listed on the SG Fleet Fleet-intelligence online fleet management system. ACTHD Fleet Management will analyse the transactions to report on vehicle usage. In addition, business areas can request fuel reports to investigate any anomalies and report any suspected fraud or unethical behaviour.

Fringe Benefits Tax (FBT)

ACTHD is responsible for the payment of Fringe Benefits Tax (FBT) on the private use of ACTHD fleet vehicles and for assuring the cost of FBT is at the minimum. Under the legislation, ACTHD must capture data relating to all fringe benefits provided to all employees, including the private use and home garaging of Government vehicles.

ACTHD Fleet Management is responsible for collecting the FBT information and providing it to Shared Services, who will do the calculations for staff members who use fleet vehicles for private use. And the calculations are based on collating the data from ELB reports.

Suppose the value of fringe benefits provided exceeds \$2,000 in an FBT year (1 April to 31 March). In that case, the recorded grossed-up taxable value of those benefits will go on the employee's payment summary or income statement.

Records Management

ACTHD Fleet Management must maintain records to ensure that staff intending to drive fleet vehicles hold the necessary licence(s) applicable to operating the intended vehicle. And maintain reports to any vehicle accidents, incidents, Infringement notices, so all incidents are promptly reported to SG Fleet or the appropriate authority.

ACTHD Fleet Management and the Fleet Delegate ensure that appropriate records are maintained to effectively monitor and manage ACTHD fleet vehicle numbers and their usage in line with the Fleet Procurement and Management Policy – November 2018.

ACTHD Fleet Management will manage all records under the *Information Privacy Act 2014* and ACTHD Information Privacy Policy, ACTHD Records Management Policy. And the *Territory Records Act 2002*.

Implementation

All ACTHD staff and people engaged to represent the Directorate are accountable to the Director-General under these guidelines. Accordingly, executives, managers, and supervisors must ensure their employees know their obligations under this procedure.

This procedure must be readily available for all ACTHD staff and accessible on Health HQ intranet.

References and Related Documents

References

- SG Fleet Vehicle Leasing and Fleet Management Commonwealth Fleet Guidelines
- ACT Government Zero Emissions Framework
- ACTHD Information Privacy Policy
- ACTHD Records Management Policy
- ACTPS Code of Conduct

- ACT Government Procurement guidelines Buying Goods and Management
- Public Sector Management Standards 2016

Legislation

- *Fleet Procurement and Management Policy 2018*
- *Climate Change and Greenhouse Gas Reduction Act 2010*
- *Financial Management and Accountability Act 1997*
- *Road Transport (General) Act 1999*
- *Information Privacy Act 2014*
- *Territory Records Act 2002* and ACTHD policy and procedures

Definitions

Term	Definition
Fleet Delegate	Executive Group Manger, Strategic Infrastructure & Procurement
ACTHD Fleet Management	Strategic Infrastructure client Services Team
Executive	Executive means an SES member engaged at an SES classification.
SG Fleet	Lease Contractor
Financial Delegate	An ACT Health Directorate employee with delegated authority to approve expenditure and make decisions regarding operational costs.
ACTHD	ACT Health Directorate
Fleet Vehicles	All leased passenger, light commercial and heavy vehicles.
Booking Intelligence	An ACT Government booking system for booking vehicles.
Business Areas	Business areas as identified in the ACT Health Directorate Organisation Chart.
ZEV	Zero Emission Vehicle
Pool Car	A vehicle that an ACT Health Directorate employee can utilise for undertaking business purpose trips.

Search Terms

List the search terms to be used to assist in locating this document in the register.

Fleet vehicle
 Fleet management
 Pool car

Version Control

Version	Date	Comments
V1.0	21 July	Final for publication

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