



ACT Health

Using a Private Motor Vehicle for Official Purposes

For managers, employees and other people undertaking official travel

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Purpose

This procedure:

- aims to ensure that the most economical and practical options for travel is considered and that a private vehicle must not be used where it involves more expense, results in more travel time, or for any other reason that is not in the interest of the ACT Public Service
- supports the Travel for Official Purposes Procedure to manage travel arrangements for employees while on duty, and
- contains information to assist managers and employee to ensure that employees and other people only use their private vehicle for official purposes if they have the authority to do so and outlines the administrative processes to be followed.

Scope

This procedure applies to all ACT Health (ACTHD) employees who:

- undertake official travel (travel for a purpose that is directly related to the business operations of ACTHD, including on training, education and study leave and conference leave).
- manage or approve travel on behalf of ACTHD, and
- administer travel arrangements and approve claims for Motor Vehicle Allowance (MVA).

It also applies to other people undertaking travel, to the extent that such travel involves the use of ACT HD funding. This may include, consumer representatives, spouses accompanying ACT HD employees, interviewees, consultants and contractors.

Roles and Responsibilities

Position	Responsibility
Employees	<ul style="list-style-type: none"> • Advise their manager if they may need to use their private vehicle for official purposes and the reasons for doing so, where possible with 48 hours' notice. • Provide evidence of current vehicle registration, driver licence and comprehensive insurance. • Provide any additional information the delegate may request to assist in the decision process. • Use their motor vehicle in line with the approval –the employee must resubmit the request for regular MVA payments annually. • Submit evidence of renewal of vehicle registration, driver licence and comprehensive insurance and maintain a record of these. • Obey all traffic laws and parking restrictions. • Ensure the safe and efficient operation of the vehicle. • Not carry passengers unless this is related to official business or as otherwise authorised (for example where official duties involve carrying members of the public). • Maintain records required to claim a motor vehicle allowance, including a journey details log. • Complete the Claim for Motor Vehicle Allowance and submit the form to the delegate for approval, where they have chosen to make a claim for the allowance.
Delegates and managers	<ul style="list-style-type: none"> • Advise employees about their obligations under this procedure. • Consider employee request for approval to use a private vehicle for official purposes, in accordance with the provisions of the relevant Enterprise Agreement and ACTPS policies and WHS guidance. • Determine whether alternative arrangements to the use of a private vehicle (such as use of a short-term hire vehicle) are more efficient and cost effective. • Advise the employee of their decision and reasons, where approval has not been given. • Confirm and approve the Claim for Motor Vehicle Allowance and scan and send the claim form to Shared Services accounts payable, where the employee has submitted a claim (where the use of a private vehicle is approved for a period the claim form will need to be submitted monthly). • Monitor the renewal of vehicle registration, driver licence and insurance and maintain records securely. • Prepare reports about the details of the payment of MVAs. • Maintain a record of the approval for the use of private vehicles and review regular use at least annually, to determine the necessity and appropriateness of the approval.
People Strategy	<ul style="list-style-type: none"> • Communicate the procedure to managers and employees. • Advise delegates, managers and employees about the procedures.
Shared Services	<ul style="list-style-type: none"> • Process claims for MVA.

Procedure

Use of a private vehicle for official travel

The Enterprise Agreements specify that:

The head of service may authorise an employee to use a motor vehicle they own or hire:

1. For official purposes, where the head of service is satisfied this use would:
 - (a) result in greater efficiency; or
 - (b) involve the ACT Government in less expense than if public transport or a vehicle owned by the ACT Government were used.

2. For specified journeys, where the head of service is satisfied that:
 - (a) the use will not result in the employee taking more time on the journey than they would otherwise take; or
 - (b) it would not be contrary to the interest of the ACT Government.

3. Travel between normal headquarters and a temporary workstation, or between the employee's home and a temporary work station, where the head of service is satisfied that:
 - a) there is no public transport available for travel to the temporary station; or
 - b) although public transport is available, the work program makes its use impossible.

The preferred method for travel between nearby locations such as the Canberra Hospital, Bowes Street or Civic is by official vehicle, public transport, regulated ride sharing (for trips within the ACT), taxi, fleet e-bicycle (if available) or walking.

Prior approval for use of a private vehicle for official purposes is required.

Procedure for approving the use of a private motor vehicle and claiming MVA

Step	Action	Comments
1.	An employee advises their manager that they may need to use their private vehicle for official purposes.	Where possible with 48 hours' notice.
2.	The employee makes a written application (by e-mail), including evidence of current vehicle registration, driver licence and comprehensive insurance.	The application must include reasons why an official vehicle, Taxi, or other alternative arrangement, is not available or suitable.
3.	The manager submits the application to the delegate, where the manager does not hold the delegation.	Delegation can be found in the Instrument of Human Resource (HR) delegation
4.	The delegate considers the application in accordance with this procedure.	Approval can be given either as a one off or for a specified period of time for specified uses (the maximum period of approval is up to 30 June in the current financial year).
5.	The delegate advises the employee of their decision.	<p>The delegate will advise the employee of the reasons for the decision, where the application has not been approved.</p> <p>The delegate will advise the employee of the official travel arrangements that are approved, for example public transport or the use of a taxi or an alternative arrangement.</p>

Step	Action	Comments
6.	The employee completes a Claim for Motor Vehicle Allowance Form (see Shared Services – HR Forms – Claim MVA Form) and submits to the Delegate as per the specific arrangements.	The manager scans and sends the approval to Shared Services Payroll at HRSharedServices@act.gov.au .
7.	The manager and the employee must maintain a record of all approvals for the use of private vehicles.	Records must include copies of all correspondence, insurance policies and additional information used to determine eligibility. Personal documents, including the driver licence, registration and insurance, must be retained securely and deleted from official records when no longer required.
8.	The manager must monitor the cessation period of any approval and ensure that the arrangement is either renewed or ceased.	All approved agreements lapse on the 30 June. New agreements are required to be lodged each financial year.

Taxation requirements

All MVA payments are recorded separately in payment summaries and included in an employee's assessable income in accordance with income tax requirements.

Insurance, transport laws and workers' compensation

Drivers are personally responsible for any contravention of the law relating to the use of a private vehicle for official purposes, including any parking, speeding or traffic offences and fines or loss of demerit points.

It is a condition prior to an employee being authorised to use a private vehicle for official business, that ACTHD is satisfied that the comprehensive insurance of the vehicle extends to cover the use of the vehicle. The insurance must be current, and the employee must notify their insurance company that the vehicle is being used for official purposes, to ensure that any claim is not affected by a non-disclosure of the use of the vehicle.

ACTHD or the ACT Government will not accept any responsibility for financial loss that may be incurred by any employee involved in an accident while using a private vehicle for official purposes.

It is important that an authorising officer confirms that full comprehensive insurance coverage is held by the applicant before approval is granted to use a private vehicle for official purposes. Ic

In the event of an accident that results in injury to an employee, while driving a private vehicle for official purposes, an employee may submit a claim in respect of any injury, in accordance with the provisions of the *Safety, Rehabilitation and Compensation Act 1988*.

ACTHD or the ACT Government is not liable to compensate a person in respect of damage to a vehicle. The ACT Government does not provide any reimbursement for costs of unauthorised private vehicle use.

Work health and safety

ACTHD managers and employees are required to manage work health and safety risks and take all reasonable and practicable steps to maintain the safety of employees whilst travelling for work.

Employees must:

- comply with all relevant traffic laws [refer to the *Road Transport (Road Rules) Regulation 2017*]
- comply with the [ACTPS Drug and Alcohol Policy](#) and have a zero blood alcohol while driving for official purposes
- remain alert and observant while driving
- drive to the road conditions, including reducing speed when the conditions are not ideal, for example there is reduces visibility
- plan travel and their circumstances to ensure that they do not drive while they are fatigued
- ensure that any cargo is properly secured, and
- report any vehicle accident while travelling for official purposes in a Riskman work injury report.

More information is available from [ACT Policing](#).

Records Management

All records must be managed in accordance with the *Territory Records Act 2002*, and Directorate policies and procedures.

Implementation

This procedure will be published on the HealthHQ Intranet and promoted through news items.

Related Documents

Legislation

- *Public Sector Management Act 1994*
- [Enterprise Agreements](#)
- *Territory Records Act 2002*
- *Road Transport (Road Rules) Regulation 2017*

Supporting Documents

- [ACT Health Directorate Delegations Manual](#)
- [Work Health and Safety Guideline](#)
- [Financial Instructions](#)
- [ACTPS Drug and Alcohol Policy](#)
- [Travel Management Services User Reference Guide](#)
- [Short Term Care Hire of Motor Vehicles User Reference Guide](#)
- [ACTPS Local Area Travel Policy](#)
- [ACTPS WHS Guidance COVID19 and WHS Requirements for Travel in ACT Government Vehicles](#)

Definitions

Term	Definition
Official travel	Travel for a purpose that is directly related to the business operations of ACT Health.

Search Terms

Private Motor Vehicle Allowance/Official travel

Version Control

Version	Date	Comments
1.0	1 March 2021	Replaces DGD16-033 and DGD16-034
1.1	6 July 2023	Update review date
1.2	8 February 2024	

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