

Vehicles procurement and use

POLICY STATEMENT

The safe, efficient, effective and equitable management of motor vehicle assets within the NSW Health system is crucial to the provision of high-quality care. Implementing a well-defined vehicle management strategy facilitates the prudent use of resources and enables care to be delivered.

SUMMARY OF POLICY REQUIREMENTS

This Policy Directive is mandatory to all NSW Health employees that may use NSW Health fleet vehicles.

PROCUREMENT

Vehicles must be sourced from the NSW Government Motor Vehicle Prequalification Scheme, the process which is managed by the health entity nominated fleet manager or delegate. All vehicles procured by an NSW Health Entity must be entered into the Asset and Facilities Management Online (AFMO) system by the Health Entity.

Motor vehicles must not include non-essential accessories such as personalised number plates and where accessories are required, a business case must be submitted to the Chief Procurement Officer.

Passenger and light commercial vehicles, whether leased or owned must be held for a minimum of 36 months from the date of purchase or 60,000 kilometres whichever occurs first.

The procurement of vehicles must meet the NSW Government Electric Vehicle target which states that by the financial year 2029/30, 100 per cent of all passenger fleet will be electric or hydrogen fuel-cell vehicles.

USE OF MOTOR VEHICLES

Where possible, health service vehicles must be placed into pools to optimise utilisation. Employees can park a vehicle overnight at the residence in line with policy provisions. Vehicles are to be returned during any periods of leave unless approved by the Chief Executive or an employee's manager in the instance of sick leave.

Contingent workers, contractors, volunteers and students on placement are permitted to drive a health vehicle for business use in line with the policy provisions. Under no circumstances are contractors, volunteers and students permitted to use an official vehicle for private purposes.

Health Executive employees can only select vehicles available on the Pre-qualification Scheme and any private use under this arrangement must have accurate cost recovery from the driver.

Private use of NSW Health vehicles is not permitted unless such use is authorised by the Health Entity Chief Executive, or otherwise provided for under an industrial instrument or in this Policy Directive.

GENERAL PROVISIONS

Decisions in relation to fleet needs, access to a vehicle for private purposes and vehicle type are the responsibility of the Chief Executive or their delegate and should be fully documented and retained on an appropriate file for review by an internal audit.

Written acceptances are required for employees under Health Executive Service, Full Private Use and Pool Vehicle arrangements. Running sheets must be kept for all journeys undertaken in fleet vehicles. Where telematics is not installed in the vehicle, running sheets are to be submitted monthly.

Health Executive Service and equivalent officers are not to be allocated business electronic toll collection tags (e-Tags) and any tolls incurred on businesses issued e-Tags during private travel/personal use must be met by the employee.

For hybrid or electric vehicles that are parked overnight privately, a separately metred power outlet must be installed at the expense of the employee to enable the Health Entity to reimburse charging costs. All employees are required to use E10 where this is practicable, available, cost-effective and within manufacturer guidelines.

In the event of a motor vehicle accident, the driver must adhere to the provisions specified in section 287 of the Road Rules 2014 (NSW) and the provisions of the Policy Directive.

All employees who use a NSW Health motor vehicle must inspect it prior to departure for any damage or faults and report faults immediately to the Fleet or Department Manager.

Smoking is prohibited in NSW Government vehicles.

Employees using NSW Health vehicles are personally responsible for meeting the cost of parking, speeding, red light cameras or other types of motor vehicle infringements issued by law enforcement bodies.

DISPOSAL OF MOTOR VEHICLES

The disposal of NSW Health agency owned vehicles is to be managed by the Fleet Management Provider under Government Contract 603 – state contract for disposal of motor vehicles.

At the conclusion of the lease period disposal of the vehicle must be arranged through the Fleet Management Provider.

REVISION HISTORY

Version	Approved By	Amendment Notes
PD2022_XXX		Policy scope increased for all NSW Health and captures alignment to current government policies and initiatives.
PD2014_051 December 2014	Deputy Secretary, Governance, Workforce and Corporate	Consolidated into one Policy Directive and updated to new format. Duplication of content with the Motor Vehicle Policy for NSW Government Agencies removed.
PD2007_029 May 2007	Deputy Director General	PD2005_403 and PD2006_033 consolidated into 2007_029 PD2005_040 – new policy
PD2005_040 January 2005	Deputy Director General	New policy

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1. BACKGROUND

NSW Procurement, within NSW Treasury is responsible for the [NSW Government Motor Vehicle Operational Guidelines](#). The NSW Government Motor Vehicle Operational Guideline outlines the factors that must be addressed in the management of NSW Health’s motor vehicles.

NSW Government mandates that each Health organisation must implement a fleet management system or use a contracted Fleet Management Provider under the NSW Government Contract 300.

Attention is particularly drawn to Section 4.4.1 of the NSW Government Motor Vehicle Operational Guideline which provides that personal use of a vehicle within a fleet is not permitted unless such use is formally authorised by the relevant Chief Executive or otherwise provided for under an industrial instrument or other Government policy.

For further information NSW Health website ([Fleet services](#)).

1.1. About this document

This Policy Directive provides procedures for personal use of motor vehicles within NSW Health. It provides information specific to NSW Health entities and is supplementary to the NSW Government Motor Vehicle Operational Guidelines.

1.2. Key definitions

Approved Vehicle List (AVL)	a list of all vehicles agencies are allowed to acquire via the Motor Vehicle Pre-qualification Scheme. AVL vehicles are selected by a specialist committee based on fit-for-purpose government pool vehicles, value for money, safety, emissions and public perception
Asset and Facilities Management Online (AFMO)	an information management system designed to improve the management of NSW Health assets and facilities to ensure they are available in the right condition, at the right time and in the right location for optimal patient care
Business use	defined under the <i>Fringe Benefits Tax Assessment Act 1986</i> as a journey undertaken in the car in the course of producing an assessable income of the employee
Fleet Management Provider (FMP)	a contracted fleet provider under NSW Government Contract 300
Fleet Manager	a health entity officer role
Fringe Benefit Tax (FBT)	the tax levied on benefits obtained by employees in respect of their employment

On call	refers to a period of time where an employee is expected to make themselves available outside of standard working hours or normal rostered shifts
Personal Use	refers to the use of a health entity vehicle for a non-business purpose. It generally includes travel to and from the usual workplace. Also referred to as private travel
Pool Vehicle	a NSW Health vehicle that is not a 100% private vehicle or a vehicle dedicated for a specific purpose i.e. Patient Transport vehicle, which is available for general use during business hours, and is to be utilised as a shared resource, this can include vehicles on a business/private option
Pre-qualification Scheme List	covers the supply of motor vehicles to the NSW Government and other Eligible Customers
Private Travel	defined under the <i>Fringe Benefits Tax Assessment Act 1986</i> as any vehicle travel use that is not exclusively in the course of producing assessable income by an employee. This includes travel to and from work including in an NSW Health managed vehicle where the employee has regular use of the vehicle (i.e. not on an ad hoc basis) or travel outside of a work capacity.

1.3. Legal and legislative framework

- Work Health and Safety Act 2011
- Fringe Benefits Tax Assessment Act 1986
- Road Transport Act 2013 No 18

2. MOTOR VEHICLE PROCUREMENT

2.1. Vehicle Acquisition

NSW Health must source vehicles from the NSW Government Motor Vehicle Pre-qualification Scheme, which is managed and accessible via NSW Procurement or via the Cluster Fleet Manager for Health.

Upon acquisition all vehicles procured by an NSW Health organisation must be entered into the Asset and Facilities Management Online (AFMO) system.

The Scheme follows the EuroNCAP Roadmap, which requires increasing safety requirements to be met, year on year, to continue to earn specified ANCAP star ratings. It also follows the mandates that all light motor vehicles progressively improve their CO2 emission to remain on the Approved Vehicles List (AVL).

NSW Procurement conducts regular Request for Quotation (RFQ) for vehicles listed on the NSW Government Motor Vehicle Pre-qualification Scheme to obtain the most cost efficient and fit for purpose vehicles for each vehicle category. NSW Health organisation fleet managers must procure vehicles from the current request for quotation list of vehicles.

Once a lease contract has been entered it is the responsibility of the NSW Health organisation to ensure an accurate asset and contract record is entered into the Asset and Facilities Management online system via the HealthShare Shared Services Lease Data Hub. This ensures payment schedules are implemented in accordance with NSW Treasury requirements and leasing standards, and to support ongoing best practise for lease and asset management purposes.

The Lease Data Hub can be contacted by HSNSW-LeaseDataHub@health.nsw.gov.au.

2.2. Accessories

Motor vehicles must not include non-essential accessories. All non-essential accessories require a strong business case that is substantiated by a service need and business outcome.

The fitting of such accessories is to be expressly approved by either the Chief Executive or an approved delegate. The NSW Ministry of Health Chief Procurement Officer approval is required in cases where non-essential accessories are requested. Refer to [NSW Government Motor Vehicle Operational Guidelines](#) for further information.

Personalised number plates are not permitted on NSW Health fleet vehicles including 100% private vehicles.

2.3. Minimum retention periods

All passenger and light commercial vehicles, whether leased or owned must be held for a minimum of 36 months from the date of purchase or 60,000 kilometres whichever occurs first.

2.4. Lower emissions target

The NSW Government Electric Vehicle target has been set. The target states that by the financial year 2029/30, 100 per cent of all passenger fleet will be electric or hydrogen fuel-cell vehicles. An interim target of 50 per cent is to be met by the financial year 2025/26.

3. USE OF MOTOR VEHICLES

3.1. Pool Vehicle

Pool vehicles are available for business use purposes, comprise part of a NSW Health organisations fleet and are not allocated for private use.

Business travel is defined by the Australian Taxation Office as a journey undertaken in the car exclusively in the course of producing assessable income of the employee see *Fringe Benefits Tax Assessment Act 1986 No 39* and *NSW Treasury Fringe Benefits Tax Manual*.

Where possible, health service vehicles must be placed into pools to optimise utilisation.

3.1.1. Overnight Parking of Pool Vehicles

Overnight parking refers to situations in which an employee is permitted to take a vehicle home overnight.

Employees must only park a vehicle overnight at their residence(s):

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

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

Ad hoc use of vehicles on official business, where overnight parking is required, is to be approved in writing by the Chief Executive or delegated person. Where on-going approval is required in individual (e.g. emergency) or group (e.g. community nurses) circumstances the Chief Executive or delegated person is to approve.

A register of such approvals authorising employees to park NSW Health fleet vehicles overnight at their home on an on-going basis is to be maintained and reviewed quarterly by the Audit Committee of the NSW Health organisation.

Under no circumstances is transport to and from work to be offered as an inducement for new employees, or the continuation of, employment.

During out-of-hours-use no person, other than the authorised employee, is to use the vehicle and the vehicle cannot be used for private purposes other than the authorised travel to and from the employee's residence. All travel is to be recorded by the driver of the vehicle and stored by the Health organisation.

Pool vehicles are to be returned to the fleet for any periods of planned leave. In instances of unplanned leave (e.g. sick leave) or where the period of planned leave is short (e.g. one day), management may consider that return of the vehicle is not warranted. In these instances, the employee is to contact their supervisor to determine whether arrangements are to be made to return the vehicle.

Employees will be notified by the local Fleet Manager of any Fringe Benefit Tax (FBT) liability that they may incur through the use of an official pool vehicle prior to entering the vehicle for use.

Environmental Health Officers (EHOs) often require the use of a NSW Health managed vehicle due to the nature of their work. The provision of vehicles, whether by pool or full private use, is to be allocated/determined at the discretion of the Chief Executive.

NSW Health does not require the revocation of grandfather agreements and it is at the discretion of the Chief Executive whether these agreements will continue to be honoured for existing personnel.

3.1.2. Contingent Worker, Volunteers and Students – access to pool vehicles

Contingent workers, contractors, volunteers and students on placement are permitted to drive a health vehicle under the following provisions:

- The Health organisation authorises them to use a vehicle in accordance with their delegation manual;
- Volunteers and Students complete a driver licence form and agree to adhere to the NSW Health organisation motor vehicle procedures;
- A copy of their drivers' licence is kept on file by the Health organisation, for insurance and infringement purposes;
- They have a current and appropriate driver licence for the vehicle.

Under no circumstances are learner drivers permitted to drive NSW Health vehicles.

Contractors can access a pool vehicle in circumstances where a NSW Health vehicle is required to carry out the contracted work or as part of the contracted service. However, where contingent workers or contract employees have provision for travel included in their contract, access to pool cars will require the approval of the NSW Health Chief Executive or delegate.

Under no circumstances are contractors, volunteers and students permitted to use an official vehicle for private purposes.

Permission for independent use of a health vehicle by a student for work related activities is to be granted at the discretion of the NSW Health Chief Executive.

3.2. Private use of Health Service Vehicles

3.2.1. Health Executive Employees

Health Executive employees can only select vehicles available on the Pre-qualification Scheme (653).

Any private use of a government-owned or leased vehicle under this arrangement must have accurate cost recovery from the driver.

Any business/private salary packaging of a motor vehicle must be calculated using the statutory fraction method for calculating the Fringe Benefit Tax (FBT) liability and using rates (standing charges and running costs) issued annually in the executive and non-executive salary packaging motor vehicle charges and guidelines, available on [ProcurePoint](#). It must adhere to the minimum NSW Treasury requirements.

Reconciliation can be completed using the lowest cost method in accordance with [Australian Taxation Office Guidelines](#).

Health Executives employees must provide an estimated percentage of private use to calculate their motor vehicle contribution.

In the event the Health Service Senior Executive employee does not maintain running sheets or does not have a telematics unit installed, the cost of the employee's undocumented travel is to be calculated on a 100% private basis.

Health Service Senior Executive employees allocated health service vehicles for private use must ensure other persons authorised by them to use the vehicle are appropriately licensed.

3.2.2. Specialist Medical Administrators

A Specialist Medical Administrator employed in accordance with Clause 25 of the [Staff Specialists \(State\) Award](#) may make a once-only election for the term of the Award to either:

(i) accrue the Training, Education and Study Leave (TESL) funding entitlement pursuant to this clause; or

(ii) use a motor vehicle consistent with Health Service Senior Executive guideline and charges.

The election must be made within one month of the date of commencement of the Award, or the commencement of employment.

If a Specialist Medical Administrator elects option (ii) above, he/she will be entitled to access an amount of Training, Education and Study Leave annual funding entitlement which represents the difference in value between (i) and (ii) above.

With regard to the accumulation of the funding entitlement, a Specialist Medical Administrator who elects option (ii) above may accumulate the same dollar value as a Specialist Medical Administrator who elects option (i) above. The number of days of Training, Education and Study Leave available must be reduced by the same proportion as the annual funding entitlement is reduced.

This provision must not apply to Senior Medical Practitioners who are not Specialist Medical Administrators employed in accordance with Clause 25 of the Award

In accordance with NSW Treasury requirements all vehicles acquired, must be retained for a minimum period as stated in section 3.3 of the policy and vehicle selection is to be made from the Pre-qualification Scheme as per Health Executive conditions.

3.2.3. Full Private Use Employees

Health Employees who regularly require the use of a NSW Health vehicle for official purposes during the normal course of their duties may be offered the allocation of a motor vehicle for private use.

Private use of a NSW Health vehicle is not permitted unless such use is authorised by the NSW Health Chief Executive, or otherwise provided for under an industrial instrument or in this Policy Directive.

NSW Health Chief Executive approved arrangements are not transferrable (for example if the employee were to relocate to another Health organisation). Upon transfer to another Health organisation, permission to commence a private use agreement must be granted by the relevant Chief Executive.

When an offer for full private use is made, it must clearly indicate whether the private use extends to;

- travel to and from place of work;
- other after hours and general weekend running; and
- travel during periods of leave.

Fleet needs will determine whether a vehicle will be allocated on a business/private basis. Fleets are not to be expanded to cover allocations under this clause. Vehicles cannot be allocated on a 100% private basis under this arrangement. Fleet vehicles must be pooled during business hours.

When an official vehicle is allocated to an employee for business/private purposes, it is subject to the following restrictions;

- the vehicle is not to be driven by any person other than the employee or their nominee, being one other member of the employee's Household; and
- This nominee must have a current unrestricted Australian drivers licence.

Provisional (P1 and P2) licenced drivers are permitted to use a NSW Health managed vehicle. Under no circumstances may a driver with a Learner driver licence operate a NSW Health vehicle.

The provision of NSW Health managed vehicles to staff members is dependent on a variety of factors such as location, distance or time. It is the decision of the NSW Health Chief Executive whether staff are provided with or retain vehicles given the specific circumstances. This includes instances of changed working arrangements for staff irrespective of the length of time this may occur for or location. Vehicles that are provided to staff on a full private use basis can only select passenger vehicles from the Pre-qualification Scheme List.

3.2.4. Contribution rate for private usage

Employees of the NSW Health Service permitted private use of a NSW Health vehicle are required to contribute at a rate determined by the Secretary from time to time. The applicable rates are detailed by way of Information Bulletin, (Motor Vehicles – Award Employees – Charges for Private Use).

Annual registration, insurance, roadside service arrangements, maintenance and running costs including fuel will be paid by NSW Health. Cost for cleaning of vehicles is to be met by the Employee and is not to form a charge against the employing Health organisation.

At the start of any 12 month period, Employees who have been granted approval to have private use of a NSW Health motor vehicle, are to nominate an estimated proportion of private travel, i.e., *up to and including 15,000 km, or greater than 15,000 km.*

Charges are to be levied each pay cycle. If an employee ceases the arrangement, no adjustment is to be made to the rate of charge. For example, if an Employee nominates the *greater than 15,000 km* tier, ceases the arrangement after 3 months after travelling 5,000 private km, this employee would be required to pay 3 months' worth of the higher rate. A *pro rata* calculation is to be applied as follows:

$$\text{Annual Rate} \times \frac{\text{Number of days used}}{365.25}$$

Reconciliation is required on an annual basis to establish that the appropriate contribution rate has been paid (i.e. up to and including, or greater than 15,000 km) and if necessary, the employee must pay the additional contribution or receive a refund as appropriate. Where it is evident during the year that an employee has nominated an inappropriate annual total kilometre tier, the employee is to be contacted by the Fleet Management Provider with a view to amending the contribution rate during the annual period so that the employee does not have to pay or receive a large adjustment at year's end.

Employees are responsible for the payment of any insurance excess if damage occurs while the vehicle is being used for private purposes, where the employee or nominated driver (if applicable) is the driver at fault, as determined by NSW Police or the insurer.

The payment by the employee to the NSW Health organisation is payment for a taxable supply and, as such, 1/11th is payable by the Health organisation as GST. The rates are not to be grossed-up, as a cost structure used to determine these rates is inclusive of GST. The NSW Health organisation can claim input tax credits on actual running costs (i.e. fuel, tyres, servicing and repair costs).

Employees who have been provided with a NSW Health vehicle on a full private use basis are not required to pay a contribution when using the vehicle for "on call" or "emergency" activities.

3.2.5. Access to vehicles during leave

Approval must be given by the relevant Chief Executive or delegate for the motor vehicle to be used by an employee during any leave period over four working days subject to a limit of six weeks per annum for annual leave or any other type of leave.

In granting such approval the Chief Executive or delegate must be satisfied the business needs of NSW Health will be met during the period the motor vehicle is unavailable. Employees are required to pay for all fuel used during periods of leave greater than four days.

The Health organisation is to determine the most appropriate method of ensuring that employees pay for all fuel used during leave (e.g. recoup petrol card expenditure from employee or inform the employee they are not to use the official fuel card during the period of leave). The applicable annual rate is not to be adjusted when the vehicle is returned to the pool during periods of leave.

4. GENERAL PROVISIONS

4.1. Fleet Provisions

Chief Executives must ensure that motor vehicles approved for allocation to employees for private use at no direct charge to the employee (e.g. on call) are integrated as part of the NSW Health organisations fleet and meet a genuine business need.

NSW Health has the right to require any NSW Health vehicle to be available for use by other staff for official purposes. Vehicles are to be available for use by other employees of NSW Health on a daily basis. This availability takes precedence over private use. These vehicles are to be parked on work site each day unless the officer is on approved leave.

Decisions in relation to fleet needs, access to a vehicle for private purposes and vehicle type are the responsibility of the Chief Executive or their delegate. Decisions made must be fully documented and retained on an appropriate file for review by internal audit.

4.2. NSW Government Telematics requirement

All NSW Health fleet vehicles are to be fitted with a GPS telematics tracking device that will run on an ongoing basis regardless of whether the fleet vehicle is in use or not. The telematic data collected by NSW Health suppliers (vehicle location, driver behaviour and vehicle activity) through the GPS device will be used by NSW Health to

- improve driver safety
- improve fleet utilisation and asset management, and
- improve fringe benefit tax reporting as specified in the Fleet Vehicle collection notice which is required to be provided to all staff who use NSW health fleet vehicles.

4.3. Written acceptance of conditions

Written acceptance is to include an express acknowledgement by the employee that continued access to a NSW Health vehicle for private use is conditional upon acceptance of any future variations made either to charges or conditions of use of vehicles as may be determined by the Ministry of Health, and they are aware that a Fringe Benefit Tax (FBT) liability may be incurred for any private use.

Written acceptances are required for employees under arrangements 4.2.1 (Health Executive Service), 4.2.2 (Full Private Use) and for those employees approved on an on-going basis under 4.1.1 (Pool Vehicles).

4.4. Running sheets

Running sheets are legal documents and must be kept for all journeys undertaken in fleet vehicles. Running sheets log all trip details undertaken by a pool vehicle and all business trips undertaken by a packaged vehicle consistent with ATO policy. Where telematics is not installed in the vehicle, running sheets are to be submitted monthly with month end odometer readings specified and a monthly inspection when required by the Health organisation.

4.5. E-Tags & Tolls

Health Executive Service and equivalent officers are not to be allocated business electronic toll collection tags (e-Tags) for the purpose of paying tolls on any Australian toll road. These officers must use personal e-Tags and claim back any work related toll usage from their employing NSW Health organisation.

Vehicles allocated to employees for Full Private Use (i.e. contributions made) are not to be issued a business use e-Tag unless the vehicle is pooled during the day and used by other staff members.

Any tolls incurred on business issued e-Tags during private travel/personal use must be met by the employee who incurred the toll.

4.6. Fuel

Fuel can be provided in both petrol and electric form. For hybrid or electric vehicles that are parked overnight privately, a separately metred power outlet must be installed at the expense of the employee to enable the NSW Health organisation to reimburse charging costs incurred. All employees are required to use E10 where this is practicable, available, cost-effective and within manufacturer guidelines.

The use of private loyalty or rewards cards for fuel purchases is prohibited.

Full private users are responsible for incurring the cost of fuel usage (petrol or electric) whilst on periods of leave longer than four days.

4.7. Motor vehicles accidents and insurance

In the event of a motor vehicle accident, the driver must adhere to the provisions specified in section 287 of the Road Rules 2014 (NSW). In addition, the driver must;

- render assistance to any person injured;
- provide details of the driver of the NSW Health vehicle to any third party and obtain details of any other vehicle and third party;
- arrange emergency services as required; and
- not admit liability or fault.

NSW Health vehicles are covered for insurance purposes through Insurance and Care NSW (iCare).

4.8. Departure check and monthly inspections

All employees who are authorised to use a motor vehicle must inspect the vehicle prior to departure for any damage or faults. Mechanical faults can frequently be identified through the indicator panel.

If staff notice that there are damages, faults, or abnormal indicator lights present, they are to report them to the Fleet Manager or Department Manager immediately. If no inspection is conducted prior to use, the employee may be held liable for unreported faults or damage.

The employee must also check that the correct equipment such as fuel cards accompany the vehicle. The vehicle must not be used until it is deemed fit for purpose.

4.9. No Smoking

Smoking is prohibited in NSW Government vehicles.

4.10. Mobile phone use

Any driver of a vehicle must not use a mobile phone (or other telecommunication device) whilst in control of a vehicle, unless the mobile phone is secured in a hands-free device mounting and connected to a voice activated wireless communication unit.

Provisional (P1 and P2) drivers are not permitted to use any function of a mobile device (including hands-free) while driving NSW Health vehicles.

4.11. Infringements and obligations

Employees using NSW Health vehicles are personally responsible for meeting the cost of parking, speeding, red light cameras or other types of motor vehicle infringements issued by law enforcement bodies.

This cost is not to be paid for by NSW Health. Infringement notices for fleet and pool vehicles received by NSW Health must be devolved from the name of the vehicle owner (Health Administration Corporation) to the driver through statutory declaration with advice provided to the Office of State Revenue accordingly within the strict timeframes.

5. DISPOSAL OF MOTOR VEHICLES

5.1. Disposal of agency owned vehicles

The disposal of NSW Health owned vehicles is to be managed by the Fleet Management Provider under Government Contract 603 – state contract for disposal of motor vehicles.

Upon receipt of proceeds of sales advice, a disposal form is submitted to the delegated officer of the relevant NSW Health organisation under section 8.8 of the [Combined Delegations Manual](#) to dispose of surplus or unserviceable goods.

Appropriate economic analysis must be regularly undertaken to determine when non-standard passenger and light commercial vehicles above one tonne but less than seven tonne capacity are to be replaced.

Commercial vehicles of seven tonnes or greater capacity may be retained until the end of their useful economic life. The condition, running costs and use of such vehicles are to be reviewed annually.

5.2. Disposal of leased vehicles

At the conclusion of the lease period disposal of the vehicle must be arranged through the Fleet Management Provider.

Prior to sale, vehicles are to be rectified using the NSW Government Vehicle Condition Assessment document in order to maximise resale value. Each NSW Health organisation will manage the condition of their fleet to limit wear and tear consistent with service requirements of the Master Operating Lease Agreement.

Post disposal of any vehicle the fleet lease record identified in the Asset and Facilities Management Online (AFMO) system must be retired by the Health organisation (via the HealthShare Shared Services Lease Data Hub) prior to data entry of any replacement fleet lease contact into the system.

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