Victorian Government

Standard Motor Vehicle Requirements

February 2025 v1.0

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# Introduction

This document should be read in conjunction with the Standard Motor Vehicle Policy (Policy).

The Standard Motor Vehicle *Requirements* (this document) sets out the detailed fleet management requirements for the whole of Victorian Government fleet for departments and agencies (Agencies). Both the policy and requirements documents are located: <https://www.buyingfor.vic.gov.au/standard-motor-vehicle-policy>.

All general government departments and agency fleet managers and vehicle users are required to become familiar with these requirements and its implications.

All Victorian general government departments and agencies are required to adhere to the Requirements and it should be used as guide for all other agencies. It is to be applied consistently with the requirements of all relevant legislation, policies and contractual arrangements. The Requirements should not be used as a definitive guide to the law and should be read in conjunction with relevant legislation where required. The Requirements do not overrule legislation where it impacts the operation of the government’s vehicle fleet. Any reference to legislation or to a provision of legislation within the Policy or Requirements is the current legislation and includes a change, modification or re-enactment of it, a legislative provision substituted for it and a regulation or statutory instrument issued under it.

The Requirements recognises that government motor vehicles are significant assets owned by government and provides a detailed framework for departments and agencies to optimise these assets, which in turn benefits the government as a whole.

The Requirements requires departments and agencies to strategically plan and manage their fleet to gain best value from it and ensure the fleet meets their priorities and that of the government.

The Victorian Government is guided by its emission reduction targets. These include the United Nations Climate Change Conference in Glasgow (COP26) commitment to work towards transitioning the government fleet of passenger vehicles and vans to zero emissions vehicles (ZEVs) by 2035 at the latest (the 2035 ZEV Transition Target). This target requires the government fleet of passenger vehicles and vans to transition from internal combustion engine vehicles to zero emissions vehicles within that timeframe.

# Framework and objectives

The Requirements set out a whole-of Victorian government framework governing the management and use of government-owned standard motor vehicles.

The aim of the Requirements is to support the implementation of effective asset management of the government motor vehicle fleet which aligns with the Government’s strategic direction and the needs of departments and agencies.

Government has set emissions reduction targets and commitments to transition the government motor vehicle fleet to ZEVs. Aligning the government motor vehicle fleet to those commitments requires coordinated implementation across government departments and agencies. These measures include departments and agencies:

* being equipped to strategically manage their motor vehicle assets to meet the government’s priorities on achieving net zero emissions in the government passenger vehicle and vans by 2035 at the latest,
* ordering a ZEV when sourcing a new passenger vehicle or van, or replacing an existing passenger vehicle or van with a ZEV (where a suitable fit for purpose ZEV is available),
* considering the motor vehicle an extension of the workplace where the safest fit for purpose vehicles are purchased, and
* implement strategies to consider alternative transport modes in lieu of purchasing fleet vehicles, including walking, public transport, ride-share and non-travel options (online meetings).

A key focus of this document is strategic motor vehicle asset management, which must be implemented by departments and agencies. Some key features of strategic asset management are:

* defining operational fleet requirements for a department or agency to drive decisions around their fleet size and mix,
* managing vehicles, reducing vehicle costs and making decisions based on data analytics,
* preserving vehicle asset value and ensuring vehicle availability through timely maintenance, including implementation of preventative maintenance, and
* planning for the disposal of motor vehicles to ensure that vehicles are disposed of according to schedule.

## Finance Lease Facility

### Background

To support the efficient management of government vehicles, Government established a vehicle Finance Lease Facility managed by the Department of Government Services (VicFleet).

In 2016 the Government approved the expansion of the Standard Motor Vehicle Policy to all general government sector agencies, which included the mandating of the use of the finance lease facility. In 2018 the Standard Motor Vehicle Policy was amended to mandate the requirements of the policy (including the use of the finance lease facility) to all general government sector departments and agencies.

This requires that all passenger and light commercial vehicles are financed through the Victorian Government’s finance lease facility managed by VicFleet.

The new arrangements were to assist agencies achieve fleet efficiencies by:

* centralising core fleet functions such as purchasing, registration and disposals, providing administrative efficiencies and economies of scale,
* financing vehicles through the finance lease facility with funds provided through Treasury Corporation Victoria,
* centralised vehicle procurement to increase the size of the collective fleet, providing opportunities to negotiate further discounts through aggregated purchasing and
* centralised administration to provide better reporting and opportunities to manage fleet growth and utilisation.

Note that fleet management remains the responsibility of the department or agency (operational lease management, fuel cards, servicing, maintenance).

### Entities required to use the Finance Lease Facility

To support the efficient management of the government vehicles, Government established a vehicle Finance Lease Facility managed by the Department of Government Services (VicFleet).

All departments and agencies within the General Government Sector, subject to their legal powers, must finance all motor vehicles under 3.5 tonnes through the Finance Lease Facility. This requirement includes Agency owned vehicles. All other government agencies, subject to their legal powers, may also access the Finance Lease Facility.

General Government Sector agencies without the legal power to enter the Finance Lease Facility must seek to gain the necessary borrowing powers. This process must be facilitated by VicFleet (please contact VicFleet on [smvp@vicfleet.vic.gov.au](mailto:smvp@vicfleet.vic.gov.au) for more information).

### Finance lease terms

Each finance lease issued through the Finance Lease Facility relates to a specified government vehicle. Each lease is issued specifying the term of the lease in respect of time of lease and vehicle kilometres (km) travelled. The lease term is reached as soon as either term is reached.

Typically, finance leases are issued for the following term:

* + - * 1. until the leased vehicle reaches 60 000 km, and
        2. until three years from lease commencement, whichever comes first.

Agencies may seek an exemption from the typical finance lease terms when ordering a new vehicle. Exemption requests must be directed to the head of VicFleet at [cars@vicfleet.vic.gov.au](mailto:cars@vicfleet.vic.gov.au) with supporting information from their Strategic Fleet Asset Management Plan (see 3.2.1).

Finance leases for vehicles requiring extensive fitout costing more than $10,000 may opt for the following longer lease term:

* + - * 1. until the leased vehicle reaches 90 000 km and
        2. until five years from the lease commencement, whichever comes first.

Evidence of the cost of fitout must be provided to VicFleet in support of this lease term.

When a finance lease has reached its term, the leased vehicle must be disposed (see 7 – Vehicle disposal).

### VicFleet core services

VicFleet provides the following services for vehicles financed through the Finance Lease Facility:

* purchase and disposal of vehicles on behalf of agencies,
* initial and ongoing vehicle registration, and
* comprehensive insurance (optional).

## Scope

All departments and agencies within the General Government Sector must apply the Policy and the Requirements. Any other agency which finances vehicles through the Finance Lease Facility must also apply the Policy and Requirements in relation to those vehicles.

Agencies within the General Government Sector are listed in the Financial Report (inc. Quarterly Financial Report No. 4) published annually by the Department of Treasury and Finance (<https://www.dtf.vic.gov.au/financial-report-inc-quarterly-financial-report-no-4>).

Agencies which are not required to apply the Policy or Requirements, are recommended to adopt where applicable. For mandated department and agencies, there is no provision for an exemption to financing vehicles other than through the Finance Lease Facility.

## Objectives

The Policy and Requirements have been developed to meet the following Objectives:

* **Strategic asset management and planning** – the Victorian government fleet has significant asset value which must be maintained through active, strategic and comprehensive management. Government motor vehicles are provided where it is appropriate that the government operates its own transport or where in the interest of financial and operational efficiency, it is appropriate to use motor vehicle transport.
* **Vehicle efficiency, utilisation and mix -** fleet vehicles are managed efficiently to optimise availability and maximise utilisation. Decisions about the fleet size and mix are made through data analytics.
* **Net zero emissions** – the environmental impact of the vehicles is managed in line with emissions reduction policies and targets.
* **Vehicle selection** - vehicles are chosen to balance the operational requirements, value for money, safety, and environmental factors, transitioning the fleet to predominantly ZEV vehicles and meeting the 2035 ZEV Transition Target.
* **Vehicle safety** - vehicles are considered an extension of the workplace and Agencies must comply with applicable legislation and health and safety of employees using their vehicles.
* **Preventative maintenance** - vehicles must receive a level of routine and preventative maintenance to reduce the likelihood of failure, unscheduled breakdowns to improve optimisation and reduce emissions.
* **Value for money** – through application of the Victorian Government Purchasing Board procurement policies, best value for money outcomes will be pursued for all vehicle purchases through use of the vehicle-related State Purchase Contracts and the vehicles determined available for purchase by VicFleet.
* **Timely disposal** – maintain the asset value through efficient disposal at the correct disposal interval.
* **Alternate modes of transport** – prior to the procurement of a vehicle, existing transport practices are to be revised to ensure the use of fleet vehicles are maximised and alternative modes of transport are considered in lieu of a vehicle purchase, including walking, public transport, ride-share and non-travel options such as video conferencing (e.g. Teams).

Agencies must implement the Policy and Requirements, and manage their fleet consistently with these objectives.

## Requirements (this document)

This document (Requirements) supports the Policy. Agencies must apply the Requirements and adopt updated requirements in a timely manner, or sooner if directed by VicFleet.

## Vehicles

Agencies must apply the Policy and Requirements to their motor vehicle fleet, which includes:

* any vehicle financed through the Finance Lease Facility,
* any vehicle assigned to an Agency’s fleet allocation by VicFleet, and
* any current or planned passenger, van or light commercial motor vehicle, including owned vehicles that have not yet transitioned to the Finance Lease Facility, of a General Government Sector department or agency.

Agencies are not required to apply the requirements of the Policy or Requirements to their plant or equipment, such as forklifts, all-terrain vehicles, trailers, boats and golf carts.

Agencies are recommended to adopt the policy in relation to motor vehicles that are not within scope, where applicable.

## Interpretation

The Policy and Requirements must be read in conjunction with each other. To the extent that there is any inconsistency, the Policy should be applied first, and the Requirements should be applied as fully as possible while maintaining consistency.

The Policy and Requirements must be applied consistently with the requirements of all relevant legislation, whole-of-Victorian-government policies and contractual arrangements.

Contact VicFleet for clarification on the interpretation if required.

## Roles and responsibilities

### Overview of roles and responsibilities

|  |  |
| --- | --- |
| Government | Roles and responsibilities |
| The Minister for Government Services (via DGS) | Oversees government’s vehicle Finance Lease Facility.  Authority to make government vehicle fleet policy and issue the Policy. |
| DGS VicFleet | Provides advice to the Minister for Government Services on motor vehicle policy and emerging issues.  Identifies and delivers fleet management strategies to improve utilisation of the Government’s motor vehicle fleet.  Management and application of the Policy and Requirements.  Management of the vehicle Finance Lease Facility.  Development of fleet policy and procedures.  Development of the selection of available vehicles for purchase via the Approved Vehicle List.  Assign each Agency with an agreed number of vehicle management branch numbers (VMB) for operational or executive use.  Operational management of vehicle related State Purchase Contracts (motor vehicle, fuel, disposal).  Provision of policy advice including the executive vehicle schemes.  Purchase and disposal of all vehicles.  Provision of fleet services to select client departments and agencies.  Providing reports and supporting tools and templates to reduce duplication across Agencies.  For information refer: [www.buyingfor.vic.gov.au/VicFleet](https://www.buyingfor.vic.gov.au/VicFleet).  DGS, through the head of VicFleet:  Will publish periodic updates to the Requirements.  May exempt an agency from a requirement of the Policy or Requirements, including setting conditions on any exemption granted.  May direct an Agency to investigate any apparent or alleged misuse (note that Agencies are responsible for any punitive or recovery actions relating to misuse). |
| DGS – category management of vehicle related contracts | Establish and manage government vehicle related State Purchase Contracts.  For information refer:  [www.buyingfor.vic.gov.au/VicFleet](http://www.buyingfor.vic.gov.au/VicFleet)  <https://www.buyingfor.vic.gov.au/motor-vehicles-contract>  <https://www.buyingfor.vic.gov.au/fuel-and-associated-products-contract> |
| DGS – Carpool Services | Manage the Carpool Services.  For information refer: <https://www.buyingfor.vic.gov.au/vicfleet-services> |
| VPSC | Determine policy and provide advice on executive employment and maintain the Executive Vehicle Cost-to-Package Calculator:  For information refer: <https://go.vic.gov.au/4b3dvbt> |
| VGPB | Determines the policies and procedures for the procurement and disposal of goods and services by departments and agencies.  For information refer: <https://www.buyingfor.vic.gov.au/> |
| General government departments and agencies | Departmental secretaries and agency chief executive officers, and authorised delegates are responsible and accountable for managing their motor vehicles and implementing the Policy and Requirements.  Fleet management is the Agency’s responsibility (operational lease management, fuel cards, servicing, maintenance).  Agencies must:  Nominate a staff member with the designated responsibilities for operationally managing vehicles (Fleet Manager). Agencies must notify VicFleet of any changes to the designated Fleet Manager.  Develop a fleet management framework, including fleet management asset and operational plans.  Develop organisation‑specific processes and maintain internal motor vehicle operational procedures and practices.  Ensure all managers and drivers of government vehicles acquaint themselves with the key aspects of the Policy and Requirements.  Finance all in scope vehicles through the VicFleet Finance Lease Facility.  Use State Purchase Contracts.  Ensure compliance with the Executive Motor Vehicle Scheme. |
| Other government agencies | Should use both the Policy and Requirements as a guide in managing their vehicle fleet.  Subject to eligibility, other government agencies have access to the following DGS services:  The VicFleet Finance Lease Facility, and  Government State Purchase Contracts, including the motor vehicles contract. See <https://www.buyingfor.vic.gov.au/motor-vehicles-contract> for more information. |
| Government drivers | Understand the key aspects of this the Policy and Requirements.  Have a duty to comply with all driving, vehicle and occupational legislation, codes of conduct and agreements. |

## Concurrent requirements

The Policy and Requirements must be applied consistently with the requirements of all relevant legislation, policies and contractual arrangements as detailed in the Requirements.

The Policy and Requirements are supposed by the centralised arrangements for fleet purchasing, financing and disposal of vehicles managed by VicFleet.

# Strategic fleet management

## Fleet Asset Management Framework

Effective vehicle asset management requires a framework within which to operate. Agencies must establish a Fleet Asset Management Framework, which incorporates:

* The requirements of the Policy,
* The Requirements (this document),
* A Strategic Fleet Asset Management Plan (including Fleet Transition Calculator), and
* Any other agency-specific fleet requirements, processes and procedures.

Agencies must implement each element of the Fleet Asset Management Framework consistently with the Objectives (refer Figure 1 below).

## Strategic fleet management and reporting

Figure 1: The Fleet Asset Management Framework

**Standard Motor Vehicle Objectives**

**Standard Motor Vehicle Requirements**

**Standard Motor Vehicle Policy**

**Strategic Fleet Asset Management Plan**

**Agency-specific policies, processes and procedures**

**Fleet operational procedures**

Departmental secretaries and agency chief executive officers, or authorised delegates, are responsible and accountable for managing their vehicle fleet according to the Policy and Requirements and are required to develop internal fleet policies and procedures. These internal policies and procedures must cover the implementation, operation and monitoring of sound practices and adequate controls aligned with the Policy and Requirements, including rules and guidelines, in addition to the Policy, specific to their needs.

An agency’s fleet management internal policies and procedures should address the Policy objectives:

* strategic asset management and planning
* vehicle efficiency, utilisation and mix
* transition to net zero emissions
* vehicle selection
* vehicle safety
* preventative maintenance
* value for money
* timely disposal, and
* alternate modes of transport.

The Objectives emphasise the significance of the vehicle fleet as a substantial operational resource and asset, leading to the necessity for a proactive and strategic approach to vehicle asset management.

Strategic fleet management aims to maximise the fleet’s value to government. This is achieved by planning, at an organisational level, for the future fleet composition, utilisation, risk prevention and replacement that align and support meeting the operational needs of the Agency and government.

### Strategic Fleet Asset Management Plan

Agencies must develop and implement a Strategic Fleet Asset Management Plan (Plan).

The purpose of the Plan is to improve the whole of the Victorian Government’s long-term strategic management of its vehicle fleet to cater for the net zero transition whilst focusing on fleet utilisation using data analytics and fleet management systems, and a data-based approach to decision making.

The Plan will define the value of the fleet and any funds required to lease vehicles through the Finance Lease Facility.

In developing a Strategic Fleet Asset Management Plan, Agencies are expected to scale the depth and detail of the plan in line with the complexity of the Agency’s fleet requirements. Agencies with many vehicles that have a variety of use conditions are expected to have a more detailed plan than those Agencies with few vehicles that have routine use conditions.

The Strategic Fleet Asset Management Plan will include:

* a description of the fleet management requirements (e.g. operational vehicles and their primary use, executive vehicles),
* vehicle selection and transport needs analysis approach where the fleet size and composition are optimised according to transport needs (e.g. analysis of existing fleet utilisation through the use of data analytics, justification of vehicle types in the net zero fleet transition),
* a net zero transition plan including the agreed Fleet Transition Calculator (contact [zev@vicfleet.vic.gov.au](mailto:zev@vicfleet.vic.gov.au) for more information),
* asset description (vehicle type and number, number of ZEVs, number of low emission vehicles / Hybrids, number of internal combustion engine vehicles)
* written down value of the fleet, and
* lifecycle management to ensure timely disposal of vehicles.

A Strategic Fleet Asset Management Plan template is available on the VicFleet website <https://www.buyingfor.vic.gov.au/VicFleet>.

Agencies must provide details about their Strategic Fleet Asset Management Plan to DGS when requested.

#### Fleet Transition Calculator

Each agency is to prepare a net zero Fleet Transition Calculator in support of the 2035 ZEV Transition Target.

Agencies must review their Fleet Transition Calculator in line with the priorities of the government when requested by VicFleet.

A Fleet Transition Calculator template can be obtained by contacting VicFleet ([zev@vicfleet.vic.gov.au](mailto:zev@vicfleet.vic.gov.au)).

#### Annual reporting of fleet transition progress

DGS will prepare reports to the Victorian Secretaries Board, including each Agency’s progress on meeting the 2035 ZEV Transition Target. Each Agency will be required to support DGS in the preparation of such reports.

The report will provide the progress of the agreed Fleet Transition Calculator with the actual transition as at 30 June for each financial year.

Only ZEVs will be included in the progress report.

### Fleet operational processes and procedures

Agencies must implement agency-specific fleet requirements, processes and procedures that are necessary to meet the Objectives, requirements of the Policy and Requirements (this document), and any other fleet-related legislative, policy or contractual requirement.

Specific fleet requirements, processes and procedures may relate to but not limited to:

* Workplace safety
* Driver safety, including:
* Safe work systems
* Education
* Driver management
* Vehicle efficiencies, including:
* Maximising vehicle use
* Fuel efficiency measures
* Driver behaviour
* Environmental driving and fuel economy

Agencies must provide details about their Fleet operational procedures to DGS when requested.

#### Workplace safety

A vehicle provided for business use is both fleet and a workplace. Employers must establish internal safety policies and procedures and provide such information, instruction, education and supervision as is practicable to ensure compliance with applicable legislation and the health and safety of employees and others.

Departments and agencies should refer to information for employers on how to plan for the health and safety of employees who perform work-related driving by reviewing work-related driving informationpublished by the WorkSafe Victoria as it provides a guide to Occupational Health and Safety (OH&S) practices and information on how to develop work‑related driving safety policies including:

* Belt up and survive,
* Managing risk factors on the road,
* Monitoring and reviewing work-related driving, and
* Planning for safe work-related driving.

For further information refer to the WorkSafe Victoria website <https://www.worksafe.vic.gov.au/work-related-driving>.

#### Driver safety

Departments and agencies are recommended to consider the table below when developing fleet practices and procedures. The table addresses key issues of driver safety in the OH&S context.

|  |  |
| --- | --- |
| System | Practice |
| Safe work systems | In consultation with Victorian road safety and workplace safety stakeholders, develop and implement strategies that:  Monitor and achieve reductions in vehicle‑related injuries, collisions, driver‑at‑fault collisions, ‘near misses’, costs of collisions, and vehicle‑related infringements. Such information is to be administered in accordance with the provisions of the Privacy and Data Protection Act 2014.  Ensure driver‑initiated reports on vehicle safety are acted on. |
| Education | In consultation with Victorian road safety and workplace safety stakeholders, and so far as is practicable, employers are to develop practices and procedures for vehicle‑related information, instruction, education, and supervision necessary for the ongoing performance of the drivers’ duties in a manner that is safe and without risk to health.  The practices and procedures will include the following:  Vehicle familiarisation information and education where a driver has not had enough driving experience with a vehicle model that is to be driven for operational purposes.  Actively encourage safe driving practices and provide all drivers of government vehicles with appropriate information, education and training on road safety, OH&S reporting policies and procedures, and the applicable provisions of the Occupational Health and Safety Act and any other legislation applicable in other jurisdictions in which government drivers operate.  So far as is reasonably practicable, employers shall take steps to ensure drivers of government vehicles are aware of sections of the Policy, Requirements and the Road Safety Act that concern safe vehicles, safe driving, driver behaviour, driver health and safety.  So far as is reasonably practicable, employers shall take steps to ensure drivers of government vehicles receive information and education on Victorian road rule changes that are relevant to health and safety or driver behaviour.  It is recommended each vehicle shall contain the vehicle manufacturer’s vehicle owner’s manual and a Vehicle Policy Handbook/ Quick reference guide (available from [www.buyingfor.vic.gov.au/VicFleet](https://www.buyingfor.vic.gov.au/VicFleet)) or internal departmental handbooks and breakdown emergency contact details. |
| Driver management | In accordance with the Victorian Public Service Code of Conduct, the Occupational Health and Safety Act and the Road Safety Act, all drivers of government vehicles must exhibit appropriate driving behaviour and safe driving practice. So far as is practicable, employers are to monitor driver behaviour and eliminate inappropriate and unlawful driving behaviour.  Provide driver counselling and appropriate re‑education whenever a driver of a government vehicle fails to exhibit appropriate driving behaviour and safe driving practice.  Where persistent failure to exhibit appropriate driving behaviour and safe driving practice constitutes unsafe work performance and where a driver of government vehicles does not improve their driving safety performance to an acceptable level after receiving appropriate counselling and re‑education, then the employer may withdraw approval for that person to drive a government vehicle.  So far as is practicable, employers shall develop, implement and monitor safe driving work practices relating to driver fatigue, driver health and occupation‑related disputatious and other stressful activities of drivers of government vehicles. Shift rosters and driving schedules are to be designed, supervised and reviewed in the development of safe driving practices to minimise risk.  Drivers incurring an infringement notice for an offence are to receive appropriate driver behaviour counselling as provided by the applicable department or agency.  Empower fleet managers by supporting them to improve driver behaviour and the standard of vehicle maintenance. Also implement improved driver awareness and/or education programs to ensure government employees are aware of their responsibilities when driving government vehicles.  Driver authorisation procedures ensuring all persons who intend to drive a government vehicle (including contractors and family members of executive officers) must hold a current and appropriate driver’s licence and must complete an appropriate Register to drive a VicFleet Vehicle form and/or training process before being permitted to drive a government vehicle. The form is available at the [www.buyingfor.vic.gov.au/VicFleet](https://www.buyingfor.vic.gov.au/VicFleet) website. |

#### Vehicle efficiencies

Fleet operational procedures should include vehicle efficiency strategies and practices that maximise vehicle utilisation and implement fuel efficiency measures. Suggested strategies and practices are outlined the table below.

|  |  |
| --- | --- |
| Strategy | Practice |
| Maximising vehicle use | Ensure all government vehicles, including executive vehicles, are available in a pooling arrangement for operational use during normal business hours.  Consider intradepartmental and interdepartmental pooling of government vehicles where practicable and efficient.  Consider use of alternative transport or communication where possible.  Use public transport, walking, car‑pooling and/or teleconferencing. |
| Fuel efficiency measures | Optimise the use of ZEV and low emission vehicles to deliver reduced emissions and fuel consumption from operating the fleet.  Vehicle maintenance: ensure vehicles are maintained in accordance with manufacturers’ recommendations.  Reduce unnecessary cargo or weight where possible.  Ensure tyres are correctly inflated.  Ensure all vehicle fluid levels are correct. |
| Driver behaviour | Plan your journey in advance, particularly for regional travel with a ZEV.  Allow a comfortable amount of time for the journey.  Where possible, combine several trips into one.  Remove any unnecessary weight from the vehicle.  Avoid driving when fatigued, intoxicated or under the influence of prohibited drugs.  Avoid constant braking and acceleration by keeping enough space between the vehicle in front.  Accelerate evenly, move into top gear as soon as possible and maintain a steady speed.  Reduce distractions (including mobile phones).Reduce travel speed by 5 kilometres per hour.  Reduce vehicle emissions by avoiding unnecessary vehicle idling. |

### Reporting and data-based decision making

Agencies must ensure their fleet is managed efficiently to optimise availability and maximise utilisation, and decisions about their fleet size and mix through the use of reporting and data analytics.

Agencies must implement systems and strategies to understand their fleet usage and optimise fleet utilisation. This includes understanding:

* overall vehicle utilisation of their fleet,
* vehicle utilisation across all locations operated by the Agency,
* number of trips and distances travelled,
* range of trips across distances travelled,
* hourly trip counts across vehicle locations,
* trip counts per vehicle in the fleet,
* hourly trip counts per day, and
* overall driver behaviour.

#### Environmental driving and fuel economy

To reduce fuel costs and the impact of vehicle emissions on the environment, departments and agencies shall monitor fuel consumption to collect data on environmentally efficient driver behaviour so as to provide information and education to reduce fuel consumption where appropriate.

Agencies are encouraged to monitor fuel card usage and implement strategies to understand the usage of all fuel cards.

## Fleet recordkeeping

Agencies must maintain auditable records of operating cost relating to all vehicles.

Agencies must maintain accurate records of vehicle use to measure the extent of operational and private use, to calculate fringe benefits tax liability for all vehicles and to identify the driver responsible for a vehicle when an infringement, damage or loss occurs.

All drivers of government vehicles are responsible for maintaining complete and accurate trip records in an Australian Taxation Office (ATO) compliant logbook. Incorrect and/or incomplete logbook entries may result in a reportable fringe benefit tax entry in the driver’s group certificate. Ministers, Members of Parliament, chauffeurs and executive officers are exempt from this requirement. Details of the logbook requirements can be found on the ATO website at [www.ato.gov.au](https://vicgov-my.sharepoint.com/personal/rebecca_sturgeon_dgs_vic_gov_au/Documents/SMVP/SMVP%20draft%20docs%20-%20RS%20and%20PG%20working%20folder/Final%20docs%20-%20RS%20and%20PG%20working%20folder/www.ato.gov.au).

Agencies must record vehicles financed under the vehicle Finance Lease Facility as a finance lease for the purposes of annual reporting.

# Vehicle asset management lifecycle

Agencies must apply the requirements of the Policy and Requirements to their motor vehicle fleet, which includes:

* any vehicle financed through the Finance Lease Facility,
* any vehicle assigned to an Agency’s fleet allocation by VicFleet, and
* any current or planned passenger, van or light commercial motor vehicle, including owned vehicles that have not yet transitioned to the Finance Lease Facility, of a General Government Sector department or agency.

## Vehicle selection

### Approved Vehicle List

Agencies must select vehicles from the Approved Vehicle List as determined by VicFleet. The Approved Vehicle List is published quarterly <https://www.buyingfor.vic.gov.au/approved-vehicle-list> and is determined based on:

* safety (where passenger vehicles must have a five-star ANCAP safety rating),
* zero or lowest CO2 emissions possible (tailpipe emissions), and
* value for money through a whole of life cost analysis.

The Approved Vehicle List is updated periodically as vehicle models, pricing and safety features changes. ZEVs with a five-star ANCAP safety rating will be automatically added to the Approved Vehicle List throughout the quarter.

### Safety requirements

Vehicles are to be considered an extension of the workplace and Agencies must comply with all applicable legislation and health and safety of employees using their vehicles.

#### Mandatory safety requirements

Government vehicles, including executive vehicles, must have:

* + - * 1. a five-star ANCAP safety rating (for all passenger vehicles), and
        2. front, side and curtain airbags.

#### Recommended safety requirements

In addition to the mandatory safety requirements, it is highly recommended that all new government vehicles be procured with the following features:

* + - * 1. A five-star ANCAP rating (for all commercial vehicles),
        2. auto emergency braking – vulnerable road user system (AEB-VRU),
        3. intelligent speed assist (ISA), lane support system (LSS) / lane keep assist (LKA), including blind spot warning,
        4. driver monitoring system (DMS),
        5. auto emergency steering (AES),
        6. satellite navigation, and
        7. cargo barriers for vehicles primarily carrying cargo (see 4.1.9).

### ZEV first

To work towards the transition of 100% of passenger vehicles and vans by 2035, Agencies must select a zero-emission vehicle from the vehicles available for purchase on the Approved Vehicle List as determined by VicFleet.

Once a ZEV reaches the end of lease, it may only be replaced with another ZEV.

Where a ZEV (or replacement vehicle) is considered not fit for purpose, an exemption request may be submitted (see 4.1.7.1).

Alternative vehicles must be selected from the vehicles available for purchase on the Approved Vehicle List as determined by VicFleet and have minimal tail pipe emissions.

### Scope of vehicle selection requirements

The vehicle selection requirements apply to vehicles less than 3.5 tonnes gross vehicle mass (GVM). This does not include plant and equipment, forklifts, golf carts, all-terrain vehicles, watercraft, trucks or buses.

The ZEV first requirement applies to all passenger vehicles and vans. This does not apply to other commercial vehicles. Note that hybrids and plug-in hybrids are not ZEVs.

VicFleet does from time to time consider vehicles outside this scope for lease through the Finance Lease Facility. Please contact VicFleet [cars@vicfleet.vic.gov.au](mailto:cars@vicfleet.vic.gov.au) to discuss your requirements.

### Low emitting internal combustion engine vehicles

VicFleet will include where possible low CO2 emitting vehicles on the Approved Vehicle List. Low emitting vehicles include hybrids and plug-in hybrids. Hybrids and plug-in hybrids are not ZEVs. All internal combustion engine vehicles on the Approved Vehicle List will have 4-cylinder engines.

### Vehicle selection support

Agencies should review manufacturer websites to assist with the initial selection of a suitable vehicle including vehicle specifications.

Further assistance can be obtained by contacting VicFleet [cars@vicfleet.vic.gov.au](mailto:cars@vicfleet.vic.gov.au).

### Exemptions

#### ZEV exemptions

Agencies are required to agree a Fleet Transition Calculator with VicFleet (see 3.2.1.1). This Calculator will be the basis of the fleet transition to net zero for passenger vehicles and vans by 2035.

An Agency may seek an exemption to the ZEV first vehicle selection policy (see 4.1.3) where a fit for purpose ZEV is not available or to transition an existing ZEV to an ICEV. The Agency head (Secretary or Chief Executive Officer) must request an exemption from the head of VicFleet.

The exemption request should detail justification for a suitable ‘fit for purpose’ vehicle based on:

* operational needs and readiness,
* vehicle safety,
* environmental performance,
* value for money, and
* any government programs or initiatives impacting vehicle selection.

Exemptions should be submitted on agency letterhead addressed to the head of VicFleet with supporting documentation to [zev@vicfleet.vic.gov.au](mailto:zev@vicfleet.vic.gov.au).

Agencies that are exceeding their agreed annual Fleet Transition Calculator targets are not required to submit an exemption request to VicFleet relating to the ZEV first vehicle selection policy (see 4.1.3).

#### Specific purpose exemptions

Passenger, sports utility and light commercial vehicles that are required for specific purposes, including emergency services vehicles and vehicles intended to transport people with a disability, may be exempt from the vehicle selection requirements, if a suitable vehicle is not available on the Approved Vehicle List.

Agencies that require an exemption to the vehicle selection policy requirements must apply in writing to the head of VicFleet, demonstrating a clearly defined operational need to purchase a vehicle that is not available on the Approved Vehicle List. Such requests must be approved internally by the requesting agency Executive Director (SES2) responsible for fleet.

Exemptions should be submitted on agency letterhead addressed to the head of VicFleet with supporting documentation to [cars@vicfleet.vic.gov.au](mailto:cars@vicfleet.vic.gov.au).

### Additional information – safe and fit for purpose vehicles

The following additional information may assist in identifying vehicles that are safe and fit‑for‑purpose:

* + - * 1. the vehicle meets all relevant safety criteria as appropriate for the intended operational purpose, operating cost and environmental impact,
        2. consideration of the environment in which a vehicle will be operating,
        3. the nature of the operational tasks for which a vehicle will be used,
        4. the operational tasks that a driver will be required to perform,
        5. the vehicle is compliant with all legal and OH&S requirements,
        6. the applicable Australian Design Rules are met, and
        7. the employer shall fit vehicles with manufacturer‑approved options, so far as is reasonably practicable, to provide vehicles that are safe and without risk to health.

### Cargo barriers

Agencies must carry out a risk assessment on the use of new vehicles to identify whether a cargo barrier is required. VicFleet has developed a template risk assessment. The risk assessment template can be found on the VicFleet website <https://www.buyingfor.vic.gov.au/VicFleet>.

The risk assessment has been designed to provide guidance based on the primary use of the vehicle: carrying passengers, carrying cargo or a combination of the two.

Completion of the risk assessment should be coordinated by the Agency fleet manager and signed by the person requesting the exemption. Where the risk assessment leads to no cargo barrier, the risk assessment must also be approved by the agency Executive Director responsible for fleet.

Agencies must determine if a new risk assessment needs to be completed due to change in vehicle usage.

Agencies may elect to carry out a bulk risk assessment for similar vehicles with similar purposes.

The Agency is responsible for keeping a record of the completed risk assessment and must provide a copy to VicFleet if requested.

### Vehicle and equipment options and accessories

Vehicle equipment options and accessories must:

* + - * 1. use vehicle manufacturer-approved accessories,
        2. maintain the asset value of a vehicle,
        3. be appropriate to the intended use,
        4. add to the health and safety of drivers and passengers (within the meaning of the Occupational Health and Safety Act), and or
        5. be an operational necessity.

All vehicle equipment options and accessories must comply and be fitted in accordance with vehicle manufacturers’ specifications.

#### In-car mounting of devices and window tinting

The in-car mounting of mobile phones or other electronic devices is permitted only if it improves operational performance and / or helps meet employers’ obligations within the meaning of the Occupational Health and Safety Act. The in-car mounting of such equipment must be approved by the applicable Executive Director responsible for fleet.

Window tinting must comply with the *Road Safety (Vehicles) Regulations 2021.* Refer to Schedule 1 – Part 4 (page 259) of theRegulations<https://www.legislation.vic.gov.au/as-made/statutory-rules/road-safety-vehicles-regulations-2021>.

#### Non-compliant equipment options and accessories

All requests for non-compliant options and accessories must be based on operational necessity and directed in writing on agency letterhead to the head of VicFleet for approval. Exemption requests should be sent to [cars@vicfleet.vic.gov.au](mailto:cars@vicfleet.vic.gov.au).

Fitment of emergency and operational lights, sirens, communications devices and operational equipment must meet Australian Design Rules and must be approved by the applicable agency Executive Director responsible for fleet.

#### Post-delivery fitting of vehicle equipment options

The head of VicFleet can authorise the post-delivery fitting of vehicle options that are not genuine and not approved by the vehicle manufacturer.

Requests for post-delivery fitting of vehicle equipment should be directed in writing on agency letterhead to the head of VicFleet for approval. Exemptions should be sent to [cars@vicfleet.vic.gov.au](mailto:cars@vicfleet.vic.gov.au).

#### Colour of vehicles

When selecting the colour of new vehicles, consideration must be given to:

* + - * 1. preferring white and light-coloured vehicles for occupational health and safety reasons, on the basis that lighter colours are more visible and thus help reduce the frequency and severity of accidents,
        2. the dignity of the government business in which the vehicle will be engaged,
        3. the preservation of the maximum vehicle value at disposal, and
        4. operational necessity.

Agencies can research appropriate colours for their fleet operations by searching for ‘investigations into the relationship between vehicle colour and crash risk’, ‘car colour risk’ or ‘car colour accident’.

### Registration of vehicles

The *Road Safety Act* requires all government vehicles to be registered. Victorian Government vehicles permanently garaged and operating in other jurisdictions must be registered according to the relevant laws.

The *Transport Accident Act* requires all government vehicles to pay the applicable transport accident charge. Government vehicles operating in other jurisdictions must be covered by a similar transport accident charge according to the relevant laws.

#### Registration process

The vehicle registration process is outlined below:

* + - * 1. Fleet managers are to specify in the purchase order request for a new vehicle lease which type of registration plate is required (government or private). Government registration plates appear with red lettering on a white background.
        2. Vehicles leased under the Finance Lease Facility will be registered in the State of Victoria followed by the name of the Agency leasing the vehicle.
        3. The registration of all vehicles leased under the Finance Lease Facility have a common expiry date of 1 August.
        4. Vehicles registered within 70 days of the common expiry date (1 August) must also be registered for the following twelve months after the common expiry date.

### Registration plates

Government vehicles may be fitted with government (red) or private registration (blue) plates depending on the duties of the vehicle.

For the fitment of slimline, personalised and other non‑standard registration plates, exemption must be obtained from the head of VicFleet.

Requests for slimline, personalised and other non-standard registration plates should be approved by the Secretary or CEO, submitted on agency letterhead addressed to the head of VicFleet with supporting documentation to [cars@vicfleet.vic.gov.au](mailto:cars@vicfleet.vic.gov.au).

### Vehicle identification and markings

Government vehicles (both blue and red registration plates) shall not be fitted with or display any markings, signage or stickers (including those relating to government initiatives and programs) unless approved by the relevant departmental Secretary or agency chief executive officer.

The safety of vehicle occupants must be considered in any decision to apply or not apply such signage.

Vehicles are to be disposed of without signage or other markings fitted. Where practical, signage or other markings should not be of a type that may damage the vehicle and adversely affect its sale price.

### Insurance

All road‑registered government vehicles must be covered by full comprehensive motor vehicle insurance.

All vehicles financed under the government’s vehicle Finance Lease Facility (including executive vehicles) must be insured with the Victorian Managed Insurance Authority insurance policy.

All road‑registered government vehicles must have a minimum third-party property damage cover of $30 million per vehicle.

## Vehicle-related State Purchase Contracts

DGS has established Vehicle-related State Purchase Contracts to access efficient and favourable terms for vehicle-related goods and services.

Agencies must use the following vehicle-related State Purchase Contracts:

* motor vehicles (passenger and light commercial vehicles),
* disposals of passenger and light commercial vehicles, and
* fuel.

Vehicle-related State Purchase Contracts include any State Purchase Contracts for the purchase of goods or services associated with vehicles.

Agencies are obliged to use these contracts and are not permitted to use any other supply source for the types of goods and services available under these contracts.

Agency owned vehicles that have not yet transitioned to the Finance Lease Facility must do so at 3 years or 60,000 km, whichever comes first.

Other government agencies may access the contracts subject to eligibility.

### State Purchase Contract Pricing

The latest State Purchase Contract pricing information can be found here <https://www.buyingfor.vic.gov.au/motor-vehicles-contract>.

### Exemptions to State Purchase Contracts

Exemptions can be requested to purchase off a State Purchase Contract. The process to apply is located here <https://www.buyingfor.vic.gov.au/apply-goods-and-services-exemption> or contact the category management team:

* motor vehicles: [vehicles.spc@dgs.vic.gov.au](mailto:vehicles.spc@dgs.vic.gov.au),
* disposals: [disposals.spc@dgs.vic.gov.au](mailto:disposals.spc@dgs.vic.gov.au), and
* fuel: [fuel.spc@dgs.vic.gov.au](mailto:fuel.spc@dgs.vic.gov.au).

### New and updated State Purchase Contracts

DGS identifies new and relevant potential State Purchase Contracts to support the fleet, and the available Vehicle-related State Purchase Contracts are subject to change from time-to-time.

### State Purchase Contract utilisation

From time to time, DGS reviews all utilisation of vehicle-related State Purchase Contracts and may contact fleet or procurement managers for further information about SPC usage.

## Fleet size and composition

Agencies must strategically manage their fleet. This includes maintaining the fleet at the number and composition of vehicles that are justified under an Agency’s Strategic Fleet Asset Management Plan.

### Assessing vehicle utilisation through data analytics

Prior to the decision to lease a vehicle, Agencies are required to review existing transport practises by reviewing data about the operation of their fleet to maximise the use of fleet vehicles.

This may include a review of vehicle utilisation to consider whether vehicles are being used sufficiently to warrant replacement at the end of the lease. As a guide, the average vehicle should travel approximately 20,000 km per year. Vehicles with odometer readings of less than 10,000 km per year could be considered ‘underutilised’.

Reducing fleet size through the use of data analytics is the quickest way to achieve a net zero transition. Agencies should contact VicFleet where fleet reductions have been achieved to enable this to be recognised in the net zero Fleet Transition Calculator (contact VicFleet at [zev@vicfleet.vic.gov.au](mailto:zev@vicfleet.vic.gov.au) to discuss your options).

### Alternative modes of transport

Alternative means of transport such as walking, public transport, ride-share and non-travel options (such as Teams) should also be considered. To encourage agency staff to use alternate modes of transport, further communication within the agency is recommended.

### Vehicle Management Branch numbers (VMBs)

Agencies must agree the number and composition of vehicles to be funded through the finance lease facility with DGS.

DGS will then assign each Agency with the agreed number of VMBs for operational or executive use.

Agencies must not exceed the designated number of vehicles within their fleet.

#### Requests for additions to fleet (additions to VMBs)

Agencies may apply to increase their designated number of vehicles (operational and executive vehicles). Agencies must first seek approval from their Executive Director (SES2) responsible for fleet and then the Executive Director (SES2) must seek approval by writing to the head of VicFleet and providing the appropriate documentation. For executive vehicle increases to fleet, appropriate documentation is a redacted signed letter of offer or signed employment contract. Any request to increase the designated number of vehicles must be:

* justified by the Strategic Fleet Management Plan,
* due to appropriation funding for specific programs, or
* required because of unforeseen or emergency operational requirements.

Any request to increase the designated number of vehicles must also be consistent with the Objectives, including demonstrating alignment with emissions reduction policies and targets.

Requests for addition to fleet should be on Agency letterhead and emailed to the head of VicFleet at [cars@vicfleet.vic.gov.au](mailto:cars@vicfleet.vic.gov.au).

## Vehicle maintenance and fleet operation

Agencies must ensure that vehicles are operated and maintained consistently with the Objectives. This includes ensuring that vehicles are:

* registered at all times (refer to 4.1.11),
* comprehensively insured at all times (refer to 4.1.14),
* actively maintained to the highest standard, and
* only operated by approved and adequately licenced drivers.

### Routine and preventative maintenance

Vehicles must receive a level of routine and preventative maintenance to reduce the likelihood of failure, unscheduled breakdowns to improve optimisation and reduce emissions.

#### Odometer readings

Agencies must track the odometer readings for each vehicle so that routine and preventative maintenance can occur on time. The information is used to track:

* + - * 1. when vehicles are due for replacement,
        2. when they are due for servicing, and
        3. any problems arising from fuel use, recharge card use and efficiency (as appropriate).

These processes are critical to the efficiency of the fleet management function and demonstrate the importance of receiving accurate odometer readings at all times.

Agencies will provide odometer readings of all vehicles including ZEVs to VicFleet when requested. Further requirements about odometer readings are below at 5.3.

#### Vehicle maintenance

Agencies must maintain vehicles and vehicle‑related systems of work that are safe and without risk to health. All government vehicles are to be maintained in a clean, safe and roadworthy condition that ensures the safety of driver, passengers and other road users, and projects a positive public image.

Agencies must put systems in place to ensure all vehicles are serviced at the scheduled intervals and vehicles are actively monitored to check for windscreen damage and other damage to the vehicle which may require rectification and or an insurance claim.

Note: some vehicles financed under the Government’s Finance Lease Facility can be procured with pre‑paid servicing. If a vehicle exceeds the scheduled pre-paid servicing time or kilometres, agencies are responsible for arranging and paying for the required servicing according to manufacturer specifications.

### Vehicle maintenance policies and procedures

Agencies must develop policies and procedures for vehicle maintenance and vehicle‑related systems of work. Vehicles must:

* + - * 1. have timely scheduled servicing in accordance with manufacturers’ recommendations and specifications and vehicle service logbooks should be completed and stamped by the servicing agent at the time of servicing,
        2. be serviced, maintained and repaired by authorised vehicle manufacturers‘ dealerships or their officially appointed agents, except where:

this is logistically impractical (please refer to the manufacturer for approved service/repair centres for advice that will not void the warranty), or

where mechanical or body repairs resulting from a crash that are undertaken by a repairer approved by the insurance provider.

* + - * 1. be serviced, maintained and repaired using only products and parts meeting the specifications of the vehicle manufacturers,
        2. be maintained (including all fittings and accessories) in a mechanically sound, roadworthy, safe and presentable condition,
        3. be fitted only with tyres that meet the requirements of the vehicle’s tyre placard and, where practicable and cost effective, be fitted with replacement tyres purchased from retailers that participate in the national tyre product stewardship scheme. (Refer to [www.tyrestewardship.org.au](http://www.tyrestewardship.org.au/) for a list of members),
        4. be serviced, maintained and repaired using only manufacturer‑recommended lubricants and replacement parts,
        5. be roadworthy, to meet the requirements of the Road Safety Act,
        6. be serviced, maintained and repaired, so far as is practicable, without risk to health and safety, and
        7. be serviced, maintained and repaired according to schedules and procedures that minimise the impact of motor vehicles on the environment and encourage the use of environmentally friendly cleaning products and practices.

Where the use of an authorised vehicle manufacturers‘ dealership or their officially appointed agents are impractical, an alternative service agent may be used with the approval of the Agency’s Executive Director responsible for fleet. Alternative service agents should comply with relevant environmental legislation in the selection, storage, application and disposal of products used in the servicing and or repair of government vehicles.

### Mechanical or body repairs

Mechanical or body repairs resulting from a crash should be undertaken by an approved insurance repairer.

Mechanical repairs, covered under the terms of a vehicle’s warranty, must be performed by the manufacturers’ approved repairers.

### Breakdowns

Agencies must develop vehicle breakdown and roadside assistance practices, procedures that ensure prompt response, the effective safety of drivers and passengers, and the security of government vehicles.

Such practices, procedures and arrangements must encompass all logistical situations of vehicle operations that are relevant to the Agency.

### Roadside assistance

All vehicles are to be covered by the manufacturers’ 24‑hour roadside assistance program or an alternative program if the vehicle manufacturer does not offer a roadside assistance program.

Emergency contact details of roadside assistance providers are to be kept with each vehicle. All government drivers are to be made aware of the procedure for obtaining roadside assistance.

### Vehicle trailers

All government trailers owned or leased by government departments or agencies must be registered in the name of the owning department or agency, in accordance with the provisions of the Road Safety Act or the applicable legislation of the jurisdiction in which the trailer is being used.

Supervisors of government drivers must ensure:

* + - * 1. all trailers receive regular and appropriate maintenance, and that the construction and specifications of trailers are appropriate for the tasks for which they are to be used, and
        2. drivers are competent to operate any trailer in their charge.

Agencies must keep a register of owned or leased trailers for asset management purposes.

### Pooling of government vehicles

All government vehicles, including vehicles in the Executive Motor Vehicle Scheme, are to be made available in a pooling arrangement for operational use during normal business hours, except where an executive has received an exemption in writing by the applicable departmental secretary, agency chief executive officer or authorised delegate.

Departments and agencies should maintain suitable vehicle booking and recording systems, so vehicle availability, location and driver can be readily determined.

# Vehicle operations

Agency motor vehicles are provided where it is appropriate that the government operates its own transport or where, in the interests of financial and operational efficiency, it is appropriate to use motor vehicle transport.

The policy objective of the government is that motor vehicle use supports the government’s service delivery requirements and delivers effective outcomes in vehicle efficiency, safety and environmental performance.

## Driver responsibility awareness for safety and vehicle use

Drivers of government vehicles must take reasonable care for their own health and safety, and for the health and safety of passengers and other road users.

Drivers of government vehicles must:

* + - * 1. comply with the applicable provisions of the Policy, Requirements, the Public Service Code of Conduct, the Occupational Health and Safety Act, the Road Safety Act, the Road Transport (Dangerous Goods) Act and any other relevant legislation of any applicable jurisdiction,
        2. cooperate with the employer on any action taken by the employer to comply with the Policy, Requirements or any requirement imposed by relevant legislation,
        3. assist in the risk management and development of effective driver information and education programs, drivers of government vehicles may be required to authorise the employer to record and obtain from VicRoads or any other appropriate authority regarding all traffic and vehicle‑related offences committed while driving a government vehicle. Information includes the driver’s licence details, status and any loss of driver’s licence points. This information is to be administered in accordance with the provisions of the Information Privacy Act,
        4. safely park the vehicle prior to operating: hand‑held mobile phone, two‑way radio; and/or satellite navigation system or other electronic equipment other than where exempt under the Road Safety (Road Rules) Regulations,
        5. comply with drug and alcohol laws at all times, and
        6. effectively finalise infringement notices.

## Fuel cards (ICEV) and recharge cards (ZEVs)

Fuel and recharge cards are arranged by Agency fleet managers. Cards are to be used as described in the contract rules of engagement. Fuel cards are only to be used to purchase fuel and oil (for internal combustion engine vehicles / ICEV) and ZEV recharge cards are only to be used to recharge ZEVs. Cards are valid only at approved panel member company outlets.

Government fuel and recharge cards are not:

* + - * 1. to be used in the purchase of any product for private use. Penalties may apply when this clause is contravened,
        2. transferable and may be used only for the vehicle to which they were originally allocated, and
        3. to be used in conjunction with any rewards program.

Drivers of government vehicles must immediately report cases of lost or stolen fuel or recharge cards to their fleet manager.

VicFleet manages fuel cards for many clients. Please email [cars@vicfleet.vic.gov.au](mailto:cars@vicfleet.vic.gov.au) for more information.

## Odometer readings

All drivers must provide or record an accurate odometer reading each time they refuel or recharge their vehicle. Accurate odometer readings must be provided to the fuel station console operator after refuelling. When recharging a ZEV, an accurate odometer must be documented in a logbook or provided to the Agency fleet manager.

The information is used to track:

* + - * 1. when vehicles are due for replacement,
        2. when they are due for servicing, and
        3. any problems arising from fuel use, recharge card use and efficiency (as appropriate).

Further requirements about odometer readings are above at 4.4.1.1.

## Non-contract fuel card purchases

Purchases by means other than an approved fuel card should occur only in emergency situations. In such cases, drivers should only be reimbursed once they produce satisfactory evidence of having purchased fuel or lubricant.

## Corporate credit cards

Government corporate cards must not be used to purchase fuel or lubricants. Personal funds may be used in the case of an emergency and reimbursed via the department or agencies usual expense process.

## Disruption to fuel supply

When there are shortages of fuel for ICEV, Agencies must ensure drivers implement additional procedures to conserve fuel, including:

* + - * 1. compliance with restrictions issued by the government,
        2. preferential use of available fuel‑efficient vehicles, and
        3. restrict vehicle use to essential trips.

## Types of fuel for ICEV

All ICE vehicles are required to use fuels as per manufacturer specifications.

## Tolls and e-tags

Victoria has several toll roads where tolls are generally collected via electronic tag‑based systems (e‑tags). E‑tags are vehicle‑mounted and linked to the vehicle registration number on the toll operator’s database.

All tolls incurred from the use of government motor vehicles, including from use in any other jurisdiction, must be paid.

Agencies are to arrange e-tags for operational vehicles and pay for tolls incurred during government business use. The driver is responsible for all toll costs incurred by government vehicles being used for private or non‑government business.

Executives are to arrange e-tags for their Executive vehicles and pay for all tolls incurred during use of the vehicle.

## Interstate travel

Approval to transport or drive a government vehicle out of the jurisdiction in which it normally operates must be obtained from the Executive Director responsible for fleet. Executive vehicles and vehicles that normally operate across the State border are exempt from this process.

## Use of government vehicles

Government vehicles may only be used in the performance of authorised government business.

An employee has responsibility for arranging (at their cost) transport to and from their normal place of employment. Government vehicles are not to be used for such purposes.

Subject to approval of the Agency Secretary or CEO, government vehicles may be used for commuting between home and office when:

* + - * 1. public transport is not available to an employee required to work beyond their normal hours of duty,
        2. an employee is required to complete official duties late at night, away from the base location,
        3. an employee is required to proceed directly to a site away from the base location (that is, where the employee is normally located) the following morning, and a saving to the State can be demonstrated from the exempt vehicle use,
        4. an emergency occurs,
        5. an employee is using a vehicle provided under the Executive Car Scheme, and/or
        6. Government vehicles are not to be used for private purposes unless approved in writing by the Agency Secretary or CEO.

## Authorisation to carry passengers

Only persons travelling on government business are permitted as passengers in government vehicles except:

* + - * 1. in instances of serious emergency,
        2. when transporting members of the public is in the best interests of the State and authorised in writing by an Agency Secretary or CEO or authorised delegate, and
        3. to executives using vehicles in the Executive Motor Vehicle Scheme, as opposed to being allocated the use of executive vehicles for work purposes (refer to the Victorian Public Service Commission guidance: <https://go.vic.gov.au/4hGiSzP>).

## Traffic laws

Drivers of government vehicles are required to observe all traffic laws, including regulations and by‑laws relating to all aspects of motor vehicle operation in the applicable jurisdiction of operation.

Subject to investigation, the misuse and/or unauthorised use of a government vehicle may result in penalties being imposed on the driver, (and the driver may be held personally responsible for damages caused to a government vehicle, a third party and/or property).

The head of VicFleet has responsibility for investigating and reporting to the appropriate Agency, or directing it to investigate, any apparent or alleged misuse of government vehicles. Responsibility for punitive or recovery action rests with Agencies.

## Fines

Drivers are personally responsible for their behaviour whilst using a government vehicle, including payment of all fines and infringements.

On receiving a notice of infringement, Agencies are required to notify the issuing authority with the details of the offending driver within the specified timeframe. Agencies must observe the provisions of the *Privacy and Data Protection Act 2014* when dealing with personal information related to infringement notices.

Some infringement notices are issued ‘on the spot’ to drivers or are attached to a vehicle, but they can also be sent in the mail. Red light camera and speed camera tickets are always sent in the mail to the vehicle registration address. Many different organisations are approved to issue infringement notices.

If a driver receives an infringement notice, they should not throw it away. The infringement notice contains important information about the alleged offence and the fine and drivers’ options are printed on the back of the notice.

## Vehicle-related incidents and hazardous situations

All vehicle‑related incidents and hazardous situations that have an impact on the OH&S of the driver, passenger or others must be reported to the driver’s supervisor, the OH&S management representative and the fleet manager.

Incidents include, but are not limited to:

* personal injury,
* inappropriate driver behaviour, and
* any safety‑related infringement notices (such as notices for excessive speed, red light camera and illegal parking).

## Motor vehicle crashes and reporting

If the driver of a government vehicle is involved in a motor vehicle accident, then they should stop the vehicle immediately.

When a person is injured or property is damaged as a result of the crash, the driver should provide the required assistance and call 000.

If there are no personal injuries and the owner of the damaged property is present on site, then reporting the incident to the police is optional.

At the scene of a crash, drivers should provide details to:

* + - * 1. any person who has been injured,
        2. the owner of any property that has been damaged or destroyed,
        3. a person representing the injured person or the owner of the property, and
        4. any member of the Police who is present.

The details that must be provided are:

* + - * 1. driver’s name and address,
        2. driver’s licence details if requested by a member of the Police, and
        3. the motor vehicle’s registration number.

Also, at the scene of the accident, the driver should note:

* + - * 1. the name and address of the other driver,
        2. the registration number details of the other vehicle,
        3. the other vehicle’s owner,
        4. the contact details of witnesses, if any,
        5. the time and place of the crash, and
        6. any damage to the government vehicle, the other vehicle(s) involved in the accident, and/or other property.

Personal details are subject to the *Privacy and Data Protection Act 2014* and should be used only for the purpose for which they are collected.

## Crash liability

The driver of a government vehicle should not admit liability under any circumstances.

Within two working days after an accident, the driver must complete a Motor Vehicle Insurance Claim Form, signed by their fleet manager who should then lodge the claim form to the insurer (in accordance with Agency procedures).

Drivers of government vehicles must report the full details of accidents, hazardous situations, injury, vehicle damage and other property damage to their supervisor, their OH&S management representative and their fleet manager.

Under occupational health and safety requirements, all incidents and hazardous situations are to be investigated and followed up to determine suitable risk control measures for preventing further incidents as far as is practical.

## Care and security of vehicles

Drivers authorised to drive government vehicles are responsible for the vehicle while it is in their charge. Misuse or abuse of a government vehicle may result in penalties being imposed on the driver. Subject to adequate investigation, a driver may be held personally responsible for damage caused to a government vehicle.

Drivers must:

* + - * 1. not smoke or allow passengers to smoke in government vehicles,
        2. return vehicles in a clean, tidy and safe condition with a minimum of half a tank of fuel,
        3. inspect and report any vehicle damage and/or maintenance requirements to the fleet manager before driving the vehicle,
        4. leave the vehicle securely locked when left unattended. If the vehicle is fitted with a vehicle security system, the system must be activated. If appropriate authority has been obtained to retain a vehicle overnight, then the vehicle should be parked ‘off street’ whenever practical, and
        5. not permit any unauthorised person to drive a government vehicle in their charge, except when permission would be justified in the interests of the state or in the case of an emergency.

## Driver’s licence

Drivers and their supervisors are required to observe all the provisions under the *Road Safety Act 1986* or other legislation that applies in the jurisdiction in which the driver is operating.

Supervisors of government drivers must:

* + - * 1. ensure a driver is appropriately licensed, trained and authorised before driving a government vehicle,
        2. ensure only persons authorised by the provisions of the Policy and Requirements are permitted to drive a government vehicle, and
        3. ensure a driver has completed the Register to drive a VicFleet Vehicle form (available at <https://www.buyingfor.vic.gov.au/vicfleet-services/>) and provided a copy of their current driver’s licence, which must be valid and appropriate for the type of vehicle and the jurisdiction in which he or she is required to operate a government vehicle.

A supervisor who permits or allows an employee to drive a government vehicle may be guilty of an offence if the employee does not hold a valid driver’s licence that authorises him or her to drive such a vehicle.

Drivers of government vehicles may be guilty of an offence if they do not inform their supervisors that they do not hold or continue to hold a valid driver’s licence that authorises them to drive such a vehicle.

Drivers must notify their supervisor immediately of any changes in relation to their driver’s licence status (that is, suspension, cancellation or loss of the licence).

## Vehicle logbook

All drivers of government vehicles are responsible for maintaining complete and accurate trip records in an Australian Taxation Office (ATO) compliant logbook. Incorrect and/or incomplete logbook entries may result in a reportable fringe benefit tax entry in the driver’s group certificate. Ministers, Members of Parliament, chauffeurs and executive officers are exempt from this requirement. Details of the logbook requirements can be found on the ATO website at www.ato.gov.au.

Each department and agency shall maintain accurate records of vehicle use to measure the extent of operational and private use, to calculate fringe benefits tax liability for all government vehicles and to identify the driver responsible for a vehicle when an infringement, damage or loss occurs.

## Environmental driving and fuel economy

To reduce fuel costs and the impact of vehicle emissions on the environment, drivers should plan vehicle routes to increase vehicle efficiency and reduce vehicle emissions, maintenance needs, fuel consumption and kilometres travelled.

# Executive vehicles

The Victorian Public Service allows executives to access a motor vehicle as part of their benefits. A motor vehicle may be accessed through:

* + - * 1. a novated leasing arrangement, or
        2. the Executive Motor Vehicle Scheme.

## Novated leasing arrangements

Executives interested in novated leasing should contact their Human Resources or Payroll area within their Agency (novated leasing is not managed by VicFleet).

## Executive Motor Vehicle Scheme

The Policy and Requirements relates to executive vehicles leased through VicFleet.

For more information on the Executive Motor Vehicle Scheme, refer to the Victorian Public Sector Commission website: <https://go.vic.gov.au/4hGiSzP>.

### Executive contribution

Executives are required to contribute towards the cost of the private use of the executive vehicle.

The contribution rate for executives employed under Part 3 of the *Public Administration Act 2004* must be determined by the executive vehicle cost-to-package calculator (the calculator) that can be found on the Victorian Public Sector website <https://vpsc.vic.gov.au/resources/victorian-public-service-executive-resource-suite/>.

### Shared private/business use arrangements

The shared private/business use of executive vehicles is as follows:

* + - * 1. all vehicles must be made available for business use during business hours, if required, except when the executive is on approved leave,
        2. executives have full use of their allocated executive vehicle during periods of approved recreation leave,
        3. for periods of approved paid long service leave longer than one month, approval should be sought from the relevant Agency Head (Secretary or Chief Executive Officer) to retain access to the vehicle,
        4. for approved unpaid leave up to twelve continuous months, executives may have full use of their assigned vehicle, subject to departmental Secretary or agency chief executive approval. The usual private/business cost arrangement is suspended for the duration of the leave and executives are to meet full vehicle cost under the cost formula. If the leave continues beyond twelve months, the vehicle must be surrendered to the Agency fleet manager
        5. for approved unpaid parental leave up to twelve continuous months, the same arrangements apply as for unpaid leave (as above), and
        6. for periods of authorised accident compensation leave up to twelve continuous months, the same arrangements apply as for unpaid leave (see above).

### Authorised drivers

Executives are to complete a Register to drive a VicFleet Vehicle form before taking delivery of an executive vehicle (forms are available at [www.buyingfor.vic.gov.au/VicFleet](https://www.buyingfor.vic.gov.au/VicFleet)).

All drivers of executive vehicles, other than the executive to whom the car is assigned, including drivers with a learners permit, must complete the nominated drivers section of the Register to drive a VicFleet Vehicle form along with an Executive vehicle – nominated driver form, before driving any executive motor vehicle (forms are available at [www.buyingfor.vic.gov.au/VicFleet](https://www.buyingfor.vic.gov.au/VicFleet)). Drivers with a learners permit must be supervised by an appropriately qualified and authorised driver, who must also be nominated to drive the executive vehicle. Note: the fleet manager at each agency maintains the nominated driver forms for their own records.

Government employees using executive vehicles must comply with all requirements detailed in this policy relating to the use of government vehicles.

### Vehicle logbook requirements

Executive vehicles must be made available for business use during normal working hours. Vehicle logbooks must be maintained when an executive vehicle is made available for business use by any government employee other than the executive to whom the car is assigned. This requirement is for dealing with fringe benefits tax and infringement notices. Government drivers must comply with the requirements of section 4.5.18 relating to vehicle logbooks.

### General requirements

The following is a list of general requirements applicable to executive vehicle use:

* + - * 1. executives are to observe all provisions of the Policy and Requirements that relate to the provision and use of government vehicles,
        2. car parking is available for normal business use, subject to individual departmental or agency policy,
        3. Government does not provide e‑tags for toll roads. E‑tags and all tollway costs are the responsibility of executive officers, and
        4. business use costs may be reimbursed, and the full cost of fringe benefits tax is disclosed on group certificates.

### Benefits provided with the vehicle

The following benefits are provided with an executive vehicle lease:

* + - * 1. vehicle insurance,
        2. fuel card/s are issued for each vehicle in accordance with the agreed terms and conditions,
        3. vehicles are serviced and maintained,
        4. roadside assistance / crash management services, and
        5. registration and re‑registration of the vehicle are paid by the government.

### Executive Approved Vehicle List

Executives may select a vehicle from the approved vehicle list of executive vehicles. The approved vehicle list is published on the VicFleet website <https://www.buyingfor.vic.gov.au/approved-vehicle-list> (select the executive vehicle tab in the spreadsheet).

### Exemptions

#### Accessible vehicle / options

An exemption may be requested for an executive and/or a family member with a disability or medical condition who requires a specially fitted vehicle not manufactured or optioned up in Australia. The Executive’s fleet manager can write to the head of VicFleet, providing suitable supporting documentation (all requests to be sent to cars@vicfleet.vic.gov.au).

#### People movers

A ‘people mover’ is defined as being a large vehicle, similar to a van, designed to carry up to eight passengers. 4WDs, SUVs and station wagons with a third-row seat, are not classed as ‘people movers’.

An exemption may be requested for a people mover where an executive has a minimum of six people in the executive’s family. The Executive’s fleet manager can write to the head of VicFleet to make the request. Where exempted, executives will be able to select a ‘people movers’ available on the government’s motor vehicle contract. (All requests should be emailed to cars@vicfleet.vic.gov.au).

### Permitted equipment options and accessories

Permitted equipment options and accessories for executive vehicles are limited as detailed below. Such equipment, options and accessories must meet the same safety requirements that apply to other government vehicles (refer to section 4.1.12).

Permitted equipment options and accessories comprise:

* + - * 1. all factory fitted options, body and interior protective accessories (e.g. headlight and bonnet protectors, floor mats, mudflaps and cargo mats),
        2. safety accessories (e.g. rear parking sensors, reversing cameras, fog lights (integrated) and full-size spare wheels), and
        3. fixed accessories (e.g. in dash GPS systems, tow bar and wiring kits – excluding equalising hitches), window tinting, mobile phone options (including blue tooth and mounting options), integrated roof racks (excluding specialised rack attachments for bikes and canoes etc.).

Precluded accessories comprise:

* + - * 1. portable or non‑fixed accessories (e.g. portable GPS systems, fridges, child activity organisers and towing equalising hitches),
        2. accessories that could significantly impact public perception (e.g., sports alloy wheels, body kits including spoilers and side skirts, sports steering wheels, leather gear knobs, alloy pedals, specialised rack attachments for bikes and canoes, etc.), and
        3. any third-party accessories.

### Registration plates

Executive vehicles are to be fitted with private (blue) registration plates (excluding slim line or personalised plates).

Refer to 4.1.11.1 (Registration plates) for further details.

### Insurance policy

Executive vehicles financed under the government’s vehicle Finance Lease Facility must be insured under the Victorian Managed Insurance Authority’s insurance policy.

### Authorisation to carry passengers

Only persons travelling on government business are permitted as passengers in government vehicles and their business must be specifically related to approved government programs. The exception is where executives use executive vehicles.

### Pooling of government vehicles

Executive vehicles are to be made available in a pooling arrangement for operational use during normal business hours. The exception is any vehicle exempted in writing by the applicable departmental Secretary, agency chief executive officer or authorised delegate.

### Toll costs

Toll costs are not considered part of the operating cost of a motor vehicle included in executive employment remuneration packages. Toll costs (including annual fees and tariffs) are the personal responsibility of executive employees.

# Private vehicles and alternative transport

## Use of private vehicles for government business

The employee must obtain the approval of the employer before using their private motor vehicle during their employment. For reimbursement following personal vehicle use, the employee must make a declaration stating the date and purpose of the trip, the number of kilometres travelled, and the type of vehicle used.

Supervisors must not authorise use of a private vehicle:

* + - * 1. for more than 5 000 kms of travel for government business in a financial year., except where specific authorisation is provided in writing by the appropriate departmental Secretary or agency chief executive officer, and
        2. for use on government business where the vehicle does not meet the safety and maintenance requirements for government vehicles, as described in the Policy and Requirements.

Details on the taxation rules can be found on the ATO: [www.ato.gov.au](https://vicgov-my.sharepoint.com/personal/rebecca_sturgeon_dgs_vic_gov_au/Documents/SMVP/SMVP%20draft%20docs%20-%20RS%20and%20PG%20working%20folder/Final%20docs%20-%20RS%20and%20PG%20working%20folder/www.ato.gov.au).

### Reimbursement rate

If during the course of their employment, employees are required to use their private motor vehicles, then taxation rules and regulations provide for them to be reimbursed for the kilometres travelled in accordance with the Victorian Public Service Agreement 2006, or other applicable Award agreements.

Rates payable for motor vehicle use shall be as determined by the ATO.

Employees are not able to make any other claim relating to motor vehicle expenses other than the claim for kilometres travelled. The business kilometre rate determined by the ATO includes all costs including wear and tear, fuel, repairs and motor vehicle insurance expenses.

## Government liability

In accordance with the *Crown Proceedings Act (Vic) 1958* (covering the liability of the Crown in contract), government departments and agencies are liable for the actions of their employees, agents and independent contractors. They are thus liable for all claims proven against their employees, agents and independent contractors resulting from such person’s authorised use of private vehicles while engaged in authorised government business.

All private vehicles that are authorised for use in government business must be:

* + - * 1. registered for use on the open road,
        2. roadworthy and free of defects,
        3. comprehensively insured by a motor vehicle policy that specifically indemnifies the employer (for example, the State of Victoria, a department or an agency),
        4. free of any modification that may invalidate the motor vehicle insurance,
        5. used only for purposes that fall within the original proposal for insurance of the vehicle (including use for business purposes), and
        6. driven and operated in a manner compliant with the Policy and Requirements, while being used for government business.

## Use of public transport

Refer to the Victorian Public Service – Travel Policy (8. Other transport) for guidance on the use of taxis, trains and public transport: [https://www.buyingfor.vic.gov.au/victoria-public-sector-travel-policy - 8-other-transport](https://www.buyingfor.vic.gov.au/victoria-public-sector-travel-policy#8-other-transport).

## Use of hire vehicles

In times of a temporary vehicle shortage, when all department or agency vehicles are fully committed and public transport is unsuitable or unavailable, the government Carpool Services hires vehicles to government departments and agencies for short to medium‑term use. For more information, refer to the Carpool Service web site: <https://www.buyingfor.vic.gov.au/vicfleet-services>.

Hiring a self‑drive vehicle from a commercial company may be permitted as a last resort in the event no other government pool vehicle is available.

Approval by the departmental secretary, agency chief executive officer or the delegated officer is required for any rental period longer than one month and for temporary additions to the fleet greater than three months.

Supervisors must not authorise a rental vehicle for use for government business if the vehicle does not meet the safety and maintenance requirements for vehicles as described in this policy.

Logbooks (trip records) must be maintained for all hire vehicle use, to allow for the administration of fringe benefits tax, infringement notices and occupational health and safety matters. This requirement applies regardless of the duration of the hire period.

# Vehicle disposal

All vehicles financed under the Finance Lease Facility will be disposed of by VicFleet at public auction or by VicFleet through other methods where relevant. A State Purchase Contract is in place to facilitate the disposal of vehicles at public auction.

The disposal of vehicles by VicFleet will be consistent with the VGPB goods and services supply policies.

## Disposal criteria

Agencies will maintain the asset value of the fleet through efficient disposal at the correct disposal interval for all vehicles.

Vehicles are to be booked in for disposal via VicFleet when the vehicle reaches the term set out in the vehicle’s finance lease (see 2.1.3 – Finance lease terms).

Typically this occurs when:

* + - * 1. the vehicle reaches 60 000 km, or
        2. three years from lease commencement, whichever occurs first.

To book in disposal of vehicles financed under the Finance Lease Facility, refer to the VicFleet website: <https://www.buyingfor.vic.gov.au/vehicle-disposal>.

## Disposal of vehicles owned by department

There may be owned vehicles in an Agency’s fleet whilst the transition to the VicFleet Finance Lease Facility is finalised.

Owned vehicles are subject to the same Disposals State Purchase Contract as vehicles financed through the Finance Lease Facility and must be disposed of through the Disposals State Purchase Contract provider. Agencies must facilitate the disposal of these vehicles with the provider.

Agencies should contact VicFleet for further advice on how to make transport bookings for owned vehicles: <https://www.buyingfor.vic.gov.au/vehicle-disposal>.

## Preparing vehicles for disposal

Vehicles are to be presented for disposal in a condition that will assist in gaining the greatest return to government. For vehicle disposal the following are to be removed:

* + - * 1. vehicle identification and markings, and
        2. registration plates prior to disposal.

## Transferring vehicles between cost centres

Where the Agency is the registered operator of a government vehicle, the vehicle may be transferred between departments and agencies. VicFleet must be notified in writing of any transfers by emailing cars@vicfleet.vic.gov.au.

## Vehicle registration refund

All government vehicles should be disposed of unregistered. Departments or their agents must:

* + - * 1. remove registration plates from vehicles before they are sold and arrange deregistration and ensure the destruction of registration plates, and
        2. submit applications to the applicable roads authority and, for any unused portion of a registration fee or Transport Accident Commission (TAC) premium that has been paid, who will refund the fee for the unexpired portion of the registration to the registered vehicle owner.

# Exemptions

## Exemptions to requirements

VicFleet will consider exemption requests that are submitted in line with the available exemptions which are listed within this document, provided the request meets the conditions set out in the applicable sections.

Exemptions to any other requirement will generally not be considered, but may be assessed on a case-by-case basis at the discretion of the head of VicFleet. For example, the head of VicFleet may consider exemptions to specific requirements which in practice frequently cause inconvenience in the context of that Agency.

Any request for an exemption must be consistent with the Standard Motor Vehicle Policy and Requirements Objectives (see 2.3).

## Requesting an exemption

Agencies seeking an exemption should contact VicFleet in the first instance. The relevant contact details are listed in each section. In all other cases, contact VicFleet at car@vicfleet.vic.gov.au.

A request for an exemption is not guaranteed to be approved, and may take several weeks to be finalised. Agencies must allow enough time to accommodate the time taken to assess a request for an exemption.

# Glossary

## Vehicle related governance legislation and polices

|  |  |
| --- | --- |
| Policy consideration | Related governance |
| Safety | Occupational Health and Safety Act 2004  Road Safety Act 1986  Road Safety (Road Rules) Regulations 2021  Road Safety (Drivers) Regulations 2019  Road Safety Road Rules 2017  Road Transport (Dangerous Goods) Act 1995  Guide to Safe Word Related Driving – A handbook for workplaces (WorkSafe Victoria)  Road Safety Strategy and Action Plan, 2021-2030 |
| Crashes | Transport Accident Act 1986 |
| Environment | The Environment Protection Act 1970 |
| Public service employees | Public Service Code of Conduct  Crimes Act 1958  Crown Proceedings Act 1958  Victorian Public Service (VPS) Executive Employment Handbook  Executive Motor Vehicle Scheme  Privacy and Data Protection Act 2014 (Vic) |
| Fleet policy | Victorian Government Standard Motor Vehicle policy  Victorian Government Standard Motor Vehicle Requirements (this document) |
| Government State Purchase Contracts | Refer to individual Contracts ‘Rules of Use’ |
| Procurement and Disposals | Refer to individual Contracts ‘Rules of Use’  Victorian Government Purchasing Board |

## Definitions and key terms

* **2035 ZEV Transition Target:** the United Nations Climate Change Conference in Glasgow (COP26) commitment to work towards transitioning the government fleet of passenger vehicles and vans to zero emissions vehicles by 2035 at the latest.
* **ANCAP:** The Australasian New Car Assessment Program (ANCAP) provides independent and consistent information about how well new car models protect their occupants in serious front and side crashes. ANCAP crash tests new cars, awards them a comparative star rating and publicises the results to inform consumers of the relative safety performance of new cars on the Australian market. Further details can be found at [www.howsafeisyourcar.com.au](http://www.howsafeisyourcar.com.au).
* **Driver Licence:** A valid and current licence to drive a motor vehicle, issued by the appropriate authority in the jurisdiction in which the holder will drive, and appropriate to the type of vehicle to be driven.
* **Executive Motor Vehicle Scheme:** Executives are able to include a motor vehicle as part of their total remuneration package through a salary sacrificing arrangement where the vehicle is used for private and business purposes and the costs are shared between the executive and employer.
* **Executive vehicle:** A vehicle used by executive officers.
* **Finance Lease Facility:** The finance lease facility established by Government to support the efficient management of government vehicles, which is managed by the Department of Government Services through VicFleet.
* **Fleet manager:** Person(s) or agency accredited with responsibility for fleet management of the departmental or agency vehicles and the appropriate authorisation of drivers.
* **Fleet Transition Calculator:** An agreed plan prepared by each agency to transition the fleet to net-zero in support of the 2035 ZEV Transition Target
* **Four Wheel Drive (4WD) vehicle:** A passenger or light commercial vehicle with high clearance, driven by front and rear wheels, fitted with a high and low ratio gear box and intended for off-road use.
* **Government driver:** Subject to the driver licence provisions of the Road Safety Act 1986, is any person authorised under the provisions of the Policy and Requirements to drive a government vehicle.
* **Government motor vehicles (government vehicle):** Any vehicle owned, leased (including executive vehicles), rented, on loan or donated to any government department, statutory authority, government agency or any organisation constituted by an Act of Parliament or subject to Ministerial responsibility.
* **Head of VicFleet:** The person responsible for the management of VicFleet at DGS.
* **Infringement notice:** A ticket given to the driver for offences like speeding, illegal car parking or unpaid tolls.
* **General government departments and agencies:** departments and administrative offices directly accountable through ministers to Parliament. Agencies within the General Government Sector are listed in the Financial Report (inc. Quarterly Financial Report No. 4) published annually by the Department of Treasury and Finance (<https://www.dtf.vic.gov.au/financial-report-inc-quarterly-financial-report-no-4>).
* **Light commercial vehicle :** Light commercial vehicles consist of utilities (both single and dual cab derivatives) vans, buses, people movers and 4WD vehicles less than 3.5 tonne gross vehicle mass.
* **Logbook:** A detailed record book kept by drivers e.g. Details of activities accountable to be recorded e.g. date, time, purpose of trip, number of kilometres travelled, person driving the vehicle, and car registration number.
* **Odometer:** An instrument for measuring the distance travelled by a vehicle.
* **Operational use:** refers to the use of vehicles by government employees to conduct their regular duties using a motor vehicles
* **Other government agencies**: refers to Public Financial Corporations and Public Non-financial Corporations.
* **Passenger vehicle:** A sedan or wagon, designed to transport up to five passengers.
* **People mover:** A ‘people mover’ is defined as being a large vehicle, similar to a van, designed to carry up to eight passengers. 4WDs, SUVs and station wagons with 3rd row seats are not classed as people movers.
* **Roadside assistance:** An outsourced company providing some or most of the following services: breakdown assistance; emergency fuel; assistance when keys locked in a car, or lost; minor repairs; replacement batteries; towing; a private Fleet Parts and Service Locater; accident procedures; emergency medical advice; emergency contact; and alternate travel arrangements.
* **Sport Utility Vehicle (SUV):** A station wagon style passenger vehicle with an upright cabin and seating position, fitted with all-wheel or two-wheel drive.
* **State Purchase Contract (SPC):** Refers to a mandatory standing offer agreement for departments for the purchase of goods and services, which is subject to VGPB procurement policies. The purpose of SPCs is to pursue WoVG contracts to achieve the best value for money outcomes and make best use of the state’s aggregated purchase power.
* **Victorian Government Purchasing Board** **(VGPB):** The Victorian Government Purchasing Boardsets the policies that govern procurement of non-construction goods and services across all Victorian government departments and some specified entities.