

ITEM GOVERNMENT MOTOR VEHICLES – GUIDELINES**POLICY Definitions**

'Vehicle' includes sedans, station wagons, utilities and panel vans. It excludes other vehicles such as trucks or motorcycles.

'On-call' means circumstances where an officer must be available to perform duties outside standard office hours.

'Pool' refers to all home-garaged vehicles, together with those other vehicles for departmental use that are securely housed outside working hours in a car park or compound.

Use of departmental vehicles

Departmental employees are not permitted to drive departmental vehicles unless they hold a current NT Driver's Licence of the appropriate class.

The *Northern Territory Motor Vehicle Registry Licensing Classes and Requirements* covers various types of licences including

C = Car

Any vehicle (not being a motorcycle) whose GVM is less than 4.5 tonnes and which is designed and constructed to seat no more than twelve adults including the driver.

LR = Light Rigid

Any rigid vehicle whose GVM is less than 8 tonnes, and also includes vehicles whose GVM is less than 4.5 tonnes, but is designed and constructed to carry more than twelve adults.

MR = Medium Rigid

Any rigid two-axled vehicle. May tow any trailer whose GVM is less than 9 tonnes which meets the mass limits and Motor Vehicles (Standards) regulations.

HR = Heavy Rigid

Any rigid vehicle (including articulated buses), but not an articulated vehicle. May tow any trailer whose GVM is less than 9 tonnes which meets with the mass limits and Motor Vehicles (Standards) regulations.

HC = Heavy Combination

A prime mover, or rigid vehicles whose GVM is greater than 8 tonnes to which is attached a single trailer whose GVM is greater than 9 tonnes. May also tow an unladen converter dolly at the same time.

MC = Multi Combination

A prime mover, or rigid vehicle whose GVM is greater than 9 tonnes to which is attached two or more trailers, at least one of which has a GVM of more than 9 tonnes.

R(m) = Rider with moped restriction

May only ride a moped as defined on the motorcycle compliance plate.

R(e) = Rider with engine size restriction

Any motorcycle, motor trike or motorcycle and sidecar combination whose engine capacity is less than 260ml.

R = Rider

Any motorcycle, motor trike or motorcycle and sidecar combination.

Teachers giving driving instruction as part of school activities should have a Motor Driving Instructor's Licence.

Vehicle type

The selection of government fleet vehicles should consider economy, fuel efficiency and should be basic models with only those accessories essential to their specific departmental function.

Incognito number plates

The following staff are entitled to be allocated departmental vehicles with incognito number plates

- Executive Contract Officers (ECOs) employed on Determination Number 5 of 1995
In accordance with the conditions within their contracts
- Executive Contract Officers (ECOs) employed under other Determinations
In accordance with the conditions within their contracts
- Non-contract departmental officers and incognito number plates

Non-contract departmental officers at EO1 level or equivalent are entitled to be allocated departmental vehicles with incognito number plates. Private use of these vehicles will be limited and in accordance with OCPE guidelines.

The only exceptions to the limitation above are those relating to specific operational necessity eg some regional representative positions. Any such exceptions will be determined by the Secretary and must be approved by the Executive of the Coordination Committee.

Reasonable private use and incognito number plates

The following guidelines apply to the use for private purposes of government vehicles fitted with private plates issued to officers at Executive Level EO1 (or equivalent) and above, excluding the vehicle allocated to the Chief Executive, or subject to specific contractual arrangements.

1. Availability of vehicles for departmental purposes
Vehicles fitted with private plates are part of the departmental pool and are to be available for normal departmental use during normal hours of business and at other times as determined by the Chief Executive.
2. Use by officers outside normal business hours
Vehicles with private plates allocated to employees may be utilised by those employees for reasonable private use. This generally means that the vehicle is
 - not provided as a general family vehicle
 - normally not to be utilised outside the greater urban area in which the employee resides.

Pool vehicles

All departmental vehicles are part of the vehicle pool. This includes vehicles fitted with private plates. All home-garaged vehicles are to be available during normal working hours, when officers are on leave or away on business, for official use by departmental officers.

Four-wheel-drive vehicles

Four-wheel-drive vehicles are to be acquired and home-garaged on a strict needs basis. In most cases the use of a 'pool' four-wheel-drive vehicle will be most appropriate.

Replacement of vehicles

Replacement of vehicles is at the discretion of the Chief Executive subject to current government policy.

Fuelling of departmental vehicles

The Northern Territory Department of Employment, Education and Training uses a variety of company's individual fuel card systems for vehicles based in Darwin, Katherine, Tennant Creek and Alice Springs. Each of the vehicles in these areas has been issued with a fuel card.

The issue of the fuel card has been divided into two areas—Darwin and Alice Springs. The Darwin area includes all town-based vehicles, including those of Katherine Regional Office. Alice Springs area includes all Alice Springs-based vehicles and those of the Tennant Creek Regional Office.

Vehicles outside the areas mentioned above are considered to be in outlying areas and will continue to utilise Vehicle Maintenance Orders (VMOs) for their supplies. This procedure will also apply when visiting the main areas. Drivers of town-based vehicles and hire cars making trips into outlying areas must revert to using VMOs for such trips.

Vehicles are issued with a wallet containing the fuel card and a list of operating instructions. For convenience, this wallet should be kept in the glove compartment of the vehicle, to allow other users to refuel the vehicle.

It is important for drivers to understand that the fuel card may only be used to refuel the vehicle the registration number of which appears on the card.

Advice concerning fuel cards lost or misplaced must be reported to the Financial Services Branch or Central Australian Office immediately. This will allow the cancellation of the lost fuel card and the ordering of a replacement. In cases of this nature drivers must revert to the use of VMOs as an interim measure.

After each refuelling the attendant will hand the driver a docket, which is to be attached to the weekly log sheets/booking sheets and submitted to the respective branch/division administration/transport officer.

Home garaging of government vehicles

On the recommendation of divisional heads, the Chief Executive may grant permanent home-garaging to departmental officers who meet one or more of the following criteria.

- Approved departmental activities are undertaken regularly outside normal working hours.
- The employee undertakes duties as a houseparent in a departmental student residential facility.
- The employee is the senior departmental representative in a community/town outside of the major urban centres.

NOTE

1. No private usage of departmental vehicles is permitted. The private usage of a vehicle refers to those activities which are not associated with departmental functions.
2. Each permanent home-garaging approval is to be reviewed on an annual basis.
3. The type of vehicle home-garaged is to consistent with the nature of the duties to be undertaken.

4. Directors/program managers may authorise short term specific purpose home-garaging in the interests of the branch
eh overnight garaging for late return to department or early start for travel to meetings.

Officers seeking approval for home garaging should complete the form NTE 166 – Approval to Garage Official Vehicles at Private Establishments.

Log books/booking sheets

A log book/booking sheet is issued for each vehicle and the driver must enter details of each journey as it is undertaken. Log sheets or booking sheets complete with the relevant fuel purchases for the previous week are to be submitted and retained by the respective branch/division administration/transport officer.

Queries or requests for further information, should be directed to the Financial Services Branch.

Traffic and parking infringements

Drivers of departmental vehicles are responsible for the payment of parking and traffic fines.

Employees should ensure that vehicles are removed from a parking space before the allotted time expires, or advise another officer to move the vehicle concerned before a parking infringement is incurred.

The department is not liable for the payment of fines and the officer infringing the law will normally be required to pay the fine.

Accidents involving government vehicles

All accidents involving departmental vehicles are to be reported to the nearest police station within twenty-four hours. The Chief Financial Officer, Financial Services Branch, and where applicable the relevant General Manager Schools, should also be advised as soon as possible.

Vehicles should not be moved until police have attended. However, in remote areas this may not be possible as the vehicle may be needed to contact police.

Where possible, drivers should report the names and addresses of any other drivers and witnesses, and the registration numbers of other vehicles involved.

Under no circumstances should liability for the accident be admitted to any other party involved.

As mentioned previously employees are required to hold a current and appropriate licence for the departmental vehicle being driven. Speed limits are to be observed in built up areas. In unrestricted areas drivers should take reasonable care.

Staff are directed to *Motor Vehicle Handbook* NTDE, 1995 and *NT Fleet Drivers Handbook* NTG 1996.

Contact Officer Chief Financial Officer
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