

PROCEDURE

Asset Management - Fleet Management

Pending Final Approval

Procedure Statement

Purpose

To ensure that TAFE SA fleet composition and operation is cost efficient, environmentally sound and aligns with TAFE SA's operational requirements.

This procedure supports the Asset Management Policy.

Scope

This procedure applies to all TAFE SA staff (including contractors, volunteers, hourly paid instructors (HPIs) and casuals).

This procedure applies to all registered vehicles (leased and TAFE SA owned) including passenger vehicles, light commercial vehicles, four-wheel drives, trailers, boats, tractors, front end loaders, trucks, buses, forklifts, motorbikes, quadbikes and ride-on mowers, irrespective of their funding source.




This procedure does not include vehicles accessed by employees under private leasing arrangements, such as novated leasing.


Roles and Responsibilities

Position	Responsibility
Strategy and Infrastructure	<ul style="list-style-type: none">• Provide a coordinated and collaborative approach to fleet management and improvement across TAFE SA• Identify opportunities to maximise fleet financial savings to assist TAFE SA financial requirements• Escalate any risks or issues related to vehicle use and / or management to the director, Facilities and Projects and / or educational program director• Ensure stakeholder consultation
Finance and Performance	<ul style="list-style-type: none">• Provide financial assurance and reporting.
All TAFE SA staff	<ul style="list-style-type: none">• Any person who is responsible for, or who uses a government registered vehicle, must take due care for the condition and security of the vehicle and must comply with this procedure, Fleet SA policies, all relevant legislation, traffic laws, regulations and by-laws.

Risks and controls

The following table shows the possible risks (unwanted or incorrect outcomes) identified that could arise from the process and the controls to reduce or remove the risks

Control reference number	Risk	Control	Step no. in procedure
 Control 1	Not familiar with vehicle type and or terrain conditions.	Appropriate skill set for vehicle operation including terrain	Driver Education
 Control 2	Vehicle accident, breakdown or theft	Regular service and maintenance. Require driver experience	Accidents Theft breakdown
 Control 3	No Fleet vehicle available		Vehicle Availability / Pooling

The symbol  with the **Control reference number** following a particular step in the procedure indicates that the step is mandatory and must be completed to reduce or remove the risk of unwanted or incorrect outcomes.

Procedure Detail

TAFE SA's vehicle fleet includes salary sacrificed, pool and operational vehicles. These vehicles are passenger, light commercial and/or four-wheel drive vehicles leased on long term hire from Fleet SA or purchased outright by TAFE SA.

Fleet management

TAFE SA must act in line with the Strategic Fleet Management objectives outlined in the Fleet SA [Fleet Management Framework](#), and must adhere to the requirements of the TAFE SA Asset Management Policy. Strategy and Infrastructure must take particular care to ensure that fleet utilisation is optimised, and fleet costs minimised.

Responsibility for the day-to-day operation of government vehicles rests with the Chief Executive, Executive Directors, Directors, Workgroup Managers and vehicle users. These officers must take an active role in the management and use of government vehicles under their control and take appropriate action where policy is breached.

All TAFE SA vehicles (either owned or leased) are to be used for official TAFE SA or government purposes only (unless otherwise approved in accordance with this procedure).

Allocation of government vehicles

Black-plated executive vehicles

The Executive Vehicle Motor Scheme (EVMS) for the South Australian Government ceased on 1 July 2019. As a result of EVMS ceasing, information relating to the provision of black plated vehicles for executives can now be obtained by agencies from Fleet SA through the South Australian Financing Authority. [Commissioner for Public Employment Standards and Determinations](#).

Blue-plated vehicles

Vehicle allocations must be based on the operational requirements of the work to be undertaken and must consider:

- fit for purpose
- driver and passenger safety
- environmental considerations
- lease costs
- FBT implications.

Vehicle availability / pooling

All government vehicles (including black-plated executive vehicles) are to be made available in a pooling arrangement for operational use during normal business hours, unless otherwise specified by the Chief Executive, TAFE SA.

The Fleet Booking System (AutoCentral) is to be used to display vehicle availability and to manage the booking function.

Management of AutoCentral in TAFE SA is the responsibility of TAFE SA Facilities and Projects. All bookings for vehicles must be made using AutoCentral. This requirement includes executives who need to use their black-plated vehicles during business hours.

AutoCentral is available through the Fast Find / [Vehicle Bookings](#) link on the TAFE SA intranet.

All vehicle bookings must be undertaken in accordance with the Terms and Conditions stated on the AutoCentral Booking System website. Where it is a TAFE SA requirement that the vehicle use is approved by a travel delegate, the appropriate form(s) must be completed and approved by a relevant delegate before travel is undertaken. Any additional local approval processes must also be adhered to.

The following table provides a comparison of pool vehicles and dedicated vehicles which may assist staff / programs in selecting the appropriate vehicle type for their business needs.

Pool Vehicle	Dedicated Program Vehicle
<ul style="list-style-type: none">• Non-dedicated, available for all TAFE SA personnel use.	<ul style="list-style-type: none">• Dedicated vehicle for the program to deliver curriculum activities.
<ul style="list-style-type: none">• Subject to pool vehicle availability, all pool vehicle costs will be paid by Facilities and Projects, but those costs will be recovered from	<ul style="list-style-type: none">• All vehicle costs borne by program/workgroup

Pool Vehicle	Dedicated Program Vehicle
<p>business units on a user-pays basis, using booking information from AutoCentral.</p> <ul style="list-style-type: none"> • If a pool vehicle is unavailable, either: <ol style="list-style-type: none"> 1. review AutoCentral to ascertain if a pool vehicle booking can be altered to accommodate your requirement, or 2. negotiate the use of a vehicle leased by a workgroup, or 3. book a taxi, or a short term hire vehicle from Fleet SA, or a private hire car (for example Avis, Budget or Hertz), at the expense of your workgroup (not Facilities and Projects). • Facilities and Projects will not accept financial responsibility for external vehicle hire when a pool vehicle is unavailable. 	
<ul style="list-style-type: none"> • Block bookings are not permitted. That is, pool vehicles are not available for regular bookings of more than three days per week, nor more than two weeks in a row. • If vehicles are regularly required for more than three days per week, business units should utilise a Fleet SA short-term hire vehicle, or use private hire cars (for example Avis, Budget or Hertz). 	<ul style="list-style-type: none"> • Is available for use by other TAFE SA staff upon request and availability.

Requests for additional or replacement vehicles

Long term Fleet SA leased vehicle

Fleet SA must be notified at least six months prior to the return of a vehicle so that a replacement vehicle can be organised.

Additional or replacement vehicles must only be approved if they can be justified and all other alternatives have been explored. The process for requesting a vehicle is:

- develop a business case
- complete the [Leasing and Replacing a SAFA Fleet Vehicle form](#)
- obtain approval from the appropriate [delegate](#)
- forward the approved form and business case to Facilities and Projects for endorsement.

Vehicle replacement requests can be lodged with Facilities and Projects.

Business cases must be prepared for all additional or replacement non-executive vehicles and must be approved by the local delegate before forwarding to Facilities and Projects for endorsement, together with the completed vehicle request form (provided by Facilities and Projects).

TAFE SA owned - Other vehicle types (for example trailers, buses, forklifts)

The purchase of other vehicles (non-standard specialised vehicles and vehicles with a gross vehicle mass in excess of 3.5 tonnes) must be conducted in line with the TAFE SA [Procurement Process Policy](#).

Notification of additional vehicles must be provided to Facilities and Projects.

If TAFE SA owns a vehicle outright, it must be disposed of in accordance with the TAFE SA [Disposal – Goods \(Including Inventory\)](#) procedure when it reaches end of life, or is otherwise no longer required.

Vehicle specifications

Black-plated executive vehicles

Vehicles must be selected from those on the executive remuneration vehicle list (available from Facilities and Projects). In accordance with Department of Treasury and Finance policy, 'non-standard' vehicles will only be approved when it is clearly demonstrated, by means of a business case, that the predominant reason for the vehicle request is business related. Any such requests must be approved by the Chief Executive.

Other than standard accessories, any additional option fitted to the vehicle will be amortised into the monthly lease rates. The cost of non-standard accessories and options is to be borne by the executive.

Blue-plated vehicles

Vehicle selection must be consistent with the FleetSA [Single Motor Vehicle Policy](#), and should take into account operational requirements, occupant safety, environmental conservation and the lowest overall ongoing cost to TAFE SA.

Diversity of vehicle mix

The make, model and capacity of selected vehicles must cater for TAFE SA's business needs in a balanced way.

Cost effectiveness

The vehicle type, accessories and options must suit the operational requirements and consider the monthly lease charge, expected running costs and decommissioning costs. Wherever feasible, cost effective non-standard accessories (for example second spare wheels and canopies) should be removed as part of decommissioning and installed on replacement vehicles.

Lease terms

The lease term for non-commercial vehicles is to a maximum of three years or 60,000km, whichever comes earlier. Commercial vehicles can be extended beyond

the three year / 60,000km lease to five years or 100,000km, whichever comes earlier. The annual kilometres predetermine the lease period. Advice can be obtained from Facilities and Projects.

Standard Vehicles Features

Standard features for passenger vehicles vary according to make and model, but generally include:

- ANCAP 5 Star Safety Rating
- air conditioning
- automatic transmission
- cargo barriers on wagons
- mud flaps
- power steering
- white in colour.

Standard features for light commercial vehicles vary according to make and model, but generally include:

- ANCAP 5 Star Safety Rating
- air conditioning
- automatic transmission
- mud flaps
- power steering
- white in colour.

Additional options

Additional options must only be fitted to meet genuine operational requirements.

The most basic vehicle model that is fit for purpose should be selected. However, where the operational requirement necessitates “optioning-up” vehicles, the total costs for the life of the vehicle, including fitting, removal and vehicle restoration costs must be considered and a cost benefit analysis must be undertaken to determine whether the selection of a higher specification vehicle would represent better value for money.

For long term lease vehicles, Fleet SA will arrange the installation of options prior to the commencement of the lease and will amortise the cost into the monthly lease rates. These options are insured by SAFA as part of normal leasing arrangements.

Additional options (for example spot lights) may be transferred to replacement vehicles (with approval from Fleet SA) by an authorised dealer (not TAFE SA) at the labour cost and will not be recharged.

Fit outs / modifications may be removed or transferred to a replacement vehicle at TAFE SA's cost. Fit outs / modifications that are not removed before a vehicle is returned to Fleet SA for disposal by the government's approved auctioneer are disposed of at the auctioneer's discretion. Fleet SA may recharge any damage caused by the installation or removal of fit outs / modifications. All original standard components must be returned to the vehicle prior to it being returned to Fleet SA.

Functional or safety accessories that may be approved for genuine operational needs, particularly in regional/remote areas, include:

- airbags
- dual batteries
- Extra spare tyre

- long range fuel tank
- roof bar
- spot lights
- tow bar
- winch.

Accessories which are essentially comfort items only (for example sunroof, leather trim) will not be approved.

Vehicles for use in the APY Lands will have specific long distance and remote needs. The addition of equipment to accommodate these needs must be discussed with Facilities and Projects.

All non-standard requirements must be justified in the business case.

On TAFE SA vehicles fitted with a tow bar – under **no** circumstances can privately owned trailers be attached to those vehicles.

Vehicle fit outs / modifications

Vehicle fit outs / modifications must only be undertaken to meet genuine operational requirements.

Vehicle fit outs / modifications must be discussed with Facilities and Projects prior to any modifications being made, to ensure that appropriate approvals have been obtained.

Modifications to vehicles (Fleet SA or TAFE SA owned) may be covered by TAFE SA insurance. Contact [Legislation and Delegations](#) for information on specific circumstances prior to any modifications being undertaken.

Vehicle branding

TAFE SA vehicles are convenient mobile advertising platforms; therefore, all blue-plated vehicles will be supplied in the colour white and, upon delivery, TAFE SA corporate branding will be applied by Facilities and Projects staff to all vehicles (including dedicated program vehicles).

Vehicles that are supplied direct to regional/remote sites will be branded as soon as practicable after delivery.

Environmental considerations

Where possible, alternatively fuelled vehicles (for example diesel, hybrid, electric) that reduce carbon emissions must be selected.

Petrol fuelled vehicles are not permitted in the APY Lands.

FBT considerations

Home-to-office use of blue-plated vehicles is to be kept to a minimum; however, if it is expected that a proportion of a vehicle's use will be home-to-office, consideration must be given to choosing an FBT exempt vehicle (this includes commercial vehicles such as utilities and trucks). Refer appendix 1.

To secure this exemption the private use of the FBT exempt vehicle must be restricted to:

- travel between home and office; or

- travel undertaken in the course of, or which is incidental to, performing work duties.

Vehicle registrations

All government vehicles must be fitted with South Australia government licence plates unless they meet one of the following criteria:

- the vehicle is a salary remuneration vehicle; or
- the Chief Executive, TAFE SA has granted an exemption in writing (as may occur if there is an operational requirement for confidentiality, sensitivity or security, in which case they may be considered for black plates).

All Fleet SA vehicles are registered by Fleet SA for the entire leased period as part of the leasing contractual arrangements. All other TAFE SA fleet vehicles (TAFE SA owned) registrations are managed by Facilities and Projects.

Current and newly purchased vehicles which are not leased from Fleet SA (for example trailers, forklifts and tractors) must be registered by Facilities and Projects to ensure vehicle registrations are aligned to the TAFE SA motor vehicle registration account with the Department for Infrastructure and Transport (DIT).

Registration renewals are processed in bulk annually from the TAFE SA motor vehicle registration account list provided by DIT.

Boat licences and trade plates are processed by the workgroup concerned. Some ride-on mowers or donated vehicles for training and teaching purposes may be exempted from the registration requirements of the *Motor Vehicles Act 1959*. Contact should always be established with Facilities and Projects prior to registering TAFE SA owned vehicles.

Logbooks, vehicle bookings and Fringe Benefits Tax (FBT) for blue plated vehicles

Logbooks must be maintained to allow the accurate calculation of TAFE SA's FBT liability.

Logbooks must be accurately filled in on the completion of each trip.

Entries must clearly indicate when the vehicle is used for business and/or for non-business home-to-office use. Logbook entries will be audited quarterly by Shared Services.

These logbook requirements come from the Australian Taxation Office (ATO), from the provisions in the *Fringe Benefits Tax Assessment Act 1986*. Failure to comply with ATO requirements for the correct completion of these logbooks – including blank spaces, unrecorded dates, gaps in odometer readings, or any other errors or omissions – will result in those instances being calculated as private use. Any charges levied against TAFE SA will be re-directed to the workgroup responsible for those entries and may result in FBT disclosure on the personal income statement of individual staff.

Logbooks can be obtained from Property Services and Logistics 'G' Store, Regency Park.

Fringe Benefits Tax (FBT) considerations

Smarter choices reduce FBT either through reducing private use or by choosing an FBT exempt vehicle.

Dependent upon their use, some commercial vehicles may be FBT exempt. These include certain types of:

- dual cabs
- single cab utilities
- four-wheel drives and vans.

Additional information on FBT exemptions is available on the [ATO website](#) or by contacting the Shared Services.

Insurance

TAFE SA workgroups are responsible for payment of any excess incurred in the event of an accident in a government vehicle.

All relevant WHS, TAFE SA and Fleet SA policies must be complied within the event of an incident or accident.

Drivers and passengers must:

- not leave valuables in vehicles
- lock vehicles when not in use
- understand that personal belongings are not covered by insurance while in government vehicles.

All TAFE SA owned vehicles must be noted in the SAFA insurance questionnaire prepared annually by the Legislation and Delegations Unit.

Service and repair

FleetSA vehicles

Fleet SA vehicles must be serviced in accordance with [Fleet SA instructions for servicing a vehicle](#). Vehicle maintenance must comply with manufacturers' specifications to ensure vehicle safety is not prejudiced and the warranty is not voided. Non-compliance may incur penalties from FleetSA under its [Excessive Wear and Tear Policy](#).

Information for vehicle services and repair arrangements is provided in the Fleet SA Driver Handbook located in the glovebox of each leased vehicle or via <http://intra.fleetsa.sa.gov.au/maintenance/>.

All servicing and repairs for Fleet SA vehicles must be pre-authorized and arranged with Fleet SA and must be recorded in the vehicle service book by the authorised dealer. Failure to keep [TAFE SA - My Service - Facilities - Facilities](#) accurate records will incur additional expenses to TAFE SA and could void the factory warranty.

Local processes must be in place to ensure that the condition of fleet vehicles is checked regularly and to ensure that any damage / faults are noted and rectified. This

includes, but is not limited to, checking service intervals, tyre pressure and condition, engine bay fluid levels, operation of lights, general safety and cleanliness.

TAFE SA owned vehicles

TAFE SA owned vehicles should also be subject to regular maintenance. Servicing of these vehicles is a TAFE SA / directorate responsibility.

Crash/Incidents

If involved in a crash/incident, the driver must:

- immediately after the crash/incident, stop the vehicle
- give all possible assistance
- report the crash/incident to South Australia Police (SAPOL) within 90 minutes
- undergo alcohol and or drug testing.

Failure to do any or all of the above actions carries a maximum penalty of five years imprisonment.

Additionally, within 24 hours, the driver must report all vehicle crashes/incidents to:

- Fleet SA or the hire company
- the line manager
- the TAFE SA fleet coordinator.

A TAFE SA [Accident / Incident Report Request form](#) must be completed for crashes and incidents involving Fleet SA vehicles. Where crashes and incidents involve TAFE SA owned vehicles, and where non-government persons are involved, the driver or line manager must also report the incident to the [TAFE SA Legislation and Delegations Unit](#).

The following additional actions must also be undertaken:

- Fleet SA vehicles – The driver must report all accidents involving Fleet SA vehicles (including damage to parked vehicles) to Fleet SA using a [Fleet SA Accident/Incident Report form](#), within 24 hours. The form must be completed and signed by the workgroup/program manager/delegate prior to forwarding to the TAFE SA Fleet Coordinator. Refer to the Fleet SA Driver Handbook located in the glovebox of each leased vehicle.
- Other hire vehicles (for example Avis, Budget or Hertz) – The driver must contact the hire firm directly for assistance.
- TAFE SA owned vehicles – All crashes/incidents must be reported to the TAFE SA Legislation and Delegations Unit and the TAFE SA Fleet Coordinator.

In the event of a crash or incident involving a government vehicle, the driver must comply with the requirements of the [WHS Safe Driving Procedure](#).

Theft

SAPOL must be contacted immediately or within 24 hours and a Police Report Number obtained. The following additional requirements also apply:

- Fleet SA vehicles – The Fleet SA Accident Claims Administrator must be advised in conjunction with the TAFE SA Fleet Coordinator.
- Other hire vehicles (Avis, Budget or Hertz) – The driver must contact the hire firm directly.

- TAFE SA owned vehicles – The TAFE SA Legislation and Delegations Unit must be advised in conjunction with the TAFE SA Fleet Coordinator.

Breakdowns

- Fleet SA vehicles – All Fleet SA vehicles are covered by Roadside Assistance Program. Additional information is contained in the Fleet SA Driver Handbook located in the glovebox of each leased vehicle.
- Other hire vehicles (Avis, Budget or Hertz) – drivers are to follow the hire firm's procedures.
- TAFE SA owned vehicles – contact the campus Facilities and Projects officer.

Return or disposal of government vehicles

Fleet SA undertakes an end of lease inspection of all returned and disposed government vehicles and may impose a levy for vehicles returned in poor condition.

To minimise additional charges, workgroups must ensure that:

- vehicles are returned in a clean, well maintained and roadworthy condition
- all scheduled services have been undertaken
- accident and mechanical damage have been reported and repaired prior to return
- TAFE SA branding is removed
- vehicles are clean enough to undergo an Unfair Wear and Tear (UWT) assessment without being cleaned by Fleet SA's chosen auctioneer
- all keys, remotes, handbooks, service books, fuel cards and spare parts/tools are returned with the vehicles.

Disposal of TAFE SA owned vehicles should be in line with the [TAFE SA Disposal – Goods \(Including Inventory\)](#) procedure.

Early return of a Fleet SA vehicle

Recovery charges generally apply for the early return of a Fleet SA vehicle.

If a vehicle is no longer required for its existing purpose, Facilities and Projects should be contacted to discuss if there is an option to transfer the vehicle within TAFE SA.

Transfer of vehicles within TAFE SA

The transfer of vehicles across TAFE SA must be approved by the appropriate delegate.

Notification of all transfers is to be advised to Facilities and Projects which will:

- conduct the transfer to ensure all relevant registration details are completed (TAFE SA owned vehicles); or
- conduct all vehicle movements in consultation with Fleet SA.

Home to office travel in blue plated vehicles

Home to office travel in blue plated vehicles must be restricted to the circumstances described in [Commissioner's Determination 3.2](#).

An [Application for the Home to Office Use of a Government Vehicle](#) (for blue-plated government vehicle) form must be completed and approved by an appropriate delegate.

Applications for regular home-to-office use must be reviewed by an appropriate delegate on a six-monthly basis.

Where possible, FBT exempt vehicles are to be used for travel between home and work.

To secure this exemption the private use of the FBT exempt vehicle must be restricted to:

- travel between home and office; or
- travel undertaken in the course of, or which is incidental to, performing work duties.

Drivers

Drivers must be aware that they are representing the government and are subject to scrutiny by the public. Drivers must comply with the [Code of Ethics for the South Australian Public Sector](#).

Drivers must:

- inform their line manager of any restriction to or cancellation of their licence
- understand the requirements, guidelines and operations of a vehicle prior to undertaking a journey
- have an informed knowledge of Fleet SA policies and procedures as detailed in the Fleet SA Driver Handbook, located in the glovebox of each leased vehicle
- observe all laws and regulations
- take responsibility for managing the WHS risks within their control, including the consideration of alternative options, rather than travelling
- not smoke in government vehicles
- be aware that they may approach their line manager regarding defensive / advanced driver training
- be aware of, and understand, TAFE SA Asset Management policy and this Fleet Management procedure
- comply with logbook completion requirements.

Refer also to WHS Considerations, below.

Non-government drivers

An appropriate delegate must complete and approve an [Application to Drive a Government Vehicle by a non-Government Employee](#).

Pre-approval may be obtained if the non-government person is expected to be required to drive a government vehicle on a regular basis. The maximum approval period is twelve months. All approvals expire on 31 December of the year in which they are approved.

Non-government passengers

Approved government drivers who transport passengers who are not government employees (for example students, contractors, dependents and spouses), must complete a [Application for a non-Government Employee to be a Passenger in a Government Vehicle](#) form for approval by an appropriate delegate.

An additional approval by the relevant delegate is required for student excursions.

Interstate travel in a government vehicle

The use of a government vehicle for work related interstate travel requires prior written approval by an appropriate delegate, via an [Application for the Use of Government Vehicle for Work Related Interstate Travel](#) form

Traffic infringements / expiation notices

Approved government drivers have an onus to obey all traffic rules and regulations. In accordance with the current [Commissioner's Determination 3.2](#) and [Fleet SA policies](#), drivers are personally liable for any fines incurred for parking, speeding and other traffic-related offences.

All fines / infringement notices must be paid within the required timeframe by the offending driver. When required, statutory declarations are provided to authorities by Facilities and Projects to identify the individuals concerned, to ensure that TAFE SA's reputation is protected, and to ensure that the authorities pursue the individual if fines are not paid.

WHS considerations

Safety is a priority for TAFE SA. Government vehicles need to be safe and fit for purpose to protect staff.

Under WHS legislation, vehicles can fall under the category of plant and equipment or be classified as an office. Strategy and Infrastructure is accountable for ensuring that employees are aware of their responsibilities relating to WHS, and that reasonably practicable steps are taken to meet the objective of providing a safe secure workplace.

All persons required to drive for work purposes must hold a current drivers licence applicable to the class of vehicle(s) to be used, and must notify their line manager if their drivers licence has been revoked, suspended or they have been disqualified from driving.

In line with Commissioner's Determination 3.2, under the heading 'Drivers holding a learner's permit or provisional license' it is noted that "Government vehicles are not to be driven by unlicensed drivers. Employees holding a learner's permit are not permitted to drive a Government vehicle leased by an agency, except if authorised by the Chief Executive as necessary to the business of the agency. Drivers holding a provisional licence are required to display appropriate notification i.e. 'P plates' when driving a government vehicle."

Loading a vehicle

Drivers must always observe correct manual handling procedures. Correct procedures include:

- loading vehicles from the kerb or the safe side of the vehicle
- placing luggage in the boot or, if this is not possible, on the floor behind the front seats
- placing luggage behind the cargo barrier in wagons
- not leaving luggage loose on the back seat or the rear window ledge
- using an appropriate vehicle for purposes of transporting and loading (for example vans and utilities) and ensure trailer loads and weights are in accordance with the vehicle towing capacity.

Driver education

Managers and drivers of government vehicles should be aware of Fleet SA's [Safe Driving](#) policy.

Licensed drivers are responsible for ensuring that they have the appropriate skills prior to operating any government vehicles, including passenger and light commercial vehicles, trailers, boats, tractors, front end loaders, trucks, buses, forklifts, motorbikes, quadbikes, mowers.

Definitions

Term	Definition
Approvals	Approvals must be confirmed in writing and are provided only after all necessary information is submitted in the written request (that is, the requestor attaches completed form as appropriate).
*Black-plated executive vehicle	Private plated vehicles provided as part of an officer's remuneration package and available for use for private purposes.
Blue-plated vehicle	South Australian government plated operational vehicle.
Dedicated program vehicle	A vehicle that has been leased from Fleet SA under the mandated South Australian government contract, that is dedicated for use by a specific business unit/work group/program. All costs, care and maintenance of dedicated vehicles are the responsibility of the business unit/work group/program. Facilities and Projects manages the leasing/renewal/ replacement processes for dedicated vehicles.
Fleet SA	<p>Fleet SA is the trading name of the Fleet Division of the South Australian Government Financing Authority (SAFA).</p> <p>The Office of the Public Sector, <i>Commissioner's Determination 3.2, Appendix 2 Use of Government Vehicles</i> has mandated that administrative units of the Government of South Australia must lease their passenger and light commercial vehicles from Fleet SA.</p>
Fleet SA vehicle	All passenger, light commercial and/or four-wheel drive vehicles that TAFE SA hires from Fleet SA.

Government vehicle	All registered vehicles (FleetSA leased or TAFE SA owned) including: passenger vehicles; light commercial vehicles; small, medium and large four wheel drives; trailers; boats; tractors; front end loaders; trucks; buses; forklifts; motorbikes; quadbikes; and ride-on mowers (some ride-on mowers may be exempted from the registration requirements of the <i>Motor Vehicles Act 1959</i> . This framework must still be applied to these vehicles). Includes vehicles on hire from Fleet SA, vehicles hired from approved vehicle hire firms and executive vehicles*.
Long term hire vehicle	Passenger, light commercial and/or four-wheel drive vehicles which are hired from Fleet SA for periods longer than three months. Vehicles are usually leased for three years or 60,000 kms, whichever occurs first.
Pool vehicle	A vehicle that has been leased from Fleet SA under the mandated South Australian government contract, that is available for shared use by all TAFE SA staff. All costs, care, maintenance and registration of pool vehicles is the responsibility of Facilities and Projects. Facilities and Projects also manages the leasing/renewal/ replacement processes for pool vehicles. The location, type and number of pool vehicles is at the discretion of Facilities and Projects.
SAFA	South Australian Government Financing Authority. SAFA is responsible for owning and funding the government's passenger and light commercial motor vehicle fleet.
Short term hire vehicle	Vehicle hire which begins when an authority card is given to Fleet SA for the hire of a vehicle for a predetermined period of less than three months and terminates when the vehicle is returned to Fleet SA and the authority card is returned to the customer.
TAFE SA owned vehicles	All vehicles, including passenger vehicles, light commercial vehicles, small, medium and large four-wheel drives, trailers, boats, tractors, front end loaders, trucks, buses, forklifts, motorbikes, quadbikes and ride-on mowers that are owned (not leased) by TAFE SA. All annual registration fees are paid by Facilities and Projects.

Associated Documents and References

Reference Number	Document/Reference Title
TAFE SA	Application for a non-Government Employee to be a Passenger in a Government Vehicle
TAFE SA	Application for the Home to Office Use of a Government Vehicle
TAFE SA	Application for use of Government Vehicle for Work Related Interstate Travel
TAFE SA	Application to drive a Government Vehicle by a non-Government Employee
TAFE SA	Asset Management Policy
Code of Ethics	Code of Ethics for the South Australian Public Sector
Fleet SA	Fleet Management Framework
Fleet SA	Fleet Management Handbook
	Motor Vehicles Act 1959
	Public Sector Act 2009
	Road Traffic Act 1961
Fleet SA	Safe Driving Policy
Fleet SA	Single Motor Vehicle Policy
	TAFE SA Travel delegations
Fleet SA	Vehicle request
TAFE SA PPMF Portal	WHS Procedure – Driving and Heavy Vehicle Compliance
	Work, Health and Safety Act 2012

Document Control

Approved by			
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Responsible Unit	Facilities and Projects		
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Appendix 1

Fringe Benefits Tax (FBT) considerations

Smarter choices reduce FBT either through reducing private use or by choosing an FBT exempt vehicle.

Dependent upon their use, some commercial vehicles may be FBT exempt. These include certain types of:

- dual cabs
- single cab utilities
- four-wheel drives and vans.

Additional information on FBT exemptions is available on the [ATO web site](#) or by contacting the Shared Services Taxation Consultant.