

## Motor Vehicle Usage

<b>Authorised by</b>	Manager Emergency Operations	<b>Authorised date</b>	25/07/2014
<b>Authorisation period</b>		<b>Effective date</b>	25/07/2014

### 1. Application / Scope

- An emergency operation may have a significant motor vehicle pool that includes cars, four wheel drives, utilities, trucks, buses, motorcycles and quad bikes. This procedure relates to the management of those vehicles including establishment of systems to allocate and track vehicles, track keys, fuel provision and incident/accident notification.
- This procedure does not include the use of vehicles that are part of the emergency response but not the responsibility of emergency operation centre (EOC) to manage as part of the pool, eg contractor vehicles used to deliver a service.
- Use of motor vehicles must comply with the departmental policies *Motor Vehicle Use* and *Use of Private Motor Vehicles*, and with current national and state regulations, rules and standards.
- The vehicles can be sourced from NSW State fleet vehicles, other supporting government agencies and organisations (eg NGO), rental companies and other contractors, and private owners.
- Generally privately owned vehicles should not be used for official business. Exceptions include travel to/from the emergency operations work locations when other options are not available and prior approval is given.

### 2. Abbreviations / Definitions

- EOC: Emergency operations centre
- EOD: Entry on duty
- LCC: Local Control Centre
- LEMC: Local Emergency Management Committee
- NGO: Non-government organisation
- REMC: Regional Emergency Management Committee
- T&I: NSW Department of Trade and Investment, Regional Infrastructure and Services

### 3. Resources / Equipment

- System access
  - a. Task Request for vehicles (WebEOC)
  - b. Incident notification form (online department system)
  - c. Vehicle/resource tracking (T cards)
- Driver licence validation – at time of EOD (Note: age and licence type are factors in rental car agreements - no L or P plate drivers; international licences need to be valid in Australia)
- Vehicle booking system – must be able to book vehicles in advance, and also keep records of vehicle use including driver's name
- Unique numbering system for vehicles of similar appearance eg window numbers for buses/coaches
- Key identification, allocation and storage system
- Forms as relevant eg motor vehicle running sheet, insurance forms, fuel log

## 4. Warnings

- Vehicle operation is inherently risky. All personnel operating vehicles must be licenced for that vehicle class, follow all regulations and road rules, and have read and understood the relevant safe work method statements. Refer to the *Driving vehicles* and *Using and transporting quad/motor bikes* SWMS.
- Carrying of dangerous goods during travel should be in accordance with relevant standards, the Code of Practice, and by trained/qualified personnel. Use either a utility or 4WD with a tray back, and ensure loads are secured.
- Only qualified tradespeople are to undertake mechanical repairs on vehicles. Routine checks of oil, water, battery, and tyre air pressure should be undertaken by drivers.
- In the event of a flat tyre, only personnel who are competent in changing a wheel should do so. Arrangements should be in place to assist those who are unable to change a wheel, particularly for larger vehicles.
- Post incident counselling maybe required after either an accident or near miss. Professional support should be provided through either the emergency management arrangements or the department's Employee Assistance Program (EAP). Where vehicle damage is substantial, even if there is no physical injury to driver/occupants, it may also be necessary to provide a break for personnel involved.
- It is important to attribute no blame for accidents. For accidents where Police are notified, the issue of who was at fault is a police matter. The driver of a motor vehicle that sustains damage must complete an incident notification form and the insurance paperwork.
- Any traffic and parking infringements are the responsibility of the driver and will not be paid by the emergency operation or the department, as outlined in the departmental policy. Vehicle running sheets must be completed to ensure responsible drivers can be identified.
- Private use of pool vehicles may incur fringe benefits tax (as outlined in the Fringe Benefits Tax and private use of Department vehicles policy). Use of government vehicles should be restricted to direct trips for business purposes.

## 5. Procedure

### 5.1. Sources of vehicles and cost recovery

Vehicles will be available from a number of sources but in most cases, it is preferable to use rental vehicles as cost recovery is easier and vehicles can be sourced to meet task requirements.

All State Fleet and rental vehicles should be recorded in the emergency operation vehicle pool. Details of other government agency, NGO, private and contractor vehicles should be recorded, but not available in vehicle pool.

Fuel sources and payment methods must be available to drivers to enable cost recovery (see table below).

Source	Fuel payment	Cost recovery (in task request)
Rental	DPI Fuel card (when issued), Pcard, account with fuel outlets/contractors	Invoice as per contract agreement
State Fleet (T&I)	Fuel card (not Pcard)	Cost code for operation on log sheet
Other govt fleet	Fuel card (claimed in invoice)	Invoice from govt dept at fleet rate
NGO	Fuel card if available (claimed in invoice) or supplied as per contract	Invoice as per quote/contract
Private – T&I, LLS	Own cost	Expense claim for mileage only in SapByDesign
Private – other	Own cost (claimed in invoice) or supplied as per contract	Invoice as per quote/contract or at own cost

NSW government fleet vehicles must be booked in accordance with the relevant agency procedures, use their allocated fuel cards and record a cost code on vehicle running sheets log sheets. The cost code may vary with the agency.

Contracts with rental companies and non-government organisations for vehicle use are required when not considered part of the EM arrangements and cost recovery is required. Invoices are submitted to recover costs.

All vehicle contracts should include charge rates (inclusive/exclusive of fuel costs), insurance charges, and arrangements for breakdowns, maintenance and repair. All costs incurred by the emergency operation in relation to contracted vehicles should be recovered and accounted for in task requests.

Parking fees (not parking infringements) incurred as part of the emergency operation are paid (using Pcards or an account at the facility) or reimbursed (SapBy Design expense, invoice).

## **5.2. Vehicle management**

Logistics are to manage the vehicle pool (as outlined below), including contracts, e-tags, maintenance, repairs and assessing numbers and type of use (current and projected) to ensure effective, efficient and safe operations. Regular audits should be undertaken.

Enter details of each vehicle into Tcards (or a similar system) when it becomes part of the emergency operation – usually completed by Logistics. Details must include vehicle type, make, model, licence type, registration number, capacity (persons or tonnage), owner (eg. agency, company, contractor) and contact details, fuel type and arrangements, maintenance schedule, stand down date and issues (ie anything that will impact on the vehicle deployment).

Establish an account with a toll payment company in locations where toll roads are to be used and tags are not available in vehicles. Vehicle registration numbers are to be added to the account when vehicles become part of the emergency operation and removed when returned. Logistics are responsible for managing the account.

Keep keys in a secure location at the site of use (eg LCC, infected premise). Keys must be readily accessible from the start to the finish of each shift. Put the second key (if available) in a separate secure location.

Attach a large tag to keys showing vehicle details and a unique identifier (eg rego number or Bus 1). Unique identifiers (such as Bus 1) should be displayed on the vehicle windscreen. Tag size should discourage keys being left in a pocket and be easily visible to reduce possibility of keys being locked in boot.

Logistics is to determine refuelling arrangements for each vehicle, and provide instructions in the vehicle (for the driver). Accounts may be established at fuel outlets and refuelling contractors may be engaged to deliver fuel (eg to infected premises).

Fuel outlets and refuelling contractors must keep a record of fuel issue including date issued, type and quantity of fuel issued, to who (person and organisation), registration/plant number, and a signature of the person receiving the fuel.

Issued to each vehicle by Logistics:

- Refuelling arrangements – locations of outlets, fuel cards etc
- Motor vehicle running sheet
- First aid kit, reflective safety vest, and other appropriate safety equipment
- Emergency operations contact details
- Breakdown and key lockout instructions
- Reporting incidents and damage to vehicles instructions
- Small writing pad and pens

Allocate a designated pool vehicle parking area (where required) at the emergency operation site.

Vehicles and keys will be issued to either a role or section when an approved task request has been received by Logistics. A record is to be maintained of issue (vehicle rego, date, time out/in, person/role issued and destination).

Vehicle licence/s held are validated and recorded at entry on duty (EOD) by Logistics. Vehicles can only be issued to and operated by personnel appropriately licenced according to the regulations and the vehicle contract eg personnel under 21 or 25 years, L and/or P licences may not be able to drive rental vehicles.

### 5.3. Vehicle Usage

Use a task request to request a vehicle. Details must include:

- Details of vehicle required – type, seating/load capacity, special refuelling arrangements
- Date required – from/to
- Locations to be picked up/returned to/used/destination
- Position/role to which vehicle is allocated
- Special requirements

For vehicles managed by Logistics at an EOC, drivers collect keys from Logistics, sign out the vehicle, check the condition of the vehicle and record any damage and other issues (eg not refuelled). The driver is briefed on the conditions of use of the vehicle, which include:

- Completion of motor vehicle running sheet for each leg of the journey
- Recording and notifying any damage or accidents
- Check of road worthiness including maintenance - tyres, wiper fluid, fuel, cleaning
- Refuelling options

Logistics can also allocate vehicles to a role/section and maintains a record of the location of the vehicles. The role/section collects the keys from Logistics, checks the vehicle's condition, records any issues and is briefed (as above).

The role/section to which the vehicle is allocated to is then responsible for coordinating usage (including cleaning) and records of drivers. This is particularly important to enable identification of driver's responsible for infringement notices. Once the period of use/task is either complete or is due for routine maintenance or is damaged, the section returns the vehicle to Logistics in a satisfactory condition.

On return to Logistics, the vehicle is checked in. This includes a physical check of the vehicle for cleanliness, damage, log completion, fuel receipts and fuel levels. Any non-compliance issues are to be reported to the appropriate section manager.

### 5.4. Incidents

Any damage to vehicles, near miss incidents including breakdowns, and accidents must be (in accordance with the T&I incident safety standard 6) reported immediately to a supervisor and within 24 hours reported online using the incident notification form. Reports must be made regardless of the ownership of the vehicle.

For accidents and injuries, comply with the emergency management procedures *Accident and injury in the field* and *Reporting injuries and fatalities*.

For State Fleet vehicles, the normal department process is to be followed for any maintenance, repairs and breakdowns.

For rental vehicles, breakdowns and repairs will be organised by Logistics in accordance with the rental agreement. Breakdowns may be covered by warranty. For minor repairs it may be more cost efficient to pay directly for the repair rather than pay the insurance premium.

For other vehicles, the agency/organisation/contractor will follow their normal process for maintenance and repair.

The Logistics Manager or other delegated officer is required to approve any financial commitment for repair using a task request. Most costs should be covered under contract arrangements and insurance.

## 6. References

### Policies

- T&I Motor vehicle policy (intranet)
- DPI Use of private motor vehicle policy (intranet)
- DPI Fringe Benefits Tax and private use of Department vehicles (intranet)

### Procedures

- [Accident and injury reporting in the field](#)
- [Reporting injuries and fatalities](#)

### T&I Health and Safety Information (Intranet)

- Incident management – Safety Standard 6
- Driving - critical risk criteria
- FAQs – Incident notification
- Notification tutorial (department online information)

### Safe Work Method Statements

- [Driving vehicles](#)
- [Using and transporting quad and motor bikes](#)

### Forms and templates

- [Motor vehicle running sheet](#)
- Task Request (WebEOC)
- Incident notification (department online system)

### Legislation and regulations

- [NSW Road Rules](#)
- [Road Users Handbook](#)

### Information

- [NRMA Fact Sheets](#)

## 7. Revision History

Version	Date	Amendments	
		Section	Details
1	30 Jun 2002		
2	28 Aug 2008	All	Reformatted
3	7 July 2014	All	Major review and reformatted. Combined with SCC motor vehicle policies (departmental motor vehicle use, fuel for supporting agencies, rent a car usage, traffic infringements, use of private motor vehicles) and motor vehicle keys and accident reporting procedures.

**Contact Officer:** Logistics Manager

## 8. Appendices

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