



Australian Government

Australian Sports Commission

**Motor Vehicle
Manual**

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1 Scope

This manual relates to the use of Australian Sports Commission (ASC) owned or leased vehicles for official ASC business.

2 Principles

The ASC's motor vehicle fleet provides the transport requirements for all ASC programs in order to ensure that the business of the ASC can be conducted.

The ASC purchases or leases vehicles for the conduct of its official business, for official sporting activities and for approved corporate activities.

The ASC will select vehicles based on the ASC's requirements and value for money over the life of the vehicle. Considerations to be made when acquiring vehicles will include; government policy, buying Australian made where practicable, ongoing service needs and running costs and environmental factors.

This document establishes the basis on which the business and private use of vehicles is to be managed.

3 Definitions

ASC means The Australian Sports Commission.

NSO means National Sporting Organisation.

ASC Fleet Vehicles mean the vehicles which are available to all suitably licensed ASC permanent, temporary or part time staff/employees, consultants/contractors of the ASC, NSO's and approved athletes for the conduct of official business, for official sporting activities and approved corporate activities. These vehicles are not available for private use.

Authorised Drivers include all permanent, temporary or part time staff/employees, consultants/contractors employed by the ASC. Authorised drivers may also include other persons authorised from time to time such as coaches, administrators and athletes of NSOs or other organisations conducting business on ASC premises.

Authorised Hirer includes NSOs, commercial groups who are conducting business on ASC premises and utilising AIS Facilities on a camp basis or long term stay arrangement.

ESC means Events & Sports Camps unit of the ASC.

Equipment includes all forms of property either owned, leased or on loan and will also include property of passengers, which is considered necessary in the performance of official ASC business.

Passengers include all permanent, temporary, or part-time employees of the ASC, consultants, contractors, and visitor's participating in official ASC business. This may include coaches, administrators or athletes.

Unauthorised passengers include family members (including children) who are not part of the authorised group, hitchhikers and other individuals who are not part of the authorised travel party.

Staff includes employees (full-time and part-time), consultants and contractors.

Vehicles means vehicles registered in the name of the ASC.

E-Tag is an electronic device used to record Toll usage on interstate roads.

4 Responsibilities for the Control of Motor Vehicles

4.1 Deputy General Manager

The Deputy General Manager (DGM) - AIS Site Services, is the person designated as being responsible for the safe custody, control and use of motor vehicles within the ASC.

4.2 Assistant Director Site Operations

The Assistant Director – Site Operations, is responsible for ensuring that this manual and procedures are implemented and ensure that adequate records are kept to report on the ASC's vehicles performance and continued vehicle requirements.

4.3 Manager Logistics & Purchasing

The Manager – Logistics & Purchasing is responsible for the preparation of adequate procedures within the ASC for the safe custody, control and use of motor vehicles.

These procedures are to include:

- Motor vehicle checklists and safety checks
- Maintenance of adequate records of vehicle usage, kilometres travelled, servicing, costs, fuel efficiency and environmental impact;
- Ensuring that all users of ASC vehicles hold a current and suitable licence for the type of vehicle;
- The provision of guidance and/or assistance in the case of breakdown, accidents and other emergencies that may arise.

4.4 Transport Officer

The Transport Officer is responsible for the day to day operations of the ASC's vehicle fleet.

4.5 Program Managers

Program Managers are responsible for ensuring that all staff adhere to all aspects of this manual.

4.6 Events & Sports Camps

ESC is responsible for administering the use of ASC Fleet vehicles by visiting NSO's and other organisations conducting business on ASC premises. ESC will ensure that;

- The Transport Officer is able to verify the availability of an ASC vehicle and, if available, it is recorded in the transport log.
- Appropriate hire agreements are completed prior to NSO's or other approved organisations taking possession of ASC fleet vehicles.
- Users booking a vehicle through ESC hold a current and appropriate licence for the type of vehicle requested prior to booking;
- Any costs associated with the use of the vehicle are charged to the user where applicable.

4.7 ASC Staff

Staff are expected to uphold all aspects of this manual. They must be made aware of the importance of their role in, and responsibility for, ensuring that these procedures and guidelines are adhered to.

5 Vehicle Type

5.1 Program Vehicles

- These vehicles are allocated to designated programs – not individual staff.
- Should generally be garaged at the workplace.
- May be used for travel between home and the place of work under certain circumstances as approved by the relevant Director.
- Not available for private use.
- Will only be used by the staff member and shall not be used to convey unauthorised passengers, including family members.
- Shall not be used to tow equipment that is not directly related to work duties.
- These vehicles are owned, leased and maintained by the ASC and are not costed as part of an employee's salary package.
- A travel log must be maintained and reviewed monthly by the relevant Manager

5.2 Fleet Vehicles – Sedans

- These vehicles are available for use by authorised drivers on ASC business.
- These vehicles are designed and recommended for individual or smaller group travel and may be used for extended periods of time and long journeys.
- These vehicles are owned, leased and maintained by the ASC and are not costed as part of an employee's salary package.

5.3 Fleet Vehicles – VW Multi Vans, Commuters and buses

- These vehicles are available for use by authorised drivers on ASC business.
- These vehicles are designed and recommended for group travel and may be used for extended periods of time and long journeys.
- These vehicles are owned, leased and maintained by the ASC and are not costed as part of an employee's salary package.

5.4 *Wheelchair accessible vehicles*

- The ASC has one (1) wheelchair accessible *Commuter* bus which has the capacity to carry two wheelchair bound occupants plus another eight (8) passengers.
- The ASC has one (1) wheelchair accessible *Coaster* bus which has the capacity to carry nine (9) wheelchair bound occupants without passengers. Or five (5) wheelchair bound occupants plus another nine (9) passengers.

5.5 *Trailers*

- The ASC owns six (6) enclosed luggage trailers for the specific use of transporting luggage to and from destinations.
- Trailers are to be used in accordance with their design specifications.
- Trailers are not to be used for transporting items other than luggage, unless authorised by the Transport Officer (Logistics).
- Due to insurance liabilities, ASC trailers are only to be used in conjunction with ASC owned vehicles.

6 **Fleet Vehicle Bookings**

6.1 *ASC Staff*

All fleet vehicle bookings for ASC staff are to be made through the Transport Officer on 02 6214 1300 or by written request. Fleet vehicle bookings for interstate travel require written approval (email) from a Program Manager or above and are to be included in the on-line Travel Approval form on myausport.

Staff who have booked an ASC fleet vehicle are to proceed to Logistics (Build. 21) at the booked time and collect the vehicle folder containing vehicle keys, running sheet and fuel card (fuel card applicable to ASC staff only).

ASC fuel cards are provided with each vehicle. The user is required to use the PIN provided (**Shell cards only**) when paying for fuel and **must** log the odometer reading with the station attendant.

On completion of the trip the vehicle is to be **returned to** Logistics and the folder, along with completed run sheet, is to be handed in at the collection point. A vehicle inspection for cleanliness and damage will be conducted by the Transport Officer as soon as practicable after the vehicle is returned. Cost for repairs to damaged vehicles will be attributed to the user program. Please refer to **section 27: Accidents** for further information.

Note: *Out of courtesy to other users, vehicle booking times need to be strictly adhered to. If a variance to the vehicle return time is anticipated the Transport Officer must be advised immediately on 02 6214 1300.*

6.2 *NSOs and other Authorised Hirers*

Fleet vehicle bookings for NSO's and other authorised hirers are to be made through ESC by phone or in writing. Hirers are to complete the necessary hire agreement prior to taking possession of a vehicle.

Hirers will be responsible for fuel and associated vehicle running costs while operating the vehicle. Vehicles will have a full tank of fuel on collection. It is the responsibility of the hirer to ensure the vehicle **has a full tank of fuel when returned to Logistics**. Cost for repairs to damaged vehicles will be attributed to the hirer. Please refer to **section 27: Accidents** for further information.

Hirers who have booked an ASC fleet vehicle are to proceed to Logistics at the booked time and collect the vehicle folder containing vehicle keys and running sheet.

If the pickup time is required outside normal business hours, the vehicle will be parked in the northern car park closest to the Logistics building (Build. 21) and keys will be left with **ASC Security** or Residence reception for collection.

On completion of the trip the vehicle is to be **returned to Logistics** and the folder, along with completed run sheet, is to be handed in at the collection point. A vehicle inspection for cleanliness and damage will be conducted by the Transport Officer as soon as practicable after the vehicle is returned. Any damage relating to the use of the vehicle will be reported to ESC for further action.

If vehicles are returned after normal business hours they are to be parked in a vacant car space in the northern car park closest to the Logistics building (Build. 21). Alternatively, the vehicle should be secured in the athlete's car park at the north end of the AIS site. The keys and vehicle folder are to be **placed in the return slot at the entrance to the Logistics building**.

Note: Users who do not return vehicles on time, to the correct location or without refuelling, may incur a penalty.

6.3 *E-Tags*

Staff travelling interstate may request the use of an E-Tag device, if they intend travelling on registered toll ways. E-Tags are available from the Transport Officer on request. All costs associated with the use of an E-Tag will be attributed to the users program.

For programs that maintain a Program vehicle which travels frequently interstate, it is recommended that an E-Tag device be purchased specifically for that vehicle. All cost relating to this E-Tag will be the responsibility of the program.

7 **Rental Vehicles**

If there are no ASC vehicles available it will be the responsibility of the program to arrange a suitable rental vehicle at the Program's cost.

8 Authorisation of Drivers

Only drivers as defined within this manual are authorised to drive an ASC vehicle.

9 Authorisation of Passengers and Equipment

Only equipment and passengers as defined within this manual are to be carried in ASC vehicles. Unauthorised passengers or equipment must not be carried in an ASC vehicle.

The Manager Logistics and/or the Transport Officer has the authority to determine who or what, in the ASC's interest, may be considered as authorised and instruct accordingly.

10 Behaviour of users

The ASC is a high profile body and as such is subject to public scrutiny. Drivers and passengers should at all times display safe and courteous driving practices when travelling in ASC vehicles. The driver and/or the senior staff member on board is responsible to ensure that passengers behave in a manner that will not bring the ASC into disrepute.

Under no circumstances is an ASC vehicle to be driven in a manner that is dangerous or abused in a way that is contrary to the vehicle's make up or design.

11 Compliance with Traffic Laws

Drivers of ASC vehicles are required to observe all traffic laws and ordinances including regulations and by-laws relating to parking restrictions of the state, territory or municipality of operation. Failure to observe these provisions will result in the driver being personally responsible for penalties or payment of any infringement, including those for parking infringements.

On receipt of an infringement notice the Transport Officer is required to identify the driver responsible, ensure that the relevant infringement documentation is completed and returned to the relevant traffic authority so that the notice can be forwarded to the member responsible.

The ASC will not pay traffic infringement notices except in extenuating circumstances. If the identity of the driver responsible for the offence cannot be determined the matter will be referred to the appropriate Program Manager for action.

12 Licence to Drive

Only staff holding a current drivers licence of the relevant class for the State or Territory to where they are domiciled are permitted to drive ASC vehicles. A current licence includes a provisional licence. P-plates must be displayed on the vehicle when the vehicle is being driven by the holder of a provisional licence if required by the relevant State or Territory legislation.

Staff required to drive ASC vehicles in the course of their employment will not be reimbursed the cost of a driver's licence, except where the licence is obtained solely for official purposes.

Staff members who forfeit their licence during their employment are not permitted to drive an ASC vehicle during the period of the suspension.

13 Sighting of Drivers Licence

The Transport Officer is to sight the drivers licence of all drivers using ASC fleet vehicles and will take a photocopy for fleet records.

14 Drugs and Alcohol

Drivers are not to drive an ASC vehicle whilst under the influence of a drug or alcohol.

The driver and/or the senior staff member on board is responsible to ensure that alcohol is not consumed whilst travelling in an ASC vehicle.

15 Smoking

Smoking is strictly prohibited in all ASC vehicles.

16 Garaging of Motor Vehicles

Except where provided for in this document ASC vehicles must be garaged only at authorised premises in either Canberra or interstate locations.

In special circumstances approval for the garaging of ASC vehicles at private residences overnight may be granted by the Manager Logistics. Circumstances would include:

- A staff member or coach returning to his usual place of employment with a ASC vehicle at an hour that would be unreasonable to expect that member to seek transport to his place of residence in the event that the members usual means of transport was not readily available;
- Where a vehicle is required for work to be performed after normal working hours to carry essential equipment or passengers.

In all cases, the officer approving private garaging of ASC vehicles must ensure that such vehicles will be adequately protected and those vehicles are securely parked behind the property line and not left in the street.

17 Hire of ASC Vehicles

Under normal circumstances ASC vehicles are not available for hire unless their use is associated with ASC business. Enquiries for hire are to be made with ESC. All other enquiries are to be directed to the Transport Officer (Logistics).

18 Modifications, Logo's and Stickers

Modifications to vehicles must not be carried out, nor accessories added, without the approval of the Director Facilities Services. Such modifications include the fixing of logos and stickers of any type to any part of an ASC vehicle.

19 Care of Motor Vehicles

19.1 Fleet Vehicles

The Transport Officer is to ensure that all ASC fleet vehicles are maintained in good mechanical order and serviced in accordance with the manufacturer's specifications.

The Transport Officer is to conduct regular checks of all ASC fleet vehicles to ensure that proper care is being exercised in the operation of the vehicle. Vehicles with suspected faults, which could affect safety or mechanical condition, will be withdrawn from service by the Transport Officer and forwarded to an approved contractor for repair without delay.

A vehicle is not to be driven whilst a fault exists that would render it unsafe for driving or cause mechanical damage or failure.

A driver suspecting a mechanical fault is to report the fault to the Transport Officer or appropriate Program Manager without delay.

A driver suspecting a mechanical fault, whilst travelling interstate, is to seek mechanical assistance as soon as possible from the appropriate State/authorised roadside service.

Where vehicles are fitted with fire extinguishers, drivers are to acquaint themselves with the instructions for use of the extinguisher before departure, so that they will be prepared should an emergency arise.

It is the responsibility of the user Program/driver to ensure that fleet vehicles are returned in a reasonably clean condition, i.e. rubbish removed from interior of the vehicle.

In the event of a fleet vehicle being returned in an unacceptable condition, the Transport Officer is to advise the offending Program/driver. The Transport Officer may offer the option for the Program/driver to clean the vehicle, to the satisfaction of the Transport Officer, or have the vehicle detailed by a third party, at the cost of the offending Program.

19.2 Program Vehicles

The Program Manager is to ensure that their vehicle is maintained in good mechanical order and serviced in accordance with the manufacturer's specifications.

The Program Manager is to conduct regular checks of the vehicle to ensure that proper care is being exercised in the operation of the vehicle. Vehicles with suspected faults, which could affect safety or mechanical condition, will be withdrawn from service by the Program Manager and forwarded to an approved contractor for repair without delay.

A vehicle is not to be driven whilst a fault exists that would render it unsafe for driving or cause mechanical damage or failure.

A Program Manager suspecting a mechanical fault is to report the fault to the Transport Officer without delay.

A driver suspecting a mechanical fault, whilst travelling interstate, is to seek mechanical assistance as soon as possible from the appropriate State/authorised roadside service

Where vehicles are fitted with fire extinguishers, drivers are to acquaint themselves with the instructions for use of the extinguisher so that they will be prepared should an emergency arise.

It is the responsibility of the Program Manager to ensure that the vehicle is kept in a clean condition.

20 Warranty

All new vehicles are covered by a manufacturer's warranty. The Transport Officer is to ensure that full advantage is taken of the warranty provisions as set out in the manufacturer's handbook.

21 Fuels and Lubricants

Without exception the driver is responsible for checking and replenishing fuel when using a vehicle.

Drivers refuelling vehicles are to check the type of fuel required prior to commencing, i.e. unleaded or diesel. Fuels required are clearly marked at the vehicles' refuelling point.

Fuels and lubricants are to be obtained by using the authorised fuel card provided with each vehicle.

If a fleet fuel card is used the odometer reading must be recorded during the card payment process and PIN entered (for Shell cards) at the payment point.

Drivers purchasing fuels and lubricants by any means other than the vehicle fuel card will not be reimbursed. The relevant Program should meet the cost.

22 Registration of Vehicles

The Transport Officer is responsible for ensuring that all ASC vehicles are registered with the appropriate transport authority. This includes motor vehicles and all trailers.

23 Comprehensive Insurance

All registered vehicles will automatically be covered by third party insurance, including third party personal injury and third party property damage, when vehicles are registered in their respective State's motor vehicle registry.

All ASC motor vehicles must have full comprehensive motor vehicle insurance.

24 Lengthy Journeys

Drivers proceeding on lengthy journeys are to be aware of the dangers of driver fatigue. When undertaking a lengthy journey the driver is responsible for inspecting the vehicle prior to departure, paying attention to fuel, lubricants, water levels and any abnormal mechanical or driving condition of the vehicle.

To prevent driver fatigue, the ASC advises drivers that, wherever possible, they are to undertake rest periods of at least 15 minutes every two hours. It is recommended that drivers restrict driving periods, during any one day, to a maximum of 10 hours.

25 Locking of Vehicles

Ignition keys are not to be left in vehicles and vehicles should be securely locked when not in use. Likewise, ignition keys should not be left in office drawers or other accessible places.

26 Record of Journey

Drivers of ASC **fleet and Program vehicles** are to maintain a complete and accurate record of the journey on the running sheet provided with each vehicle, including the date, time and trip details with odometer reading.

To ensure proper use of ASC vehicles, running sheets will be examined periodically by the Transport Officer.

Drivers are reminded that ASC vehicles are only to be used in the performance of official ASC business.

27 Accidents

In the event of an ASC vehicle being involved in an accident, the driver of the vehicle must comply with the relevant Traffic Acts and regulations concerning notification to the Police of the State or Territory in which the accident occurs.

Under no circumstances must liability for the accident be admitted.

ASC Security (02 6214 1414) is to be notified **immediately** of any accident of a serious nature, where persons are injured, vehicles are seriously damaged or third party property is involved.

Accidents not involving injury to a person or in which the damage to vehicle or property is of minimal nature must be reported to the Transport Officer (02 6214 1300) **within 12 hours**.

A Comcover motor vehicle report is located in the vehicle folder along with the running sheet. Comcover reports are also available from the Transport Officer and on the 'myausport' website at <http://my.ausport.gov.au/content/2011-11/comcover-motor-vehicle-claim>.

Comcover motor vehicle reports must be completed and forwarded to the Transport Officer no later than 24 hours after the accident.

Wherever possible the driver or a responsible officer travelling as a passenger in the vehicle at the time of the accident is to record the following details at the scene of the accident:

1. Time, date and place of accident;
2. The names, licence numbers, and addresses of the drivers of the other vehicles involved in the accident;
3. The registration numbers, make and type of the other vehicles;
4. The names and address of the owners of the other vehicles;
5. The names and address of any passengers or witnesses;
6. The name of the other vehicle's insurance company, if possible;
7. A sketch plan of the accident site; and
8. Where practical and safe to do so, take photos.

28 Fringe Benefits Tax

ASC vehicles used for "private use" are subject to fringe benefits tax (FBT) payable by either the individual user or the ASC. Eligible vehicles include passenger cars and station wagons, panel vans, utilities and other commercial vehicles with a designed carrying capacity of less than one ton or fewer than nine passengers.

"Private use" includes any use of a vehicle that is not exclusively for the business of the ASC and includes garaging vehicles at home and travelling to and from work.

29 Vehicle Replacement

The general rule is that vehicles should be replaced every two years or 55,000km, whichever is reached first. This applies to ASC fleet, sedans, station wagons, MPVs and commuter buses. However, vehicle replacements are also determined based on current condition of vehicle, kilometres travelled and the availability of capital funds.

4WD's, commercial and larger buses are generally replaced every three years to five years.

30 Vehicle Purchase and Disposal

Replacement or purchase of new vehicles is to be organised through the Transport Officer. The Transport Officer will co-ordinate the purchase of the vehicles, the delivery of the fuel card and the disposal of old vehicle and cancellation of the old fuel card. Delivery times will vary depending on the type of vehicle required and also will vary between states.

All motor vehicles are to be disposed of in accordance with the ASC's Asset Management Policy.

31 Use of private vehicles

Staff may use their own private vehicle on ASC official business in lieu of an ASC vehicle provided prior approval is obtained from the relevant Program Manager.

It is the staff member's responsibility to ensure that their own vehicle is road worthy, is adequately insured and that they hold a current drivers licence.

The ASC will not be responsible for any loss or damage incurred in connection with the use of a staff member's private vehicle whilst on official travel. An allowance will be paid in accordance with current travel policy.

32 Operating Procedures on official use of vehicles

The Transport Manual is designed to ensure the most efficient and economical use of the ASC's vehicles.

All users of ASC vehicles are to abide by these procedures when requesting and utilising the services of an ASC vehicle.



