

POLICY

Vehicle

Introduction and purpose	SRW has a motor vehicle fleet to support its operations across Southern Victoria. Motor vehicles are provided to employees to assist them to carry out their duties. This policy covers all registered motor vehicles owned, leased, rented or on loan to SRW. The objective of this policy is to: • Ensure that our motor vehicle fleet meets our needs at lowest practical cost. • Describe the principles for the use and management of the fleet. • Identify where periodic review is required and the general basis for such reviews. This policy must be read in conjunction with vehicle safety considerations, as set in accordance with the SRW Health and Safety policy.
Responsibility	The Managing Director is responsible for the implementation of this policy, and: • Will provide direction to all staff on the application of this policy • May authorise another senior officer as Fleet Manager to administer those directions. Management and supervisors are responsible for the application of any directions issued by the Managing Director in respect of this policy.
Policy	SRW shall administer its motor vehicle fleet to meet operational needs at the lowest practical cost. In doing so, SRW will: • Purchase and dispose of vehicles in accordance with authority set by the Instrument of Delegation • Seek opportunities to implement very low and zero-emission vehicle technology to reduce the quantity of scope 1 offsets necessary to meet the organisation's net zero emission pledge. This may include the early disposal of vehicles and, subject to the availability of affordable technology, a rapid transition to very low and zero-emission vehicles. • Use a purchase process which has regard to: • whole of life costs

	• State government contract pricing • flexibility of the fleet to meet operational requirements • Stipulate that vehicles are to be used for official business only, except where the Managing Director determines arrangements: • For travel between home and work. • For approved travel when on stand-by. • Where the vehicle is provided for private use as part of a salary package, noting that: • Determination of the salary package cost by the Managing Director shall be consistent with State government cost of car arrangements set for executives. • Where a vehicle is made available for private use, the vehicle is also available for use by the employee's immediate family. Other passengers can be permitted to drive an SRW private use vehicle to enable safe driving practices (such as driver sharing). • Immediate family is limited to the employee's partner and dependent children. • Family members with a Learners Permit may drive the vehicle providing the employee or employee's partner is the supervising driver in the vehicle. • Ensure that vehicles, whether provided for private use or otherwise, are considered pool vehicles and available to the pool during normal working hours. • At least annually, ensure that SRW staff that are authorised to drive a SRW vehicle hold a valid driver's licence endorsed for the class of vehicle being driven. SRW staff authorised to drive a SRW vehicle must: • Hold a valid current driver's licence endorsed for the class of vehicle being driven. Ensure that a person permitted by them to drive a SRW vehicle holds a valid current driver's licence endorsed for the class of vehicle being driven • Observe all traffic laws and ordinances Incur penalties that may arise from traffic or parking infringement notices, including camera offences. A breach of the policy is considered to be a serious matter and will be dealt with through SRW's Disciplinary Guidelines.
Effective date and review date	This policy takes effect on 7 February 2023. It is due for board review in February 2026.
Who is affected	This policy applies to all SRW staff.

Contact	For more information on this policy, contact the Chief Financial Officer.
Related documents	Corporate Instruction 25 – Motor Vehicles SRW Disciplinary Guidelines SRW Safe Driving Procedure
Communications	This policy will be made available on SRW's Wiki site.