



Policy P8.1.2

Fleet Management of Passenger Motor Vehicles

Date of Issue	11 October 2011
Version Number	1.0

1. Purpose

- 1.1 This policy replaces Policy 3.1.4A Passenger Motor Vehicle Fleet Management.
- 1.2 This policy articulates the aims and objectives of best practice fleet management.
- 1.3 This policy should be read in conjunction with Policy P8.1.1 Passenger Motor Vehicle Usage.
- 1.4 The arrangements for CES and SES officers are as described by Government policy.

2. Policy

- 2.1 The Fleet Office located at Headquarters manages the NSW RFS passenger motor vehicle fleet in accordance with the attached SOPs.
- 2.2 The NSW RFS passenger motor vehicle fleet will consist of the most efficient, effective and economical vehicle makes and models available through NSW State Government contract as identified by the Fleet Office and endorsed by the Corporate Executive Group.
- 2.3 The allocation of a NSW RFS passenger motor vehicle rests with the Commissioner following a recommendation from the relevant Director.

3. Links

- SOP P8.1.2-1 Fleet Management of Passenger Motor Vehicles
- NSW RFS Policy P8.1.1 Passenger Motor Vehicle Usage
- NSW RFS Policy P4.1.7 Fuel Cards
- NSW RFS Service Standard 8.1.2 Vehicle Identification
- *Public Sector Employment and Management Act 2002*

- *Public Finance and Audit Act 1983*
- *Occupational Health and Safety Act 2000*
- Crown Employees (Rural Fire Service 2001) Award
- Road Transport (Safety & Traffic Management) (Road Rules) Regulation 1999
- Australian Road Rules
- Memorandum of Understanding between the NSW Rural Fire Service and the Public Service Association and Professional Officer's Association Amalgamated Union of New South Wales (July 2001 to December 2003)
- StateFleet Motor Vehicle Policy for NSW Government Agencies

4. Who is responsible for implementing the Policy?

Director Infrastructure Services

5. Amendments

- Complete review and updated to reflect new format 11 October 2011



SOP P8.1.2-1

Fleet Management of Passenger Motor Vehicles

This SOP forms part of	Policy P8.1.2 Fleet Management of Passenger Motor Vehicles
Related forms:	<ul style="list-style-type: none">▪ 4WD/AWD Changeover Request form▪ Conventional Vehicle Changeover Request form▪ Motor Vehicle Running Sheet

1 Purpose

- 1.1 This SOP provides detailed information with regard to NSW RFS passenger motor vehicle fleet management.

2 Procedures

NSW RFS Passenger Vehicle Fleet Management

- 2.1 The NSW RFS passenger motor vehicle fleet will consist of the most efficient, effective and economical vehicle makes and models available through NSW State Government contract as identified by the Fleet Office and endorsed by the Corporate Executive Group.
- 2.2 NSW RFS passenger motor vehicles will be either leased or purchased whichever is the most economical option for the vehicle required.
- 2.3 All NSW RFS passenger vehicles will be retained as per Clause 2.46 of this SOP.
- 2.4 NSW RFS passenger vehicles will be recorded against a region/district/section and assigned to a driver or listed as a pool vehicle.
- 2.5 An employee assigned a NSW RFS passenger vehicle does not have the discretion to reassign the vehicle.
- 2.6 Regional Managers, and Directors may reassign a passenger vehicle where appropriate.

Procurement/Replacement of a NSW RFS Passenger Vehicle

- 2.7 Employees allocated a NSW RFS passenger vehicle will be prompted by the Fleet Office to complete a procurement request form.

- 2.8 The employee will have the procurement request form approved by their line manager prior to submission to the Fleet Office.
- 2.9 Approval will then be sought by the Fleet Office from the relevant chain of authority.
- 2.10 Once approval is obtained the order will be raised by the Fleet Office for the acquisition of the vehicle.
- 2.11 All vehicles will be procured through the Fleet Office in accordance with this Policy and related Government documents.

Procurement / Replacement of a 4WD/AWD Vehicle

- 2.12 NSW RFS 4WD/AWD vehicles will only be considered if the request for procurement is within defined justification criteria as set out on the 4WD/AWD changeover request form.
- 2.13 Procurement of a NSW RFS 4WD Vehicle must be assessed and approved by the requesting employee's line Manager, with the final approval resting with the Commissioner.

Procurement of any Additional Vehicles

- 2.14 Where there is a proposal to increase the number of vehicles within a business unit, a business case, stating the business requirement, duration, capital funds availability and recurrent cost expectations will be prepared by the proponent, for review by the relevant director and approval by the Commissioner.
- 2.15 Procurement processes will not commence until an approved business case is received by the Fleet Office.

Local Procurement of NSW RFS Passenger Vehicles

- 2.16 Provision exists for the procurement of NSW RFS corporate passenger vehicles through local suppliers, however it must be coordinated through the Fleet Office.
- 2.17 The local supplier must provide a quotation detailing the base price of the vehicle with accessories itemised and costed. The quotation must be on the relevant local dealer's letterhead displaying the ABN number and quotation identification.
- 2.18 Approval for procurement will be sought by the Fleet Office from the relevant chain of authority.
- 2.19 Once complete approval is obtained the order will be raised by the Fleet Office.

- 2.20** The Fleet Office will liaise with the local supplier used for procurement regarding registration and CTP insurance of the NSW RFS passenger vehicle.

Disposal of a NSW RFS Passenger Vehicle

- 2.21** NSW RFS passenger vehicles must be disposed of through public auction as per the Department of Premier & Cabinet Motor Vehicle Policy. *(nb: exemption has been received from the State Contracts Control Board for specific vehicles to be disposed of organisationally and managed exclusively by the Fleet office)*

Assignment of NSW RFS Passenger Vehicles

- 2.22** The assignment of operational or corporately marked NSW RFS vehicles will be determined by the relevant Director under delegated authority from the Commissioner
- 2.23** Redefinition of a Corporate vehicle to an Operational vehicle will attract an initial equipment cost to be borne by the requesting region/district/section

Identification of NSW RFS Passenger Vehicles

- 2.24** All NSW RFS vehicles will have consistent vehicle marking and unit identification standards as outlined in Service Standard 8.1.2 Vehicle Identification.

Operational or Corporate Equipment

- 2.25** Operational or Corporate equipment will be fitted to NSW RFS passenger vehicles as determined in 2.24.
- 2.26** Vehicles will be commissioned prior to delivery to the relevant RFS specification, including the fitment of internal equipment in accordance with the Risk Assessment undertaken for the particular model of vehicle
- 2.27** The vehicle being replaced will be returned with the corresponding equipment installed.
- 2.28** Vehicles supplied commissioned must not have the installed equipment modified or removed.
- 2.29** Supplementary, non standard or additional response lighting will not be installed on any NSW RFS vehicles without the approval by the relevant Director under delegated authority from the Commissioner.

Registration of NSW RFS Passenger Vehicles

- 2.30** Registration and procurement of CTP Green Slips for NSW RFS passenger vehicles will be organised by the Fleet Office.
- 2.31** The Fleet Office may request at anytime for the employee permanently assigned a NSW RFS passenger vehicle to obtain a Pink Slip. In the case of pool vehicles, the employee in charge of the pool vehicle may be requested to obtain a Pink Slip.
- 2.32** Personalised number plates will not be transferred to NSW RFS owned vehicles.
- 2.33** Existing personalized number plates with the prefix "RFS" affixed to vehicles currently registered to the NSW RFS may be transferred to a new vehicle. The administration and transfer costs are the responsibility of the driver making the request.
- 2.34** Vehicles will not be procured with personalized number plates.

Vehicle Makes and Models

- 2.35** Vehicles provided will satisfy the NSW RFS Fit for Purpose requirements as outlined on the Fleet Intranet Site.
- 2.36** Other vehicles on the Government approved list may be provided where it can be demonstrated that the vehicles listed on the Fleet Intranet site do not meet the requirements of the NSW RFS.
- 2.37** The above will be updated and modified in accordance with any Premier's Direction or Government policy requirement.

Standard Vehicle Accessories

- 2.38** Details regarding Standard Vehicle Accessories are available on the Fleet Intranet Site.

Fuel Cards and Running Sheets

- 2.39** Refer to Policy P4.1.7 Fuel Cards.

Maintenance of NSW RFS Passenger Vehicles

- 2.40** Routine service and maintenance must be undertaken as per the manufacturer's guidelines & requirements found in the vehicle handbook located in the vehicle. (If you are unsure of the vehicles maintenance schedule, please contact the Fleet Office).

- 2.41** The region/district/section responsible for a NSW RFS passenger pool vehicle is to ensure that the vehicle is serviced and maintained as per manufacturer's guidelines.
- 2.42** The employee assigned a NSW RFS passenger vehicle is to ensure that the vehicle is serviced and maintained as per manufacturer's guidelines.
- 2.43** The Service and maintenance of NSW RFS passenger vehicles must be carried out by a certified or licensed MVRIA repairer and the log book must be marked.
- 2.44** The initial service for all NSW RFS passenger vehicles must be undertaken by the service centre of the relevant manufacturer as this is normally a free service.
- 2.45** Warranty repairs must be carried out by the service centre of the relevant manufacturer.

Retention term for NSW RFS Passenger Vehicles

- 2.46** NSW RFS passenger vehicles will be retained for a period of 60,000km's or 3 years old, whichever occurs first.
- 2.47** The NSW RFS maintains the discretion to alter this period at any time.