



Fleet Management Policy

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Purpose:	The purpose of the Fleet Management Policy is to efficiently manage Katherine West Health Board (KWHB) fleet vehicles to ensure optimal performance, safety, and cost-effectiveness, while minimising the environmental impact and adhering to the relevant regulatory standards.
Related Policies and Procedure/s:	<ol style="list-style-type: none"> 1. Fleet Management Manual 2. Code of Conduct Policy for Staff Members 3. Delegations Policy and Schedule
Related Form / Document:	<ol style="list-style-type: none"> 1. KWHB Vehicle Checklist 2. Vehicle Risk Assessment Checklist Book 3. Passenger Approval Form
Key Word/s:	Vehicles, usage, travel, long journey, safety, driver's license, rules for using vehicles
External References:	<ol style="list-style-type: none"> 1. Motor Vehicles Act 1949 (NT) 2. Motor Vehicles (Standards) Regulations – Australian Vehicle Standard Rules 3. Traffic Act 1987 (NT) 4. Traffic Regulations 1999 (NT) 5. Traffic Regulations – Australian Road Rules 1999 6. https://roadreport.nt.gov.au/home



Background

Katherine West Health Board (KWHB) maintains a fleet of vehicles, primarily for the use of workers in carrying out their work, but also for the transportation of clients and Board Directors in certain circumstances.

Katherine West Health Board operates in a region that is remote and which requires extensive long-distance travel for many workers, Board Directors, and clients. Road conditions are sometimes dangerous, particularly in the wet season, which is due to the large number of dirt roads, single lane highways, and animals on the road. The health and safety of people traveling in KWHB vehicles is paramount.

This policy provides the overall framework principles for Fleet Management within KWHB, as well as the guiding principles for the Fleet Management Manual.

Scope

This policy applies to all KWHB owned and leased fleet vehicles and drivers of these vehicles. The policy also applies to vehicles issued as part of an employment contract during all business-related travel.

Definitions

Term	Definition
Australian Road Rules	These Rules are a national model law intended to provide the basis for nationally consistent road rules.
Fleet Management	The process of managing fleet to ensure optimal performance, safety, and cost-effectiveness, while minimising the environmental impact and adhering to the relevant regulatory standards.
<i>Motor Vehicles (Standards) Regulations – Australian Vehicle Standard Rules</i>	Model rules that regulate in-service vehicle standards for light vehicles.
<i>Traffic Act 1987 (Northern Territory) and accompanying Traffic Regulations 1999</i>	Provide for the licensing of drivers of motor vehicles, the registration of motor vehicles and trailers, the imposition of motor tax and other purposes. The rules and regulations guide the behaviour or action of road users.
Vehicle Use Agreement	An agreement that outlines for drivers the terms and conditions of using a KWHB-owned vehicle Appendix 1.



Principles

1. **Compliance with legal requirements** - Ensure all fleet operations act in accordance with the relevant Territory and Federal Government Acts and Regulations and relevant Road Rules, to maintain legal compliance and minimise the risk of fines and/or penalties.
2. **Driver training and licensing** - All drivers must possess valid driver's licenses and complete regular training sessions to promote safe driving practice, awareness of road rules, and familiarity with fleet procedures.
3. **Vehicle maintenance and inspections** - Maintain a schedule for fleet maintenance and inspections to uphold safety standards, prevent breakdowns, and prolong the lifespan of the fleet.
4. **Safety measures** - Enforce the provisions relating to driver safety as prescribed by the NT Government MVR Road Users Handbook e.g., all drivers must use seatbelts, the use of mobile devices is prohibited while driving. They also encourage the adoption of defensive driving techniques to prioritise the safety of drivers, passengers, and other road users.
5. **Vehicle selection, acquisitions, and life cycle management** - Ensure the optimal selection, acquisition, and life cycle management of vehicles through a comprehensive needs assessment, clear selection criteria, transparent acquisition processes, proactive life cycle management, sustainability practices, and data driven decision making.
6. **Vehicle usage** - Ensure that all vehicles within the fleet are utilised for business purposes, while adhering to established safety standards, regulatory requirements, KWHB policies, and the KWHB Vehicle Use Agreement (Appendix 1).
7. **Incident reporting and investigation** - establish procedures for promptly reporting and investigating accidents, incidents, and violations relating to KWHB fleet. KWHB will identify corrective actions to prevent future incidents.
8. **Accountability and monitoring** - hold drivers accountable for their conduct on the road, track vehicle usage, and monitor and implement performance metrics to optimise driver safety, fleet efficiency and resource utilisation.
9. **Insurance and risk management** - maintain adequate insurance coverage for fleet vehicles, assess and mitigate risk associated with fleet operations, and implement strategies to minimise exposure to liabilities and financial losses.
10. **Continuous improvements** - regularly review and update the fleet management policy to ensure compliance with the relevant legislative and regulatory requirements.



Responsibilities

The organisation (KWHB) will:

- Develop, implement, and enforce the Fleet Management Policies and Procedures.
- Ensure the Fleet Management Policy prioritises safety, efficiency, and compliance with legal and regulatory requirements.
- Support fleet management by providing adequate resources and training.
- Regularly review the Fleet Management Policy to assure continuous quality improvement.

The Board will:

- Provide direction of the Fleet Management Policy.
- Ensure the Fleet Management Policy is in alignment with the organisation's mission, values, and risk management objectives.
- Ensure effective implementation of the Fleet Management Policy.

The CEO will:

- Maintain a safety culture for fleet management.
- Set clear expectations for fleet performance.
- Adhere to the Fleet Management Policy.
- Allocate necessary resources for fleet management.
- Ensure strategic oversight and executive support for the maintenance, driver training, and compliance monitoring of fleet management operations.
- Foster open communication channels to address challenges or opportunities relating to fleet management.
- Prioritise responsible fleet usage and sustainable practices.
- Provide oversight to ensure the Fleet Management Policy is effective and implemented throughout the organisation to align with strategic objectives and delivering value.

Managers will:

- Ensure that day to day operations of vehicles by drivers are in accordance with the Fleet Management Policy and Procedures.
- Ensure vehicles are utilised efficiently and for the intended purpose.



- Ensure regular and routine vehicle inspections are carried out by drivers, promptly addressing any operational issues or concerns.
- Foster a culture of accountability relating to fleet management.

All drivers will:

- Adhere to the Fleet Management Policy and Procedures.
- Carry out pre and post drive checks and report any maintenance, issues, or concerns to Fleet Management as required.
- Utilise KWHB vehicles solely for authorised work purposes.
- Promptly report incidents, accidents, or near misses into the WHS Management System when using vehicles.
- Ensure the safety of themselves and others while utilising KWHB vehicles.
- Agree to driving a vehicle that has a satellite surveillance system installed that can be monitored at all times.

Legal Considerations

This policy is compliant with the relevant Motor Vehicle Acts, and Regulations of the Northern Territory, and Australian Government.

Document Modification History:	<ol style="list-style-type: none">1. Created July 2024. Replaces Vehicle Use Policy, Driver and Fatigue Management Policy, and SpotGen and Navman Policy.2. Minor amendments to be inclusive of all workers and drivers of KWHB vehicles and to reflect new acknowledgement process September 2024.
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Appendix 1 Vehicle Use Agreement

Vehicle Usage

1. Who can drive KWHB vehicles

- 1.1 Drivers of KWHB vehicles must hold a current, unrestricted Australian or accepted international driver's license appropriate for the vehicle to be driven, and a copy should be on their HR management system with KWHB.
- 1.2 Drivers who experience loss of licence/suspension of licence for any reason, must inform their manager and update their HR record, within 48 hours of the loss/suspension.
- 1.3 Only KWHB workers and some contractors/ stakeholders are authorised to travel in KWHB vehicles. For information about travelling with people who are not KWHB workers, see section 3.
- 1.4 **NOTE:** Some KWHB vehicles have a manual transmission. Do not drive if you are uncomfortable driving a manual vehicle. Speak with the Assets Management who may be able to arrange an automatic transmission vehicle for your travel.

2. What KWHB vehicles can be used for

- 2.1 KWHB vehicles must only be used only for purposes directly connected with a worker's approved duties and responsibilities. When required to be away from home on KWHB business, a KWHB vehicle may be used to obtain meals.
- 2.2 Where workers are required to be away from home overnight on KWHB business and intend to carry out extensive private business or need a vehicle for recreational purposes, they may apply to use their own vehicle in accordance with the Vehicle Allowance Guidelines.
- 2.3 No worker is to use an official vehicle for private business unless they have private vehicle use entitlements in their employment contract.
- 2.4 Vehicles issued as part of an employee contract should be made available for KWHB use during business hours and for periods of unpaid leave.
- 2.5 Approval to use KWHB vehicles must be obtained prior to use, following the booking instructions outlined in this document.
- 2.6 KWHB vehicles with a tow ball may only be utilised to tow KWHB assets.

3. Authorised passengers

- 3.1 Generally, only KWHB workers performing official duties can be carried as passengers in KWHB vehicles, however there will be occasions where passengers carried in vehicles are not workers of KWHB. This may include the following situations:



- Transporting approved Board Directors from member communities within Katherine West to and from official meetings.
 - Official visitors e.g., Government officials.
 - Specialists, Allied Health, and other clinic workers.
- 3.2 Where a non-worker requires immediate transport in an emergency.
- 3.3 Where approval has been obtained for a family member or close associate to accompany a worker on work-related journeys.
- 3.4 If you are seeking approval for a non-worker of KWHB to travel in a KWHB vehicle, you must fill out the Authorised Passenger Request Form and submit this to your Manager (or CEO) for approval prior to your trip.
- 3.5 In the case of transporting clients, approval must be obtained in line with the booking instructions outlined in this document.
- 4. Basic driver responsibilities**
- 4.1 Seat belts must always be worn by all passengers when driving in a KWHB vehicle. The number of passengers may not exceed the number of seatbelts available.
 - 4.2 By law, children aged under 7 years must be placed in an appropriate child restraint.
 - 4.3 Drivers must “tap on” to the vehicle at the beginning of each trip using the FleetComplete identity fob provided.
 - 4.4 The person given control of the vehicle for a specified period is responsible for keys to the vehicle.
 - 4.5 Cars must be locked when unoccupied, including when paying for fuel.
 - 4.6 Add fuel and check oil and water levels at the appropriate times or when gauges register low levels; the driver of the vehicle is responsible for these routine checks.
 - 4.7 Ensure that all rubbish is removed, and that the car is left clean and tidy after use.
 - 4.8 Drivers will pay for all traffic fines, including parking and speeding fines, issued during the periods that they are recorded as the driver.
 - 4.9 Damage or mechanical problems with vehicles must be notified to the Assets Manager or the Assets Coordinator as soon as possible.
- 5. Rules for drivers**
- 5.1 Drivers should check road conditions prior to a journey. A Northern Territory Road Conditions map is available at <https://roadreport.nt.gov.au/home>. Do not travel on closed roads, heavy fines may apply.
 - 5.2 Drivers should also be aware of any cultural activity that may result in road ‘closure’ prior to embarking on journeys, especially in the wet season.



- 5.3 All drivers must provide their manager or KWHB Manager Assets, with approximate departure and arrival times. When traveling in remote or isolated areas, the driver must provide a contact person at the destination with approximate arrival time.
- 5.4 Drivers traveling more than 300km are encouraged to arrange to be accompanied by a second driver.
- 5.5 Drivers must always allow enough time for safe travel between destinations when making appointments. All driving to and from a destination should occur within daylight hours, preferably between 8.30am – 4.30pm. All travel outside of regular business hours including between the hours of sunset and sunrise must be approved by your line manager.

Health and Safety

6. Alcohol and other drugs in KWHB vehicles

- 6.1 Under no circumstances is a driver to operate a vehicle while under the influence of any substance, alcohol, or drug, including prescription drugs, that may affect their driving capabilities.
- 6.2 All drivers must maintain a zero-blood alcohol level when driving a KWHB vehicle.
- 6.3 No alcohol is to be carried, transported, or consumed in KWHB vehicles.

7. Animals (carcasses and live animals)

- 7.1 Animal carcasses must not be carried in KWHB vehicles.
- 7.2 Permission must be sought from your line manager and the Assets Manager before carrying live pets.

8. Bugged or stranded vehicle

- 8.1 If the vehicle becomes bogged or stranded (e.g., on a water crossing), call and advise the nearest health centre and/or the Assets Manager prior to retrieval.
- 8.2 Drivers/ passengers should not attempt retrieval, help will be sent if needed.
- 8.3 Always stay with the vehicle. Never attempt to walk for help.
- 8.4 Make a follow up phone call to the Assets Manager once the vehicle is safely retrieved.

9. Communications (phones, satellite phones, and radios)

- 9.1 Always carry a reliable means of communication such as a satellite phone. Ensure it is working prior to departure, that you are confident to use it, that it remains on at all times, and your manager knows the number.
- 9.2 If the vehicle is fitted with a UHF radio, ensure station channels are in the vehicle and a map showing where these stations are.



9.3 Vehicles are fitted with a duress alarm system that is activated by the driver. In emergency situations please activate.

10. Dangerous Items

10.1 Do not carry guns, knives, or weapons in KWHB vehicles.

10.2 If potentially dangerous utensils, including sharps, must be transported, secure them inside a sealed metal container. Generally, the assets department will organise the cartage of sharps containers.

11. Drinking water

11.1 Carry more than sufficient drinking water in vehicles i.e., at least one litre per person per hour of travel.

12. General

12.1 It is the responsibility of the driver to ensure the safety and protection of all passengers in the vehicle.

12.2 KWHB Assets workers will ensure that vehicles are well maintained and suitable for road conditions. Before any long distance travel, drivers must check their vehicle is equipped with safety and maintenance equipment as per the KWHB Vehicle Check List.

13. Long distance driving

13.1 Drivers traveling more than 300km are encouraged to arrange to be accompanied by a second driver.

13.2 Drivers must always allow enough time for safe travel between destinations when making appointments.

13.3 If a driver feels that they are not capable of reaching their destination or returning to their point of departure in a safe manner, then the driver must obtain approval from their manager to delay their journey and KWHB will meet costs for workers in accordance with the Travel Allowance Policy.

14. Rollover

14.1 Under no circumstances should a vehicle engine be run if it has been involved in a rollover or tipped onto its side. If the engine is still running shut it down immediately. The battery charge should be sufficient for satellite phone usage for several minutes.

14.2 If in the event of a rollover, call emergency services for help 000, remove yourself and other occupants from the vehicle if possible and apply first aid if necessary.

15. Seatbelts/child restraints

15.1 Seat belts must be worn by all passengers at all times when driving in a KWHB vehicle. The number of passengers must not exceed the number of seatbelts available.



15.2 Children aged under 7 years must be placed in an appropriate child restraint.
Children aged 0-4 must be in a harnessed child seat, rear facing from 0-12 months or beyond, forward facing from 12 months onwards (if shoulder height meets the indicators on the seat). 4–7-year-olds must be in a booster seat.

15.3 The fine for a driver carrying a child not in a seat is \$500 PER CHILD not in seat plus demerit points. The onus is on the driver and not the parents or the organisation to be responsible for passengers.

16. Smoking

16.1 Drivers must not smoke or allow smoking by anyone else in KWHB vehicles.

17. Tyres (spare tyres, changing tyres)

17.1 Drivers should only use jacks and other equipment that they have been trained to use.

18. Suggested speed limits

18.1 A speed limit of no more than 120km/h should be observed on the Stuart and Victoria Highways. A 110 km/h speed limit is in force for the Buntine Highway. Please note some dirt roads in our region are dangerous and you are strongly advised to exercise caution and travel at reduced speeds wherever necessary.

18.2 At all times drivers of KWHB vehicles are to drive at speeds to suit road conditions and skill/confidence levels. Wet weather and/or rough roads are to correspond with a decrease in vehicle speed.

18.3 Drivers are to be mindful of passenger comfort levels. If a passenger expresses to the driver that they feel unsafe with the speed or way the driver is driving, the driver is obliged to slow down so that the passenger feels safe. All passengers have the right to report unsafe driving to their manager or the Assets Manager.

19. Water crossings

19.1 Drivers are strongly discouraged from crossing water obstructions where it is visibly over the road or path of travel. If a situation should arise where there is a need to cross, drivers are to proceed with absolute caution and at no stage is the driver to endanger their life, anyone else's life, or risk damage to the vehicle.

19.2 If attempting a water crossing, you must ensure that:

- You wait until water has subsided to less than the wading depth of the vehicle. Refer to owner's manual for details.
- The floor of the crossing is intact and solid. Occasionally the floor of a crossing can be washed out with no visible indication. A vehicle may become bogged if the crossing is not solid.
- Never attempt to cross fast flowing water. In this situation, always expect damage to the road surface underneath the water, even if you can't see it.



- If in doubt consult with your direct line Manager or Manager Assets before attempting a water crossing.
- 19.3 To honour vehicle warranty, operators of KWHB vehicles must avoid driving through water that may enter the engine compartment. The engine compartment is deemed to be from the bottom of the bumper bar as this is in proximity to the radiator and cooling fan. In some vehicles, particularly newer models, the cooling fan will flex forward when immersed in water, making contact with the radiator.
- 19.4 It is essential for drivers to notify the Manager Assets if they have gone through a water crossing to ensure the appropriate safety and mechanical checks are conducted on vehicle.
- 19.5 Vehicles that are frequently exposed to water crossings will require regular checks of the drive line e.g., differentials, gearbox, transfer case, to ensure water has not entered.



Vehicle Use Acknowledgement

I the driver, acknowledge that I have read and accept the following conditions as the acceptable use of KWHB vehicles.

<p>I will:</p>	<ul style="list-style-type: none"> • Provide a copy of my driver license prior to the commencement of driving a KWHB vehicle. • Notify Human Resources Manager and line manager within 48 hours if I lose my driver license. • Only use KWHB vehicles for work purposes related to approved duties and responsibilities, and authorised business activities related to KWHB operations. • Operate KWHB vehicles in accordance with the KWHB Fleet Management Policy and Procedures. • Maintain the vehicle in good condition, including regular checks of fluid levels, tyre pressures, and cleanliness. • Use all safety equipment provided in the vehicle, including seat belts at all times, while using the vehicle. • Promptly report any accidents damage, or maintenance issues to the appropriate person.
<p>I will NOT:</p>	<ul style="list-style-type: none"> • Drive a KWHB vehicle with the incorrect driver license. • Use the vehicle for personal errands or activities unrelated to KWHB business without prior authorisation. • Allow unauthorised individuals to operate KWHB vehicles. • Engage in reckless or negligent driving that could jeopardise safety or damage the vehicle. • Modify or alter KWHB vehicles without prior approval from KWHB. • Use KWHB vehicles for illegal activities or purposes contrary to KWHB policies and procedures. • Carry alcohol in a KWHB vehicle or drive a KWHB vehicle under the influence of alcohol (blood alcohol content must be zero).



KATHERINE WEST HEALTH BOARD

Aboriginal Corporation

Policy

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If I believe another person has breached this Vehicle Use Agreement I will promptly report any concerns to my manager, the Chief Executive Officer, Board Director, or another manager or leader at KWHB.

Please sign below or provide digital acknowledgement. A copy of this acknowledgement will be retained by KWHB.

- I acknowledge that I have read and accept the above requirements for KWHB Vehicle Use.
- I understand that breaches of this Vehicle Use Agreement may lead to disciplinary action or termination of my employment/ work with KWHB.

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