



Australian Government

**Office of the Australian Building and
Construction Commissioner**

Finance Direction 17

Vehicle Usage

Process Owner: Chief Financial Officer
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Change History

Update the following table as necessary when this document is changed:

| Date | Nature of Change |
|----------------|---|
| June 2007 | Procedure Drafted |
| December 2007 | Approved version |
| September 2009 | Addition of reference to "Claim for Motor Vehicle Allowance" form. |
| October 2009 | Include reference to Alcohol & Substance Abuse policies under 4.3.1. |
| March 2010 | Addition of Driver Responsibilities for vehicle fuel and cleanliness. |
| July 2010 | Updated to include latest legislative changes and clarify the vehicle use approval process. |
| January 2011 | Position titles amended |
| August 2011 | Procedure Updated for New Organisational Structure |

Table of Contents

| | |
|---|----------|
| 1. Commissioner’s Instruction (CI) | 3 |
| 2. Introduction & Objectives | 3 |
| 3. Supporting Information | 3 |
| 3.1 Related References & Pronouncements | 3 |
| 3.2 Responsible Officers and Contacts | 3 |
| 4. Guidelines | 4 |
| 4.1 Approval..... | 4 |
| 4.2 Car Booking Sheet..... | 4 |
| 4.3 Driver Responsibilities | 4 |
| 4.4 Use of Private Vehicles..... | 5 |
| 4.5 Motor Vehicle Rental..... | 5 |
| Appendix A – Motor Vehicle Running Sheet | 6 |

1. Commissioner’s Instruction (CI)

The use of official vehicles must be approved by an employee’s manager.

The use of a private vehicle for official business must be approved by the relevant Group Manager or Executive Director.

2. Introduction & Objectives

This Finance Direction applies to employees required to use a vehicle for official business, to the employee’s manager approving the use of such vehicle and to the Group Manager or Executive Director who may approve the use of a private vehicle for official use.

3. Supporting Information

3.1 Related References & Pronouncements

| | |
|--------------------------|----------------|
| FMA Act 1997: | Sections 41-44 |
| FMA Regulations: | N/A |
| Other References: | N/A |

3.2 Responsible Officers and Contacts

| Position/Title | Level | Responsibility |
|---------------------------------------|--------------|-------------------------------------|
| Assistant Director, Business Services | EL1 | Vehicle Coordination and Scheduling |
| ABCC Managers | Various | Official vehicle usage approval |
| Group Managers/Executive Directors | SES1 POH | Private vehicle usage approval |

4. Guidelines

4.1 Approval

4.1.1 Prior to using any ABCC vehicle employees must obtain approval from their manager.

4.1.2 In considering a request to use a vehicle the manager must consider the following:

- ABCC vehicles are only to be used for official purposes;
- ABCC vehicles can only be driven by officers who hold a current Australian driving licence for the class of vehicle to be driven.

4.2 Car Booking Sheet

4.2.1 Prior to using an ABCC vehicle employees must complete the 'Car Booking Sheet' located in each state office.

4.3 Driver Responsibilities

4.3.1 Prior to using a vehicle employees are to familiarise themselves with the following:

- Employees using ABCC vehicles must comply with all traffic laws, ordinances, regulations, including by-laws relating to parking restrictions, of the relevant State or Territory. Where a Traffic Infringement Notice is issued, the driver, as identified in the 'Motor Vehicle Running Sheet' will be responsible for paying all fines.
- Employees intending to use an ABCC vehicle are to comply with the ABCC policies on:
 - [Responsible Consumption of Alcohol in the Workplace](#); and
 - [Substance Abuse](#).
- Smoking is prohibited in ABCC vehicles.
- Accidents or other incidents involving an ABCC vehicle must be reported to the Assistant Director, Business Services as soon as possible and no later than the next working day. Where a person is injured, the report is to be made immediately, if possible. An employee driving an ABCC vehicle involved in an accident must not admit liability.
- In the event of a breakdown or unusual operation of the vehicle including dashboard warning lights the driver is to take immediate action to attend to the problem. Drivers should call Leaseplan (tel. number located on the Leaseplan sticker on front right hand corner of the windscreen of the vehicle). Leaseplan service is only available in capital cities. However, they will arrange roadside assistance from the local Automobile Association (e.g. RACV, NRMA etc).
- Drivers are to ensure that the fuel tank is at least half full when returning the vehicle after use. The fuel card located in each vehicle is to be used to pay for fuel. Only unleaded regular fuel is to be used.
- Vehicles are to be kept clean and tidy at all times. Car wash facilities are available at selected Mobil, Caltex and BP outlets. The cost of using these facilities must be charged against the vehicle fuel card.
- Employees are required to complete the relevant sections of a 'Motor Vehicle Running Sheet' (MVRs) at the start and finish of each trip. A 'Motor Vehicle Running Sheet'

should be located in each car, if not a new sheet must be obtained to record your trip details. Refer to Appendix A: Motor Vehicle Running Sheet.

- The 'Motor Vehicle Running Sheet' is to remain in the car until all lines are full. Once full it should be forwarded to Business Services for filing and a new sheet obtained and placed in the car ready for the next driver.
- Drivers undertaking long-distance trips should ensure that they take rest breaks and other precautions to avoid driver fatigue.
- Home garaging of ABCC vehicles is subject to Fringe Benefit Tax (FBT). Therefore, all requests for home garaging must be submitted to the relevant Group Manager or Executive Director for approval prior to the home garaging occurring. This approval should be in writing.

4.4 Use of Private Vehicles

4.4.1 The use of a private vehicle for official business may only be approved by a Group Manager or Executive Director. This approval should be in writing.

4.4.2 In general, private vehicles are not to be used for official travel except where alternative transport, including air, car rental, coach or train, is either not available or not operationally efficient. That is, use of a private vehicle will result in the most effective outcome for the ABCC.

4.4.4 A Group Manager or Executive Director may only approve the use of a private vehicle where the owner of the vehicle acknowledges in writing that:

- The Commonwealth does not carry insurance on private vehicles used for official purposes and does not accept responsibility for any financial liability or loss which may arise from events such as an accident or mechanical failure;
- They have a valid driving licence; and
- They have comprehensive insurance cover.

4.4.5 The allowance can be claimed by forwarding an approved "Claim for Motor Vehicle Allowance" form to the Team Leader, Payroll (this form is located on the ABCC intranet under Travel/Private Vehicles) The allowance is payable to a maximum of the airlines Lowest Practical Fare (LPF) less GST.

4.5 Motor Vehicle Rental

4.5.1 Refer to Finance Direction 15.

