



MOTOR VEHICLE POLICY

Vision

Each Catholic community, organisation and individual collaboratively engaged in the educational ministry of the Church in the Archdiocese of Brisbane is called to:

Teach

We promote faith in Jesus Christ, teaching and learning about Jesus, the gospel and the faith of the Catholic Christian community. Learning is lifelong, life-giving and engages the whole person.

Challenge

Inspired by the Holy Spirit, we challenge those we educate to live in communion with God, others and the whole of creation in prayerful, sacramental, just, peaceful, inclusive and reconciling communities.

Transform

We educate for a transformed world in communion, by nurturing the gifts and potential of each person, enacting shared leadership, and exercising a preferential option for the poor and marginalised.

Purpose

The use of a motor vehicle for work related purposes is an essential aspect of Brisbane Catholic Education (BCE) business functionality. BCE commits to the provision of safe, accessible, equitable and fit for purpose vehicles to support staff in the execution of their roles. The form that vehicle acquisition and allocation takes differs broadly across the BCE office and schools. In formulating a policy in relation to the provision of motor vehicles BCE aims to provide multiple mechanisms for motor vehicle access to ensure that staff members who travel by motor vehicle are able to work safely, efficiently and effectively. The motor vehicle policy aims to provide principles and regulations that inform and govern the use of motor vehicles across the BCE office for office staff acquisition and use. The policy and procedures include the support of motor vehicle provision in schools, BCE, and RAIS School vehicle acquisitions. The policy and regulations have been informed by the principles of:

- Consistency
- Affordability
- Simplicity; and
- Transparency.

Expectations

It is expected that BCE entities will become familiar with the policy and associated guidelines and comply with them.

Scope

BCE offers the provision of a motor vehicle for a range of role holders and through a diversity of arrangements. All employees required to undertake work related vehicular travel have the option of accessing support for this travel through this policy and the accompanying regulations. This policy and guidelines informs the use of work related vehicles in the following categories: -

1. Brisbane Catholic Education Office (BCEO) Vehicle
2. BCEO Approved Business Resource (ABR) required for BCEO Salary Scale
3. BCEO Role Entitlement (*as part of total employment cost*)
 - a. Senior Leadership Scale (SLS)
 - b. Senior Executive Scale (SES)
4. RAIS School Vehicle Provision
5. Principal BCE Lease Vehicle Provision
6. Novated Lease
7. School Vehicle Provision
8. Hire Vehicle
9. Other

BCE is committed to the respectful stewardship of all resources. Motor vehicles are essential and valuable asset resources which require maintenance and monitoring. Every endeavour is made to ensure cost effective and efficient measures are applied to the acquisition, maintenance and monitoring of vehicles across BCEO and schools where appropriate. The management and supervision of the fleet of BCEO vehicles is coordinated under the authority of the Administrative Services Directorate.

Regulations detailed in this policy documentation outline the employer and employee responsibilities in relation to motor vehicle use and acquisition within those categories listed above.

More broadly the following responsibilities apply:

The Employer will

- Provide safe, reliable and maintained vehicles
- Provide vehicle induction and orientation programs
- Review the BCE Motor Vehicle Policy and Approved Motor Vehicle List annually
- Optimise vehicle fleet management strategies by ensuring vehicle changeover generally occurs within 3 years or up to 60,000 kilometers
- Offer driver re-education programs as deemed necessary by BCEO
- Ensure communication in relation to policy and regulations, and
- Review the conditions of vehicle provision as required.

The Employee will

- Honour the BCE Staff Code of Conduct
- Maintain a current driver's licence
- Not drive when under the influence of alcohol, medication, an impairment or drugs
- Report vehicle defects, damages and repairs
- Be responsible for infringement notices
- Observe and adhere to road safety limits and traffic regulations
- Assume due care of the vehicle
- Complete log books as required
- Provide vehicle access to the Fleet Coordinator to undertake a yearly inspection or as required by BCEO
- Ensure the vehicle is cleaned and ready for sale at handover, and
- Adhere to the Motor Vehicle Policy.

Accident & Insurance Protocols for all categories of vehicle provision

All BCEO fleet vehicles are comprehensively insured with Catholic Church Insurance (CCI). Policy conditions and protocols are reviewed annually by BCEO and CCI.

- For accident repairs and insurance claims during business use where the BCEO employee or authorised driver is deemed 'at fault', the insurance excess amount or repair is met by BCEO for the first 'at fault' accident in a calendar year
- The BCEO employee or authorised driver is responsible for the reimbursement of any subsequent insurance excess or repair in that year
- In the event of a family member being the driver and involved in an accident that results in an insurance claim or repair, the employee is responsible for the payment of any insurance excess levied upon such a vehicle by BCE's insurers. or the cost of repairs incurred
- The BCEO employee engaged in private use of the vehicle is responsible for the reimbursement of any insurance excess payments or repairs.

1. BCEO Vehicle

A BCEO vehicle is a work / facility vehicle provided by Brisbane Catholic Education for business and work related travel.

All vehicles within the fleet, if available, may be used by employees for work related travel. Each office location provides a role holder who will coordinate vehicle bookings. These bookings are undertaken in collaboration with the staff of Business Services who can assist with both short and longer-term arrangements if required.

BCEO may determine that a Pool Car allocation would provide the most cost effective and efficient delivery of services to the school community.

Secure Garaging

The Director Administrative Services may approve the use of secure garaging of a BCEO vehicle when there is an operational requirement for:

- Overnight work
- A start from home activity

- Considerable travel within the Archdiocese which impacts on the return to the normal place of work during normal business hours
- Extensive business use within a particular department involving regular rotation of the vehicle amongst employees
- There are no entitlements for use of the Secure Garaging vehicle for private purposes or when the employee is on leave either paid or unpaid
- Secure Garaging arrangements can be negotiated through the Director Administrative Services and requires a financial contribution from the employee. The employee allocated the Secure Garaging vehicle contributes toward the cost of travel to and from work while allocated the Secure Garaging vehicle. This cost will be determined by the Chief Financial Officer to reflect the benefit in accordance with the regulations of the Australian Taxation Office.
- These arrangements are monitored and reviewed by Business Services.

2. BCEO Approved Business Resource

The BCEO Approved Business Resource is one provided primarily for business use but with private use permitted and contributed to, through salary packaging arrangements.

BCE may determine that employees remunerated under the BCEO Salary Scale may be allocated a salary packaged vehicle. This determination is made when staff travel more than 12,000 dedicated business kilometers per annum. The employee will be required to complete a logbook every five years or as required by BCE to confirm eligibility. A list of vehicles will be provided to these employees who may salary package the employee financial contribution for the cost of vehicle. For vehicles allocated under these conditions, the employee financial contribution will be calculated using a standard formula and set for the life of the car which is generally within 3 years or up to 60 000 km. The costing guidelines and change over limits will be set annually (July 1) along with the list of vehicles provided for these drivers.

Should an employee commence in a new role within BCEO, the completion of a log book for twelve consecutive weeks is mandatory within the first six months of employment, to determine eligibility to access a salary packaged BCEO Approved Business Resource. Employees changing roles or residence may be requested to complete a log book if there appears to be a significant change in kilometers travelled.

For employees allocated a BCEO Approved Business Resource, reasonable private use outside work hours is permitted within the vicinity of 500km from their home or normal workplace. Approval must be obtained from the relevant Director if an employee wishes to drive the vehicle further distances from their home or workplace for personal use, and notification of such approved travel given to the Fleet Coordinator, Business Services. Usage of the fuel card for a BCEO Approved Business Resource is not permitted outside of the 500 kilometer radius. Receipts for privately funded fuel can be presented to the Fleet Coordinator to access FBT credits.

Use of a BCEO Approved Business Resource throughout a period of leave

- The vehicle may continue to be used by the employee up to and throughout any 4 week period of continuous paid leave with their current financial contributions maintained throughout this period. Should the employee intend to extend this period of continuous leave, then approval to retain the use of the vehicle may be sought through the Director of Administrative Services. With this extended leave

approval, the employee will be required to pay full costs of the vehicle for the period greater than four weeks.

- For periods of greater than 4 weeks continuous paid leave, where the employee does not intend to make use of the vehicle, the employee may arrange to return the vehicle to the Fleet Coordinator and cease financial contributions for this period.
- There is no provision for use of the vehicle during any period of leave without pay. Throughout these periods, the vehicle is returned to the fleet and employee's financial contributions cease.

Members of an employee's immediate family may drive the BCEO Resource where such an individual holds a current driver's licence and has ideally had a minimum of two years driving experience.

Every effort will be made to provide employees with the choice of vehicle from the approved selection list for the particular category of employee. However, BCEO is not obliged to purchase any new vehicles if there are existing vehicles to be allocated from the pool of available vehicles.

3. BCEO Role Entitlement for senior employees (as part of total employment cost - TEC)

(a) **Senior Leadership Scale 1 (SLS1)** employees are offered a packaged vehicle as part of the overall remuneration strategy to attract and retain employees in these roles.

Senior Leadership Scale 1 (SLS1) are entitled to the allocation of a vehicle under the total employment cost provisions of their role. The costs of this entitlement may be salary packaged. SLS1 employees may choose from an approved list of vehicles for unlimited business and private use. For vehicles allocated under these conditions, the employees financial contribution will be calculated using a standard formula and set for the life of the car which is generally within 3 years or up to 60 000 km. The costing guidelines will be reviewed and set annually (July 1). The SLS1 list of vehicles provided will be reviewed and set annually by Business Services (July 1).

The employee choosing to not access the option of a packaged vehicle is not entitled to claim any kilometrage or reimbursement for vehicle expenses.

For the employee with this vehicle entitlement, private use outside work hours is permitted. SLS1 employees will be required to complete a logbook for 12 consecutive weeks, every five years or as required by BCEO.

Members of an employee's immediate family may drive the vehicle where such an individual holds a current driver's licence and has ideally had a minimum of two years driving experience.

BCEO Role Entitlement Vehicle use throughout periods of leave (SLS1)

SLS1 employees are required to relinquish their vehicle throughout periods of unpaid leave. The financial contribution ceases throughout this period.

The vehicle may continue to be used by the employee throughout all periods of paid leave, with the employee maintaining their financial contribution as part of their TEC. The SLS1 employee undertaking paid leave may negotiate specific arrangements with the Director of Administrative Services to return their vehicle to the fleet throughout this period. This would be considered on a case-by-case basis and only under mutually agreeable circumstances.

Secondment provisions (SLS1)

Those employees acting in SLS1 roles who do not already have a packaged vehicle, may be allocated a BCEO vehicle. Acting staff for such periods will be required to make a financial contribution, in return for personal use of the vehicle. At all times, the provision and allocation of vehicles is managed by Business Services.

The employee choosing to use their own vehicle, is not entitled to claim any kilometrage or reimbursement for vehicle expenses.

(b) Senior Executive Scale 1 (SES1) and Senior Leadership Scale 2 (SLS2) employees are offered a packaged vehicle as part of the overall remuneration strategy to attract and retain employees in these roles.

Senior Executive Scale 1 (SES1) and Senior Leadership Scale 2 (SLS2) are entitled to the allocation of a vehicle under the total employment cost provisions of their role. The costs of this entitlement may be salary packaged. SES1 and SLS2 employees may choose from an approved list of vehicles for unlimited business and private use. For vehicles allocated under these conditions, the employees financial contribution will be calculated by Financial Services and generally occurs within 3 years or up to 60 000 km. The costing guidelines will be reviewed and set annually (July 1). The SES1 and SLS2 list of vehicles provided will be reviewed and set annually by Business Services (July 1).

For the employee with this vehicle entitlement, private use outside work hours is permitted. SES1 and SLS2 employees will be required to complete a logbook for 12 consecutive weeks, every five years or as required by BCEO.

Members of an employee's immediate family may drive the vehicle where such an individual holds a current driver's licence and has ideally had a minimum of two years driving experience.

BCEO Role Entitlement Vehicle use throughout periods of leave (SES1 and SLS2)

SES1 and SLS2 employees are required to relinquish their vehicle throughout periods of unpaid leave. The financial contribution ceases throughout this period.

The vehicle may continue to be used by the employee throughout all periods of paid leave with the employee maintaining their financial contribution as part of their TEC. The SES1 and SLS2 employee undertaking paid leave may negotiate specific arrangements with the Director of Administrative Services to return their vehicle to the fleet throughout this period. This would be considered on a case-by-case basis and only under mutually agreeable circumstances.

Secondment provisions (SES 1 and SLS2)

Those employees acting in SES 1 and SLS2 roles who do not already have a packaged vehicle, may be allocated a BCEO vehicle. Acting staff for such periods will be required to make a financial contribution, in return for personal use of the vehicle. At all times, the provision and allocation of vehicles is managed by Business Services.

The employee choosing to use their own vehicle, is not entitled to claim any kilometrage or reimbursement for vehicle expenses.

(c)Senior Executive Scale (SES 2,3,4) employees are entitled to the allocation of a vehicle under the total employment cost (TEC) provisions of their role. The costs of this entitlement may be salary packaged.

The Archdiocese of Brisbane Motor Vehicle Policy applies for Senior Executive Scale (SES 2,3,4) employees. This particular policy entitles the role holder to the choice of any vehicle with a recommended retail price (including accessories), under the retail Luxury Car Tax threshold. The employee will make an annual contribution based on the vehicle costing (refer Approved BCEO Motor Vehicle List) as part of their salary package and TEC arrangements. Notably the current Approved BCEO Motor Vehicle List is based on this formula, making vehicle choice from the BCEO list of vehicles an available option under this category.

For SES 2,3,4 employees, private use outside work hours is permitted. The SES 2,3,4 employees will be required to complete a logbook for 12 consecutive weeks, every five years or as required by BCE.

Members of an employee's immediate family may drive the vehicle where such an individual holds a current driver's licence and has ideally had a minimum of two years driving experience.

SES 2,3,4 employees are entitled to salary package a second vehicle as part of their employment conditions. The second vehicle may be a vehicle from the Approved BCEO Motor Vehicle List, or alternatively any vehicle with a recommended retail price (including accessories) under the Luxury Car Tax threshold. The employee makes an annual contribution (based on doubling of the pricing formula detailed on the Approved BCEO Motor Vehicle List) as part of their salary package and TEC arrangements.

BCEO Role Entitlement Vehicle use throughout periods of leave (SES 2,3,4)

SES 2,3,4 employees are required to relinquish their vehicle throughout periods of unpaid leave. The financial contribution ceases throughout this period.

The vehicle may continue to be used by the employee throughout all periods of paid leave with the employee maintaining their financial contribution as part of their TEC. SES 2,3,4 employees undertaking paid leave may negotiate specific arrangements with the relevant Director. This would be considered on a case by case basis and only under mutually agreeable circumstances.

Secondment provisions (SES 2, 3, 4)

Those employees acting in SES 2, 3, 4 roles who do not already have a packaged vehicle, may be allocated a BCEO vehicle. Acting staff for such periods will be required to make a financial contribution, in return for personal use of the vehicle. At all times, the provision and allocation of vehicles is managed by Business Services.

The employee choosing to use their own vehicle, is not entitled to claim any kilometrage or reimbursement for vehicle expenses.

4. RAIS School Vehicle Provision

BCE may provide a vehicle for school use under the Remote Area Incentive Scheme (RAIS).

Schools deemed as Category One in relation to BCE remote area, are allocated a BCE funded vehicle for school use. The first priority for use of this vehicle is for staff members of the school for business and work related travel. The Principal is entitled to securely garage the school vehicle and is permitted limited private use of the school vehicle within the local area (200 km radius). Immediate family members of the Principal may be permitted to use the school vehicle within these limits.

The vehicle must be made available to all staff of the allocated school for work related/business travel. For schools covered by RAIS, the Executive Director reserves the right to make other provisions regarding school and Principal transport arrangements. Any variations to these provisions due to exceptional circumstances would require the approval of the Executive Director. Principals may seek further information regarding the use of RAIS funds in relation to travel, through the Area Supervisor and the Chief Financial Officer.

Principals in this category are entitled to choose a school vehicle from the Approved BCEO Motor Vehicle List. This list is reviewed annually (July 1) by Business Services.

Travel in a RAIS school vehicle outside of the Archdiocese requires the permission of the Director Administrative Services. A general permission will be provided formally to those RAIS schools located close to Archdiocesan boundaries. A log book should be kept at all times to assist in the identification of the drivers as needed. Principals will be required to complete a log book for 12 consecutive weeks every five years or as required by BCE.

In relation to insurance claims, all staff members driving RAIS allocated school vehicle must follow the guidelines as detailed in the Driver Information Guide.

Motor vehicle use throughout periods of leave – RAIS

The vehicle must remain accessible to the staff of the school throughout all term time periods. Therefore, the vehicle may not be used by the Principal throughout periods of paid LSL, maternity leave, unpaid leave or sick leave. Throughout non-term time periods and weekends, the Principal may use the vehicle as detailed above, for reasonable personal use only. A fuel card is provided to the school to fund business and work related travel and reasonable personal use of the vehicle by the Principal.

Use of the vehicle by the Principal outside of these parameters is to be negotiated with the relevant School Services Director. Principals will pay all fuel costs for personal use beyond what is deemed reasonable during both term and holiday time.

Reasonable private use includes:

- Travel within the local district (350km radius from home or school)
- Travel to population centres to access services
- Travel for tertiary study

5. Principal BCE Lease Vehicle Provision

A Principal BCE Lease vehicle is a vehicle leased by BCE, in the name of BCE, however it is fully funded by the Principal through salary sacrifice arrangements.

Principals are encouraged, before requesting the provision of a vehicle on this basis, to seek independent financial advice. Under the Principal BCE Lease vehicle provision, the vehicle must be chosen from the established Approved BCEO Motor Vehicle List (BCEO Salary Scale). The lease will be negotiated via Selectus, BCEO's supplier of salary package services. The Principal meets the full cost of all accessories or additions to the vehicle.

The vehicle may be used by the Principal for work related travel and private use. The Principal may seek to claim reimbursement on a per kilometer basis for business use and may choose to make the vehicle available for staff business related travel. The Principal funds and maintains use of the vehicle throughout all periods of paid and unpaid leave throughout the life of the lease.

Members of the Principal's immediate family may drive the Principal BCE Lease vehicle, where such an individual holds a current driver's licence and ideally has a minimum of two years driving experience.

In relation to insurance claims, the Principal/driver must follow the guidelines as detailed in the Driver Information Guide. The Principal is required to fully fund excess payments in the event of any insurance claim.

Principal's may be entitled to claim reimbursement for business related travel. Refer to the Reimbursement Policy for details.

6. Novated Lease

A Novated Lease is a type of motor vehicle lease common in Australia that allows a business to lease a motor vehicle on behalf of an employee, with the responsibility for the lease lying with the employee and the lease payments being made from the employee's pre-tax income.

BCE employees may choose to enter into a novated lease arrangement.

- A Novated Lease arrangement is typically a tripartite agreement between parties - a finance company, an employer and an employee.
- Under such an arrangement, BCE accepts responsibility for coordinating payment of the lease rental under the finance lease whilst the employee (the lessee) remains in the employ of BCE.
- All costs of the lease are covered by the employee's salary package.
- On completion of the Novated Lease period or on termination of employment, the responsibilities/liability under the finance lease reverts to the employee/former employee.
- Employees wishing to enter into a Novated Lease are advised to seek financial advice and then access further information available from Selectus, BCEO's supplier of salary packaged services.
- Employees may be entitled to claim reimbursement for business related travel. Refer to the Reimbursement Policy for details.

7. School Purchased Vehicle

- Schools may acquire ownership of a motor vehicle for valid operational reasons. There must be a demonstrated local need for this purchase in terms of outcomes for the school community. The vehicle must be shown to be both affordable and cost-effective.
- Any motor vehicle acquired by a school must be used predominately for work related purposes. Some examples might include:
 - Assisting the various activities in school grounds management;
 - Providing transport for school staff to attend professional development seminars;
 - Providing transport for general school related activities such as mail runs, banking, etc.
- Specific protocols, permissions, limits and procedures apply to this arrangement and are detailed in "Motor Vehicle (Schools Policy)". The document "Motor Vehicle (School Procedures)" covers operating procedures in support of this policy statement. For school owned vehicles, private use is limited to home to school travel. Specific arrangements in relation to Secure Garaging and the financial contributions required by the driver are detailed in the supporting documentation detailed above.

8. Hire Vehicle Provision

Hire vehicles may be provided through Business Services where the employee is salary packaging but their allocated vehicle is not operational for a period of time.

- At times an employee may require travel assistance if their allocated vehicle is not available due to unforeseen circumstances
- During this period, Catholic Church Insurance may provide a hire vehicle, or

- BCEO may provide an alternative vehicle where available
- The decision to hire a vehicle, is subject to the approval of the Manager, Business Services

9. Other

The Executive Director at his/her discretion may make other individual arrangements with staff in relation to the provision of a motor vehicle.

Use of Personal Vehicle

Under approved use, employees can use private vehicles for business and work related travel. Employees should familiarise themselves with the Archdiocese of Brisbane Employee Code of Conduct in relation to use of their private vehicle for business use. Employees who are required to utilise motor vehicle transport from time to time for work related travel may refer to the Reimbursement Policy. Use of private vehicles for business and work related travel is not covered by the BCE insurance schedule.

Selection of Non-standard vehicle

The Executive Director (through the Director of Administrative Services) may approve an alternative vehicle to those listed on the schedule of approved vehicles, on the grounds of extenuating circumstances.

Selection of Non-standard accessories

All BCE vehicles will be supplied with window tint, carpet mats and full size spare tyres (where available) as standard.

Employees may choose the following accessories to be added to their vehicle when ordering and include this cost in their salary packaging arrangements:

- Tow bar
- Roof racks

Additional accessories sought by the employee will be individually costed with a 'one off' charge for their full costs, levied on the staff member at delivery of the vehicle. These items will remain with the vehicle at all times.

All BCE vehicles will be registered with standard number plates. Personalised number plates are not permitted.

Pets in BCE Vehicles

Although it is preferable that pets not travel in organisation vehicles, they are allowed to do so, however, the pets must be restrained with an approved harness or receptacle. The vehicle must be professionally cleaned and sanitized quarterly at the expense of the employee and prior to the vehicle's return to the fleet.

Transponder Provision

Often BCEO employees are required to use toll roads in their business travels. A transponder can be booked through Business Services. Alternatively, employees may claim reimbursement for approved work related travel through their line manager.

Associated Documents

- The Archdiocese of Brisbane Employee Code of Conduct
- Staff Expense Reimbursement Policy and Payroll Motor Vehicle Usage Claim Form
- Vehicle Request Form
- Drivers Information Guide
- Motor Vehicle List
- School Owned Motor Vehicle Procedure
- Disposal Policy
- Disposal Guidelines

Tips on completing Payroll Motor Vehicle Usage Claim Form

If the required information is not supplied this may result in delayed payment and/or claims may be returned for further information to be completed.

An allowance for use of private motor vehicles for Brisbane Catholic Education business will be payable in accordance with the [Motor Vehicle Allowance Guidelines](#).

Required Personal Information	Required Vehicle Information	Required Travel Information
Employee ID #	Engine Capacity	Dates
Job #		Kilometres Travelled
Surname		Kilometres home / office
Given Names		Kilometres Claimed

Brisbane Catholic Education only pays the Motor Vehicle allowance for kilometres travelled in excess of your normal daily travel. Below is an example to help calculate the correct claimable allowance.

If you normally drive 10 kilometres from your residence to your ***usual place of work** (one-way) and you have travelled 30 kilometres from your residence to a different location (eg another school or office), you are only eligible to claim the 20 kilometres extra you have travelled on that trip.

If you then travel 15 kilometres back to your **usual place of work** you are able to claim that 15 kilometres. A total of 35 kilometres for the day.

# Date	# Place e.g. Home to Annerley to Office	# Kilometres travelled	# Kilometres home/office	# Kilometres Claimed
18/05/2015	Home to Moorooka	30	10	20
18/05/2015	Moorooka to Annerley	15		15

***usual place of work** refers to the place where you are required to perform your required duties. It is possible for some employee's to have multiple **usual places of work**.

E.g. A guidance counsellor who works across multiple schools - the school he/she is contracted to work at that particular day is deemed to be their **usual place of work** and any motor vehicle usage claim that involves travel from home must show the normal travel from home to that **place of work**.