



PROCEDURE

1. Purpose

The purpose of this procedure is to outline Brisbane Catholic Education’s (BCE) approach to the acquisition, use, maintenance, and disposal of BCEO office (BCEO) motorised vehicles.

This procedure must be read in conjunction with: Driver Information Guide for BCEO vehicles and Catholic Education Archdiocese of Brisbane Code of Conduct.

This procedure applies to all drivers of BCEO Vehicles.

2. Roles and Responsibilities

Fleet Services Team	<ul style="list-style-type: none"> • purchase motorised vehicles on behalf of BCEO • maintain the Vehicle Management System • manage purchase records in D365 • monitor the usage to determine changeover schedules • report potential compliance breaches • set and review budget expenditure • dispose of BCEO vehicles • review alternative sources of disposal periodically to ensure stewardship of resources • conduct regular inspection of vehicles for status of condition to protect value • develop approved Motor Vehicle Lists to adhere to Laudato Si’ Action Plan • action infringements and escalate breaches to line manager • whole of life management of vehicles.
BCEO Employee	<ul style="list-style-type: none"> • select vehicles from the approved Motor Vehicle list • read the Driver Information Guide and BCEO Motor Vehicle Procedure
Senior Executive Officer – Corporate Services	<ul style="list-style-type: none"> • approve fleet vehicle acquisition • approve BCEO Motor Vehicle List • approve requests for non-standard vehicles

3. Requirements

3.1 Acquisition

The acquisition of all motorised vehicles for BCEO is coordinated by Fleet Services. A member of the Fleet Services team liaises with the eligible BCEO employee to assist with vehicle selection, obtains vehicle quotes and determines vehicle salary contribution. The vehicle type and annual salary contribution is sent to the BCEO employee for agreement, with final approval provided by the Senior Executive Officer – Corporate Services. Once approved, a purchase order is sent to the successful dealer with the preferred delivery date.

3.1.1 Purchasing

- The Fleet Services team purchases vehicles through an approved QFleet pricing structure or approved Government pricing
- Fleet will obtain three (3) quotes from approved suppliers
- In instances where availability is an issue, the Team Leader – Fleet Services may confirm correct government pricing is applied and proceed to order
- Registration will be held in the name of The Corporation of the Trustees of the Roman Catholic Archdiocese of Brisbane under CRN 068 696 231
- BCEO vehicles will be covered by Suncorp Compulsory Third Party Insurance

3.2 Eligibility

3.2.1 Executive or Senior Executive Scale 2

- SES 2 and Executive Scale select from either the Motor Vehicle List or a vehicle with a recommended retail price (including accessories) under the Australian Taxation Office Luxury Car Tax threshold
- SES 2 and Executive Scale employees are eligible to choose a second packaged vehicle, which would be fully funded by the employee
- SES 2 and Executive Scale will be provided with a BCEO funded transponder

3.2.2 Senior Leadership

- SLS and SES 1 are offered a packaged vehicle as part of the Total Employment Cost (TEC) entitlement
- SLS and SES 1 employees choose a vehicle from the SLS Motor Vehicle List
- SLS and SES 1 employees who decline the option of a TEC- packaged vehicle are not entitled to claim kilometrage allowance or expense reimbursement
- An SES 1 employee can choose to utilise a BCEO funded transponder

3.2.3 CEOS 1-9

- Employees who have an Approved Business Resource (ABR) of a vehicle attached to their role
- Employees who can prove via logbook or kilometrage claims that they travel more than 14,000 business kilometres per annum. The allocation of the vehicle must be supported by the relevant Line Manager, taking into consideration budget requirements
- A CEOS 1-9 employee may have a transponder provided as an ABR. All non-work-related use (including to and from work) must be paid for by the employee.
- CEOS 1-9 employees with an ABR of a vehicle must complete a logbook every 5 years, or as required for BCE Fringe benefit tax obligations
- CEOS 1-9 employees who obtained their vehicle based on the 14,000 business kilometre rule must complete a logbook every 5 years for FBT purposes or anytime there is a change in role or residence causing a significant change in kilometres travelled. CEOS 1-9 employees on the business kilometrage rule may be requested

by their manager or fleet services to complete a logbook to confirm ongoing eligibility

- Managers can request an ABR of a vehicle to be added to a role by completing the BCEO Role Creation or Role Change form on Spire. Once completed and approved by the appropriate Head or Executive, the form is sent to recruitment for processing

3.3 Use and Maintenance

3.3.1 Driver Responsibilities

- Speed limits and traffic regulations must be observed.
- Mobile phones must be connected to the vehicle via Bluetooth with Apple CarPlay or Android Auto and phone calls to be limited to reduce distractions.
- Seatbelts must be worn at all times.
- The driver must not be under the influence of alcohol, medication, or illicit drugs when using the vehicle.
- BCEO vehicles are smoke and vape free working environments.
- Infringement notices must be paid by the allocated driver at the time of the incident, including payment of tolls for private use; speeding infringements; parking fines and associated towing costs and/or any other infringement type.
- Vehicles must not be used for commercial enterprise or personal profit-making e.g. paid ride sharing arrangements, private taxi services and private delivery services.
- Vehicles must be available for work-related purposes during business hours.
- Vehicle interiors must be kept clean and tidy with the exterior cleaned on a regular basis to protect and maintain the paintwork.
- Fuel must be purchased through fuel card arrangements with Ampol and BP for our rural drivers. However, if fuel is purchased from other fuel companies the driver can claim the cost as an expense for reimbursement. Unless specified by the vehicle's manufacturer, only ULP or E10 fuel is to be purchased, and fuel cards will be restricted to these fuel types.
- Vehicle service history must be recorded in the service logbook. This logbook and manufacturer's manual must remain in the vehicle.
- A driver not adhering to scheduled services as specified by the manufacturer must reimburse BCE for costs.
- The driver must possess a current valid driver's Licence
- The driver must notify the Fleet Services team of changes to licence details and conditions including:
 - loss of licence
 - change to licence conditions
 - change of address
 - change of name

3.3.2 Insurance

- All BCEO vehicles are covered by VERO Insurance (Policy number MSL024887835) All incidents must be reported to the Fleet Services team and claims lodged within 72 hours.
- BCE will pay the excess for the first at fault claim per calendar year, any additional at fault claims made within the same calendar year will be the responsibility of the driver. If a driver incurs more than three "at-fault" claims in a calendar year, a review will be conducted, and further training recommended.
- Family members of the BCEO driver salary packaging the vehicle are entitled to drive the BCEO motor vehicle when they have held a Licence for more than 2 years. If a non-BCEO driver is involved in an accident, the full excess of \$1,000 is applicable.

3.3.3 Private Use

SES and Executive scale employees are permitted private use outside work hours.

BCEO salary scale (CEOS) 1-9 and SLS employees are permitted reasonable private use:

- within the vicinity of 500km from their normal workplace
- the Fleet Services team must be notified of any upcoming personal trips in a BCEO vehicle where the vehicle is expected to travel beyond the 500km radius, but no more than 2,000km in total. The Team Leader – Fleet Services and the employee's Line Manager must be advised the travel dates, destination, and estimated travel kilometres before departure. If the intended total travel is greater than 2,000km, approval must be obtained from the employees Line Manager and the Team Leader – Fleet Services. Destinations such as Far North QLD, SA, Victoria, WA, and NT would be considered an excessive use of the vehicle over a short period of time and explicit approval would need to be granted beforehand.
- usage of the fuel card for a BCEO ABR is not permitted outside the 500-kilometre radius.
- receipts for privately funded fuel are to be presented to the Fleet Services team when returned to work to access FBT credits.

Learner drivers are permitted to use the vehicle only under direct supervision of the BCEO driver salary packaging the vehicle.

The driver is entitled to be reimbursed for the cost of a toll, where the purpose of the travel is business related. Tolls cannot be claimed for travel to and from work. Additional administration costs resulting from a late or overdue toll payment must be passed on to the driver and cannot be claimed as an expense for reimbursement.

Pets are not permitted in BCEO vehicles, except under exceptional circumstances. Short trips are permitted where cats and other small pets must be kept in a suitable pet carrier. Dogs must be safely restrained inside the vehicle and where possible, a car seat cover used to protect the upholstery.

3.3.4 Paid Leave

- Senior employees under Total Employment Conditions (TEC) can continue to use their vehicle throughout all periods of paid leave, maintaining their financial contribution as part of their TEC.
- CEOS 1-9 employees with a vehicle as an ABR can continue to use their vehicle whilst on extended periods of paid leave, maintaining their financial contribution.
- CEOS 1-9 employees who have been allocated a vehicle based on the business kilometre travelled rule must return their vehicle for leave periods greater than 4 weeks.

3.3.5 Unpaid Leave

- The driver must relinquish their vehicle during any period of unpaid leave.

3.3.6 Servicing

- Drivers are required to have their vehicles serviced in accordance with the Manufacturer's recommended service schedule.
- Approved service providers are listed in the Driver information Guide.
- Repairs are approved by the Fleet Services Team and details recorded in the Vehicle Management System.
- Where it is deemed that a service schedule has not been followed and the warranty has been voided due to non-compliance of the regular servicing and maintenance schedule, the costs for repairs to the vehicle caused by the non-compliance must be paid by the driver.

3.3.7 Breakdowns and accidents

- BCEO vehicles are covered by RACQ Roadside Assistance.
- Account and contact details can be found in the Drivers Information Guide.
- In an accident, a driver is required to exchange details such as: Drivers licence number, name and contact details and the insurance policy number with Vero Insurance Ltd, MSL024887835. The Driver Information Guide provides a guideline for drivers involved in an accident.
- If the vehicle requires towing, BCEO's preferred providers are listed in the Driver Information Guide.

3.3.8 Garaging of vehicles

- A driver is responsible for securing the vehicle at night and at weekends, preferably off street or in a lockable garage.

3.3.9 Short Term temporary allocation of BCEO motor vehicles

Secure garaging arrangements:

- the Team Leader Fleet Services will at times request employees to secure garage BCEO fleet vehicles off-site for safety and security reasons. There is no personal use

of the vehicle under this arrangement.

- home garaging may result in a Fringe Benefits Tax (FBT) liability, which will be calculated by Financial Services. Any Reportable Fringe Benefit Amount (RFBA) may then be recorded on the driver's annual PAYG statement.
- A Secure Garaging Arrangements form must be submitted to the line manager for approval and forwarded to the Team Leader Fleet Services.

3.3.10 Secondment

- An employee seconded to a specific role requiring a BCEO fleet vehicle, will be offered the choice to salary package the cost of vehicle or accept the vehicle with no personal use under the Secure Garaging Arrangements. In this arrangement, where there is no financial contribution to the vehicle, the employee is to maintain a 24hr/365day logbook for the duration of the secondment. At the end of the secondment, the logbook is to be submitted to the Team Leader Fleet Services for review and filing.
- If an employee with a salary packaged vehicle is seconded to a role which does not require a motor vehicle, the vehicle is to be returned to fleet. If the employee wishes to retain their vehicle, they must apply in writing to the relevant Head for support and to the Senior Executive Officer – Corporate Services for final approval.

3.3.11 Returning vehicle to fleet

- The driver must return their vehicle to fleet when:
 - it is no longer required
 - the driver's licence is revoked
 - the driver is no longer eligible for a vehicle due to changes in employment conditions or insufficient business kilometrage usage
- The vehicle must be cleaned inside and out prior to being returned. If this has not been completed, fleet will arrange for the cleaning and invoice the driver.
- Once the vehicle has been returned to fleet, the Fleet Services Team will email Payroll Administration Services and Financial Services to advise of the return and request contribution payments are ceased.

3.4 Disposal

Turnover for passenger vehicles will occur when the odometer reaches approximately 75,000 or at four (4) years of age or at the discretion of the Team Leader – Fleet Services.

The Fleet Services Team:

- notifies a BCEO employee when the allocated vehicle is deemed ready for disposal and changeover.
- arranges the vehicle to be delivered directly to the auction house for sale.

3.4.1 Disposal Method

- The Fleet Services Team facilitates the selection of an auction house for the disposal of all fleet vehicles. Disposal price for each vehicle is set by BCE in conjunction with the auction house.

3.4.2 Staff purchases

- Prior to auction, suitable motor vehicles subject to disposal will be offered for sale to: (1) the driver and (2) BCE employees
- The disposal house will facilitate the sale of the vehicle.

4. Compliance Monitoring

Non-compliance with this procedure is a breach of the Catholic Education Archdiocese of Brisbane Code of Conduct.

Compliance with this procedure will be monitored by:

Role	Compliance responsibilities
Team Leader – Fleet Services	<ul style="list-style-type: none"> • monitor employee selection of motorised vehicles against the relevant motor vehicle list. • escalate instances of non-compliance with this procedure to the Senior Executive Officer – Corporate Services for remedial action. • review procedure document annually.

5. Associated Documents

- 5.1 Archdiocesan Risk Management Policy
- 5.2 Catholic Education Archdiocese of Brisbane Code of Conduct
- 5.3 Driver Information Guide for BCEO vehicles
- 5.4 Personal Properties Security Act 2009
- 5.5 Procurement Policy and Procedure
- 5.6 Workplace Health and Safety Act 2011 (QLD)

6. Definitions

Fleet Services Team	Point of contact for the acquisition, use, maintenance, and disposal of motorised vehicles for BCE office.
Driver	A BCE employee who is driving a motor vehicle and/or who is currently salary sacrificing the cost of the vehicle
Motorised Vehicle	<p>A motorised vehicle is defined as a wheeled vehicle powered / propelled by an engine that forms part of it (diesel, hybrid, petrol, or battery), excludes those vehicles that run on rails, tram lines or other fixed paths, has a unique serial number and:</p> <ul style="list-style-type: none"> • requires regular logbook services - time/kilometres or time/hours. • has a minimum speed capability of ten kilometres per hour. • can be used for the transportation of people or cargo. • includes an unpowered vehicle, attachment or accessory that can be towed by an engine powered vehicle. Examples include: <ul style="list-style-type: none"> ○ tractor pulling attachments including 4 in 1 bucket and mowing attachments ○ a boat powered or unpowered.



	<ul style="list-style-type: none"> the vehicle is registered with the relevant state road and transport authority (QLD TMR) and can include: <ul style="list-style-type: none"> cars utes boats trailers heavy vehicles – GVM > 4.5 tonne ride-on mower utility vehicles requires a driver, with the appropriate licence class, (licence issued by the state licencing authority) to operate the vehicle. <p>A motorised vehicle also includes:</p> <ul style="list-style-type: none"> Elevated Work Platform (EWP) scissor lift knuckle boom forklift. <p>Source: Personal Properties Security Act 2009</p>
Non-standard Vehicle	A motor vehicle not on an approved Motor Vehicle List
ABR	Approved Business Resource
Private use	Use of a motor vehicle that is not related to work
Standard vehicle	A vehicle listed on an approved Motor Vehicle List

Document Control

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