

Transport Light Motor Vehicle and Car Parking Policy

CP20010



Transport is committed to operating the safest, most economically sized, environmentally responsible, and fit-for-purpose light motor vehicle fleet to support its business operations.

We do this by applying a consistent and cost-effective approach in the acquisition and life cycle management of light commercial tool of trade and passenger motor vehicles.

We prioritise the safety of our people and customers by optimising the safety of our fleet vehicles and promoting safe driving in the management and operation of the light motor vehicle fleet.

TfNSW vehicles are provided on occasion to the essential needs of our people in the performance of their duties, where using a fleet vehicle is the most economical means of transport. Public Transport and car sharing should be considered in the first instance.

In managing and using the light motor vehicle fleet, we will:

- Establish a Framework for managing Light Motor Vehicle Fleet that maximises safety, ensures operational effectiveness and delivers economic efficiencies
- Comply with relevant legislative, regulatory and policy requirements, including the NSW Government Motor Vehicle Operational Guidelines and relevant transport legislation and road rules
- Promote safety initiatives and safe driver behaviour, striving for continuous improvement in safety technology in vehicle selection and procurement. Our drivers are expected to comply with the Road Rules as well as all recommendations in the TfNSW Road Safety Guide, and be a lead contributor in the NSW 'Towards Zero' initiative. Transport vehicles will be fitted with mobile phone holder and Bluetooth technology so there is no excuse for drivers handling a mobile phone while driving.
- Ensure operational effectiveness and deliver economic efficiencies by standardising the fleet to pooled fleet usage with passenger vehicles. Electric and low emission vehicles and the best value for TfNSW will be considered as the preferred option. Commercial vehicles should only be used by exception.
- Adopt emerging telematics vehicle logging technologies in all fleet vehicles to assist in optimising fleet usage and provide reporting management systems covering vehicle utilisation, driver behaviour, trip purposes and justification for vehicle replacement.
- Measure performance by facilitating audit activities as appropriate, to ensure best practice and any potential opportunities in fleet management are addressed. For example log books completed, service schedules, licence eligibility, vehicles being used in line with work requirements etc.
- Lead optimisation of environmental responsibilities and achieve the TfNSW Future Energy target of 70 per cent of new passenger vehicles purchased or leased to be low emission vehicles by 2025 (where fit for purpose), with at least 20 per cent battery electric
- Provide a consistent and cost effective approach in the management and operations of car parking facilities at office accommodation premises occupied by Transport that complies with State Government policy and prioritises parking for pooled fleet vehicles
- Promote staff awareness of fleet responsibilities through training, intranet resources and publication of Procedures, in particular:
 - [Transport Light Motor Vehicle Procedure](#)
 - [Transport Executive Motor Vehicle Salary Sacrifice Procedure](#)
 - [Transport Car Parking Procedure](#)

This Policy should be read in conjunction with the relevant Procedure above.

This Policy supersedes CP18004.1 Transport Light Motor Vehicle Policy and CP14021.3 Transport Car Parking Policy.

A handwritten signature in black ink, appearing to read 'R. Staples'.

Rodd Staples
Secretary

22 December 2020

This Policy applies to staff performing work for the following:

- Transport for NSW
- Department of Transport
- Sydney Trains
- NSW Trains
- State Transit Authority
- Sydney Metro
- The Point to Point Transport Commissioner

'Staff' includes all permanent, temporary and casual staff, staff seconded from another organisation and contingent workers including labour hire, professional services contractors and consultants.

This Policy is supported by and/or aligned to the following:

- [Transport Light Motor Vehicle Procedure](#)
- [Transport Executive Motor Vehicle Salary Sacrifice Procedure](#)
- [Transport Car Parking Procedure](#)
- [NSW Government Motor Vehicle Operational Guidelines](#)
- [Department of Premier and Cabinet Memorandum M2012-20, Government Property NSW \(previously State Property Authority\) and Government Property Principles](#)
- [TfNSW Road Safety Guide](#)
- [Transport Environment and Sustainability Policy](#)
- [Transport Workplace Adjustment Procedure](#)