



AFP National Guideline on AFP vehicles

1. Disclosure and compliance

This document is classified **UNCLASSIFIED** and is intended for internal AFP use.

Disclosing any content must comply with Commonwealth law and the [AFP National Guideline on the disclosure of information](#).

Compliance

This instrument is part of the AFP's professional standards framework. The [AFP Commissioner's Order on Professional Standards \(CO2\)](#) outlines the expectations for appointees to adhere to the requirements of the framework. Inappropriate departures from the provisions of this instrument may constitute a breach of AFP professional standards and be dealt with under Part V of the [Australian Federal Police Act 1979](#) (Cth).

2. Acronyms

AFP	Australian Federal Police
AGF	Australian Government Fleet
AOCC	AFP Operations Coordination Centre
CFIs	Commissioner's Financial Instructions
EVS	Executive Vehicle Scheme
FBT	Fringe benefits tax
NPC	National Procurement and Contracts
PRS	Professional Standards

3. Definitions

AFP vehicle – means all AFP fleet vehicles, domestic and international, including leased, hired or owned and used for operational or administrative purposes:

- quad bikes

- commercial vehicles
- motor vehicles
- motor bikes
- trail bikes
- trailers.

AFP appointee – means a Deputy Commissioner, an AFP employee, special member, special protective service officer and includes a person:

- engaged overseas under s. 69A of the [Australian Federal Police Act 1979](#) (Cth) (the AFP Act) to perform duties as an AFP employee
- seconded to the AFP under s. 69D of the AFP Act
- engaged under s. 35 of the AFP Act as a consultant or contractor to perform services for the AFP and who has been determined under s. 35(2) of the AFP Act to be an AFP appointee.

(See s. 4 of the AFP Act.)

Authorised driver – is a person authorised to drive an AFP vehicle to perform specific operational and/or administrative tasks.

Business area – means an area established under an AFP function to conduct the day-to-day business of the function.

Business use – means the use of an AFP vehicle by an AFP appointee solely for the purpose of carrying out their official duties. Travel between home and work is not considered business use.

Home garaging – means an authorised after-hours garaging of operational vehicles at an AFP appointee's place of residence, hotel if away on business, or temporary residence if living away from home.

Injury – means an injury, sustained by any person as a result of a collision, which necessitates treatment by a medical practitioner.

Insight! – means the corporate self-service system for AFP employees to access and update their personal data and manage their administrative functions.

LeasePlan – is the AFP's former provider for its vehicle fleet management and leasing services. Under the new whole-of-Australian Government contractual arrangements, it has been replaced by sgfleet from 1 February 2013.

Major collision – means any collision in which:

- a person is killed or
- a person is suspected to have sustained permanent or life threatening injury (grievous bodily harm)
- it is suspected an offence has been committed against the [Crimes Act 1900](#) (ACT) which is believed to have contributed to the collision (for example: Culpable driving)

Member – means a member of the AFP as defined in s. 4 of the AFP Act.

Minor collision – means any collision that is not a major collision.

Nominated driver – is a person authorised by a senior executive under the Executive Vehicle Scheme to drive the AFP vehicle supplied to them.

NPC Fleet – means the team within National Procurement and Contracts that is responsible for the effective and efficient management of the AFP fleet.

Private use – means travel between work and home, including where an AFP appointee is placed on call. This also includes any other use of an AFP vehicle which does not directly relate to the AFP appointee's prescribed duties.

Senior executive – means an AFP employee who has been declared to be a senior executive AFP employee under s. 25 of the [Australian Federal Police Act 1979](#) (Cth).

sgfleet – is the mandatory vehicle lease service provider that has been contracted to provide fleet management and leasing services for the Australian Government from 1 February 2013.

4. Guideline authority

This guideline was issued by the Chief Financial Officer using power under s. 37(1) of the [Australian Federal Police Act 1979](#) (Cth) as delegated by the Commissioner under s. 69C of the Act.

5. Introduction

This guideline outlines the obligations for AFP appointees or authorised drivers when leasing, purchasing, managing and administering the AFP domestic and international vehicle fleet of:

- vehicles used by the AFP to perform specific operational and/or administrative tasks
- vehicles provided to senior executives.

6. Vehicle management policy

The Commissioner, as the AFP Accountable Authority, is responsible for managing AFP vehicles efficiently, effectively, economically and ethically in accordance with s. 15 of the [Public Governance, Performance and Accountability Act 2013](#) (Cth). This requirement is central to managing the AFP vehicle fleet and AFP appointees must apply it to determine the:

- allocation, reallocation, retention and distribution of motor vehicles
- choice of an appropriate vehicle for the required outcomes
- use of smaller vehicles wherever practical
- use of the best procurement method wherever practical
- vehicle usage on a day-to-day basis
- total kilometres travelled
- correct accident management procedures
- cost of alternative means of transport
- arrangements for garaging and whether private use of a vehicle is appropriate and necessary
- effective fuel card usage and management.

The Department of Finance Australian Government Fleet (AGF) manages the AGF Services

contract.

AFP appointees must lease **all** vehicles through this contract. This includes surveillance vehicles, which the AFP has elected to lease through the mandatory contract.

The procurement of owned vehicles is optional under this contract; however AGF approval is required prior to purchasing, and AFP appointees must have regard to the [Commonwealth Procurement Rules](#) and the [AFP National Guideline on procurement and contracting](#). AFP appointees must seek AGF approval via National Procurement and Contracts (NPC) Fleet.

NPC Fleet must manage and administer the relationship with the leasing provider on behalf of the AFP. Business Area Fleet administrators must administer their fleet requirements.

NPC Fleet must arrange for vehicles to be leased and/or purchased in a manner compliant with the AGF's [Fleet Vehicle Selection Policy](#) and the AFP Finance Committee's Best Price on Day Policy.

AFP appointees must only approve purchase orders in accordance with their delegated powers (refer to [Annexure B](#) of the [Commissioner's Financial Instructions](#)).

7. Vehicle use

AFP appointees must only use AFP vehicles for official purposes. Senior executive vehicles used for official purposes are subject to the conditions of use for any AFP vehicle.

AFP appointees should also consider the efficiency and practicality of other transport options, including:

- car pooling
- public transport
- taxis
- car rental.

AFP appointees must, at all times:

- comply with the local traffic laws
- behave with courtesy towards other road users and the general public
- not provide any basis for criticism or complaint.

8. Private use and home garaging

Private use or home garaging of any AFP vehicle is only permitted when one or more of the following apply – i.e. the AFP appointee concerned is:

- on call
- required to perform specific operational tasks after hours
- required for operational purposes the next day and not to the normal place of work
- authorised by the relevant National Manager (or delegate) to use the vehicle outside official business criteria.

Approval for private use and home garaging should be reviewed monthly by the relevant

approver.

Where the vehicle is required to be garaged away from AFP premises, AFP appointees must complete the [Garaging Of Official Vehicle Away From Work Premises](#) form (AFP Forms) and forward it to the AFP Tax team.

AFP appointees using AFP vehicles for private use must not transport persons other than AFP appointees. Executive Vehicle Scheme (EVS) vehicles are excluded from this and may be used to transport persons other than AFP appointees per the EVS Guideline.

EVS vehicles may be used privately per the EVS Guideline and may be garaged at home without completing the above form.

9. Driver's licence

AFP appointees or authorised drivers must hold a current valid full driver's licence, relevant to the type of AFP vehicle they are operating, unless specifically exempted for emergency situations.

Where a vehicle has been provided to an AFP appointee who is a senior executive AFP employee, the nominated driver must hold a current valid full driver's licence.

10. Prohibited drugs, pharmaceutical products and alcohol

AFP appointees must comply with the obligations in the [AFP National Guideline on prohibited drugs, pharmaceutical products and alcohol](#) when driving an AFP vehicle.

AFP appointees subject to prosecution for alcohol and/or drug related driving offences, including in their private vehicles, must not drive an AFP vehicle.

11. Smoking in vehicles

AFP appointees must ensure that no smoking occurs in/on AFP vehicles at any time.

12. Log books

Log book records must be maintained in every AFP vehicle to help calculate fringe benefits tax liability.

Log books are not required for vehicles under the Executive Vehicle Scheme, but must be maintained when nominated drivers use these vehicles (to resolve liability for traffic infringements, etc.). Should an incident occur, the AFP appointee or nominated driver who is allocated the vehicle is deemed responsible for it if another driver cannot be identified.

AFP appointees must use log books to record:

- start date and time
- end date and time
- driver's name
- driver's AFP number

- an actual purpose of the journey along with start and end locations (business area names and locations of travel are not an acceptable purpose of journey)
- start and end locations
- odometer readings before and after usage of the vehicle
- whether the use is for 'business' or 'private' use
- whether travel between work and home was:
 - to transport bulky goods, such as a surveillance kit (including transport of a police canine)
 - whilst an operations or rostered operations employee was on-call and required to carry bulky goods.
- whether the vehicle was home garaged before or after the journey.

13. Vehicle security

AFP appointees must ensure that a vehicle in their control is secure when unattended. Vehicles garaged away from AFP premises must be adequately protected and, whenever possible, securely parked behind the property line.

14. Vehicle maintenance

Business areas must ensure that servicing is carried out, at a minimum, in accordance with the manufacturer warranty specifications on vehicles that it has leased or purchased. Leased vehicles must be maintained via the approved repairer list available from the [National Procurement and Contracting \(NPC\) Fleet, ACT Policing or state office fleet contacts](#).

AFP appointees must not drive a vehicle when identified damage or defects may render the vehicle unsafe, or may cause further mechanical damage or personal injury.

Vehicle users must liaise with NPC Fleet or the business area fleet administrators regarding any damage, defects or faults, to determine how the repairs to the vehicle should be managed.

15. Fuel purchase

When using a fuel card, AFP appointees must provide the current odometer reading at the terminal and may be required to enter a PIN when paying for fuel. Only the lowest octane range of fuels specified by the manufacturer will be accepted by the fuel card.

Fuel cards are assigned to a specific vehicle and AFP appointees must use them to obtain fuel, oils and basic car washing facilities for that vehicle only. Corporate credit cards must not be used for any fuel purchases where a fuel card is available, unless an emergency situation makes a fuel card transaction impossible.

16. Traffic and parking infringements

AFP appointees are personally responsible and must pay for any traffic and parking infringements they incur.

Applications for waiving an infringement notice, incurred as part of official duties, must be submitted in writing for approval by the AFP appointee's supervisor and then forwarded to the

relevant government authority.

In assessing applications for waiving an infringement notice, supervisors must ensure:

- the infringement was directly associated with urgent operational duties
- there was no alternative to the action that incurred the infringement notice.

ACT Policing members should refer to the [Aide Memoire on traffic infringement notices \(TINs\) issued to members on duty \(ACT Policing\)](#).

Aviation appointees should refer to [s. 11 \(Liability for infringement notices\)](#) of the [AFP Practical Guide on vehicles in an aviation environment](#).

17. Breakdowns and emergencies

24-hour roadside service is included for all AFP vehicles under leasing/management arrangements. The driver information kit provided with each vehicle includes roadside service information.

AFP appointees should not leave disabled vehicles unattended and must, secure the vehicle per s. 13 of this guideline.

AFP appointees should note that there is no automatic entitlement to a replacement vehicle while their allocated or EVS vehicle is being repaired. Limited car rental is provided by sgfleet under its insurance policy, and AFP appointees must liaise directly with the insurance provider via the driver assistance number (1800 009082). LeasePlan does not provide a replacement vehicle.

AFP appointees may elect, with appropriate approval, to hire a vehicle at their own business area's expense via the Whole of Australian Government [Car Rental](#) arrangements.

Business areas that have owned vehicles, not managed by the leasing provider, must arrange their own roadside assistance services.

18. Collision reporting procedures

All collisions involving AFP vehicles, regardless of the extent of damage, must be reported to the insurer within 2 working days by:

- LeasePlan – completing and following the instructions on the [LeasePlan Lumley Insurance Claim Form](#) (AFP Forms)
- sgfleet – calling the driver assistance hotline phone number contained in the driver assistance card of the vehicle information kit
- owned – refer to s. 21 of this guideline.

The AFP appointee in control of a vehicle in a collision must also:

- report the collision to the police in accordance with the laws of the particular state or territory
- not admit liability for the collision (i.e. beyond a simple recounting of the facts of the collision)

complete an AFP Workplace Incident Report through [Insight!](#).

Where an ACT Policing vehicle is involved in a collision, the AFP appointee must comply with the police collision reporting procedures as outlined in the [Aide Memoire on vehicle collision reports and investigations](#).

Where a vehicle leased by the Aviation Portfolio is involved in a collision, the AFP appointee must comply with the additional reporting requirements outlined in the [AFP Practical Guide on vehicles in an aviation environment](#).

AFP appointees involved in major collisions involving an AFP vehicle must undergo mandatory critical incident testing and report the collision to the local Professional Standards (PRS) office as soon as practicable.

All vehicles involved in a collision must be repaired as soon as possible and prior to the vehicle being returned at the end of the lease.

If an AFP appointee is considered to have any liability for a collision, the relevant delegate must consider recovering AFP costs or losses (including costs related to insurance excess), per the [Commissioner's Financial Instructions \(CFIs\)](#) (CFI 16 – Custody, Care and Management of AFP Property). Details of the process for reporting loss or damage and determining liability are contained in the [AFP National Guideline on loss of relevant money or property](#).

Contacting Professional Standards

ACT-based AFP appointees – the Police Operations team must contact PRS on behalf of the AFP appointee, upon reporting the collision to police.

Other AFP appointees – must report the incident to both AFP Operations Coordination Centre (AOCC) and their direct supervisor immediately after the collision occurs. AOCC must contact PRS on the AFP appointee's behalf.

Major collisions occurring outside of business hours must be reported to PRS on-call (available in the AFP telephone directory or through ACT Police Operations and AOCC).

19. Ordering vehicles

Orders for new AFP vehicles, and subsequent orders for replacement vehicles, must be made through National Procurement and Contracting (NPC) Fleet at least 7 months in advance of when the vehicle is required.

Prior to ordering a vehicle, business areas must:

- identify/review their requirements
- review opportunities to car pool with another business area
- conduct a work health and safety risk assessment for any risks identified with the use of the vehicle
- where applicable, review historical usage.

The appropriate financial delegate as per the CFIs must approve the order.

Where a vehicle is budgeted to travel 10,000 km or less, AFP business areas are encouraged to

use alternative transport options, in accordance with s. 7 of this guideline. If a vehicle is still required, business areas must seek National Manager approval.

NPC Fleet will only place order requests that are in accordance with the Australian Government's [Fleet Vehicle Selection Policy](#) and the Finance Committee's Best Price on Day policy. Selection must have regard to value for money and improving the energy efficiency of the AFP's fleet. The AFP encourages the selection of environmentally friendly, 4-cylinder vehicles.

Vehicle specifications should be determined by consulting with:

- the individual business area
- the fleet administrator
- NPC Fleet.

NPC Fleet or the designated fleet administrators must seek a quotation based on best value for money and in accordance with the Australian Government's [Fleet Vehicle Selection Policy](#). Requirements outside of the criteria must be approved by the relevant National Manager.

Personal preference is not a consideration when placing a vehicle order.

20. Vehicle options

The vehicle package chosen should represent the best possible option and value for money to the AFP.

The following options should be ordered if available on the selected vehicle:

- air-conditioning
- reversing sensors
- blue tooth
- power steering
- anti-lock braking system
- dual airbags or more where standard
- rubber floor mats
- all other safety-related items such as traction control and side air bags
- cruise control.

Note: some commercial vehicles may not offer all of the above safety options and business areas should consider conducting a risk assessment prior to placing a vehicle order.

Station wagons must have a cargo barrier.

Non-standard options, modifications and accessories, excluding items fitted by the AFP (e.g. brackets, radios, computers), must remain with the vehicle as part of the total asset. The AFP may sustain end-of-lease costs associated with damage or excess wear and tear that is incurred as a result of the removal of any such non-standard options from the vehicle.

AFP appointees must avoid ordering additional options that are not essential to the efficient operation of a vehicle. Vehicle options and extras increase the amount of the monthly lease rate and the AFP's fringe benefits tax liability if the vehicle incurs any private usage.

21. Insurance and claim management

Workers' compensation for injuries to AFP appointees is covered by [Comcare](#) under the [Safety, Rehabilitation and Compensation Act 1988](#) (Cth), for official business but not for non-work related journeys.

Business areas must report claims and arrange repairs in accordance with s. 18 of this guideline.

All AFP-owned vehicles are covered for damage by the AFP's insurance policy with Comcover. If involved in an accident, AFP appointees must contact [AFP Legal](#).

When a privately owned motor vehicle, used for official purposes, is involved in a collision, the owner/driver of the vehicle is responsible for all costs through their own third party personal injury and comprehensive insurance. Insurance excess costs will not be paid by the AFP.

Single vehicle collisions and liability for costs

All single vehicle collisions are investigated. The AFP will pay the maximum 'driver at fault' excess to a limit of 1 incident per year per AFP appointee. All collisions, in which a driver is deemed negligent by the issue of a traffic infringement notice or by having more than 1 collision per year, the driver must pay the:

- traffic infringement notice
- vehicle insurance excess.

This may be done via [Insight!](#).

If an AFP appointee is considered liable for a collision, or has a history of frequent collisions, Professional Standards may direct the appointee to undertake driver training, audits or coaching.

22. Lost or damaged AFP vehicles

AFP appointees may be subject to misconduct action and/or held financially liable for loss or damage to relevant property when an:

- AFP vehicle is used without proper authority
- authorised driver is convicted of being under the influence of drugs and/or alcohol
- AFP appointee's misconduct or negligent performance of duties contributes to the loss of, or damage to, an AFP vehicle.

23. Vehicle disposal/return

AFP appointees must ensure proper procedures are followed prior to returning or disposing of a vehicle. This includes:

- repairing any damage to the vehicle, not covered under fair wear and tear, in accordance with s. 18 of this guideline
- ensuring the vehicle is clean and tidy
- removing any AFP equipment or information (e.g. radios, light bars, sirens, decals,

documents, etc.)

- if it is a leased vehicle, ensuring the vehicle contains all the items included in the lease (e.g. 3rd row seats, mobile reception antennae)
- removing the e-tag and returning it to National Procurement and Contracts Fleet or the regional/business area fleet administrators.

Leased vehicles must be returned to the leasing provider, in accordance with the lease end date.

Owned vehicles must be disposed of in accordance with the [Australian Federal Police Asset Management Policy](#), or relevant procedures according to international vehicles.

For armoured vehicles, advice must be sought from the relevant business area in relation to the appropriate disposal methods and approvals.

24. Fringe benefits tax liability

A car fringe benefit arises when an employer owns or leases a car and makes the car available to an employee for private use. In most circumstances, the AFP is liable to pay fringe benefits tax (FBT) where a vehicle is used for private purposes.

Vehicles allocated to individual senior executives under the AFP Executive Vehicle Scheme are presumed to be home garaged nightly and available for private use every day. Accordingly, FBT must be calculated under the 'statutory formula' method and a log book is not needed for FBT purposes. However, log books must be maintained when drivers other than the nominated driver use the vehicle. Senior executives may also choose to keep a logbook record of their business use.

25. Reportable fringe benefits

Where a vehicle is driven exclusively by a single AFP appointee for private purposes, the AFP appointee may be allocated a Reportable Fringe Benefit amount.

Details of the effect of reportable fringe benefits amounts are in the [Australian Federal Police Guide to Reportable Fringe Benefits](#) on the [Fringe Benefits Tax page](#) (AFP Hub).

26. Further advice

Queries about the content of this guideline should be referred to National Procurement and Contracts Fleet (via NPC-Fleet@afp.gov.au).

27. References

Legislation

- [Australian Federal Police Act 1979](#) (Cth)
- [Crimes Act 1900](#) (ACT)
- [Public Governance, Performance and Accountability Act 2013](#) (Cth)
- [Safety, Rehabilitation and Compensation Act 1988](#) (Cth).

AFP governance instruments

- [AFP National Guideline on critical incidents \(deaths and serious injuries associated with police contact\)](#)
- [AFP National Guideline on procurement and contracting](#)
- [AFP National Guideline on prohibited drugs, pharmaceutical products and alcohol](#)
- [AFP National Guideline on loss of relevant money or property](#)
- [AFP Practical Guide on vehicles in an aviation environment](#)
- [Commissioner's Financial Instructions \(CFIs\)](#).

Other sources

- [Australian Federal Police Asset Management Policy](#) (AFP Hub)
- [Australian Federal Police Guide to Completing Log Books and Garaging Forms](#) (AFP Hub)
- [Australian Federal Police Guide to Reportable Fringe Benefits](#) (AFP Hub)
- [Aide Memoire on traffic infringement notices \(TINs\) issued to members on duty \(ACT Policing\)](#)
- [Aide Memoire on vehicle collision reports and investigations](#)
- [Commonwealth Procurement Rules](#) (Department of Finance)
- [Fleet Management](#) (AFP Hub)
- [Fleet Vehicle Selection Policy](#) (Department of Finance)
- [Fringe Benefits Tax](#) (AFP Hub)
- [Garaging Of Official Vehicle Away From Work Premises](#) form (AFP Forms)
- [LeasePlan Lumley Insurance Claim Form](#) (AFP Forms)
- [Vehicle Reporting Cover Sheet](#) (AFP Forms).

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