

 AFP AUSTRALIAN FEDERAL POLICE	AFP National Canine
	Station Protocol K9 4/2015
	NCOC Vehicle and Trailer Use

1. Purpose

This station protocol details the procedures for maintaining AFP National Canine Operations Centre (NCOC) vehicles and trailers. This protocol should be read and adhered to by all members of the NCOC.

This protocol should also be read in conjunction with the AFP [National Guideline on AFP Vehicles](#). For further information you are encouraged to read the information on the Hub

2. Standards for Vehicle and Trailer Use

Fuel

- Please ensure that when a car is driven upon return to NCOC, it has no less than a quarter of a tank of fuel. As per the AFP Guidelines available on the Hub, if a vehicle is below a quarter of a tank it MUST be filled up.

Cleaning and Maintenance

NCOC staff and vehicle users are required to ensure that:

- tyres are maintained at the correct pressure
- fuel level is maintained to at least a quarter of a tank
- vehicle is kept clean and tidy and washed when dirty
- ensure that all dummies are removed from the dog cages and vehicles daily
- vehicle users should report any evident damage, defects or faults to:

National-Canine-Admin (National-Canine-Admin@afp.gov.au) via email.

Appointees must not drive a vehicle when identified damage or defects are considered to render the vehicle unsafe, or may cause further mechanical damage or personal injury.

Log Books

Please refer to the [AFP National Guideline on Vehicles](#) regarding the correct use of log books in cars. Log Books are to be completed as per the below extract from the guideline:

“Log book records must be maintained in every operational and administrative vehicle to help calculate fringe benefits tax liability.

Appointees must use log books to record:

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

Completed log book sheets should be given to NCOC Admin staff for processing.

Servicing and Repairs

- If a member finds that a vehicle needs service or repair they advise National-Canine-Admin (National-Canine-Admin@afp.gov.au) via email.

Keys

- ensure that keys are returned to the key wall in the admin building after use and at the end of the day so they are available for the next intended user (with exception of the kennel car)
- ensure that all keys are removed from the vehicle if not in use and cars are LOCKED at the end of each use to ensure security of the vehicle and its contents i.e. radios and other items such as dog leads, training items and tools.

Trailer Maintenance

- ensure that trailers are left in a clean and tidy condition after use
- all the storage bays must be cleaned out and the dog cages hosed out, including removing dummies from in or on the trailer
- ensure that all the trailer doors are CLOSED after each use
- after use return trailers to the car port and do not leave them in front of the kennels (with the exception of the course trailers and the two ten berth trailers on the gravel as they are there as part of the BCP Plan)
- if a trailer is broken or needs repairs please advise National-Canine-Admin (National-Canine-Admin@afp.gov.au) via email.

Queries

- Any queries regarding vehicle and trailer use and servicing should be forwarded to National-Canine-Admin (National-Canine-Admin@afp.gov.au) via email or refer to the Hub via this web link [AFP National Guidelines on the Hub](#).

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i. Metadata

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