

Transport Light Motor Vehicle and Car Parking Policy

CP20010.1



1. Purpose of the policy

This policy sets out the mandatory principles and requirements that support Transport's commitment to operating the safest, most economically sized, environmentally responsible, and fit-for-purpose light motor vehicle fleet to support its business operations.

Transport vehicles are provided on occasion to meet 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.

This policy does not apply to vehicles acquired by individuals under salary sacrifice through a novated lease arrangement.

2. Who does it apply to?

This policy applies to permanent, temporary and casual staff, staff seconded from another organisation, contingent workers including labour hire, and external workers performing work for any of the following:

Department of Transport except for staff working in DoT who follow Department of Planning and Environment policies	YES
Transport for NSW	YES
NSW Trains	YES
Sydney Trains	YES
Sydney Metro	YES
State Transit	YES
Sydney Ferries	YES
The Point to Point Transport Commissioner	YES

3. Principles and requirements

3.1 Principles

The following principles underpin this policy:

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- We prioritise the safety of our people and customers in the acquisition and life cycle management of light commercial tool of trade and passenger motor vehicles.
- We strive to ensure operational effectiveness and economic efficiencies in the management of our light motor vehicle fleet.
- We have 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.
- We lead optimisation of environmental responsibilities and strive to achieve targets as set out in the [Net Zero and Climate Change Policy](#).

3.2 Requirements

To give effect to the principles in this policy, we must:

- be a lead contributor in the NSW 'Towards Zero' initiative
- optimise the safety of our fleet vehicles and promote safe driving in the management and operation of the light motor vehicle fleet
- apply a consistent and cost-effective approach in the acquisition and life cycle management of light commercial tool of trade and passenger motor vehicles
- 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.
- ensure light motor vehicle fleet asset management aligns to the Transport Asset Management Framework
- promote staff awareness of fleet responsibilities through training, supporting procedures and intranet resources.

4. Compliance and breach

You are required to comply with this policy and its related procedures and standards. If you do not do so, this may result in disciplinary action up to and including termination of your employment or contract.

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Appendix A:

5. Accountabilities and responsibilities

Who	
Deputy Secretary, Safety, Environment & Regulation	Accountable for setting the strategic direction of the light motor vehicle and car parking management line with our organisational objectives and compliance obligations
Executive Director Shared Services	Accountable for ensuring this policy continues to align with Transport’s strategic direction, and that guidance and controls are in place to help business areas measure and monitor compliance with this policy and any related documents.
Chief Executives of the Transport agencies to which the policy applies	Accountable for ensuring program areas in their agencies align and comply with this policy
All staff to whom the policy applies	Responsible for complying with the principles and requirements in this policy and any related procedures or standards.

6. Related/supporting material

1. Transport Light Motor Vehicle Procedure
2. Light Motor Vehicle Fleet Standard Requirements
3. Transport Executive Motor Vehicle Salary Sacrifice Procedure
4. [NSW Government Travel and Transport Policy](#)
5. [NSW Government Motor Vehicle Operational Guidelines](#)
6. [Department of Premier and Cabinet Memorandum M2012-20, Government Property NSW \(previously State Property Authority\) and Government Property Principles](#)
7. TfNSW Road Safety Guide
8. [Transport Net Zero and Climate Change Policy](#)
9. Environment and Sustainability Policy
10. Transport Workplace Adjustment Procedure

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7. Document control

7.1 Superseded documents

This policy replaces the following document:

- CP20010 Light Motor Vehicle and Car Parking Policy

7.2 Document history

Date & Policy No	Document owner	Approved by	Amendment notes
22/12/2020 CP20010	Executive Director, Shared Services	Secretary	Combined Light Motor Vehicle Policy (CP18004.1) and Car Parking Policy (CP14021.3)
5/3/2024 CP20010.1	Executive Director, Shared Services	Deputy Secretary Corporate Services	Update to new template

7.3 Feedback and help

For advice on interpreting or applying this document, please contact [TSS AWS Fleet Services](#).

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