



Fleet Conference
& Exhibition
AND FLEET AWARDS

MAY 23-24
ROSEHILL GARDENS
RACECOURSE SYDNEY

101 of Fleet Management Policy Development

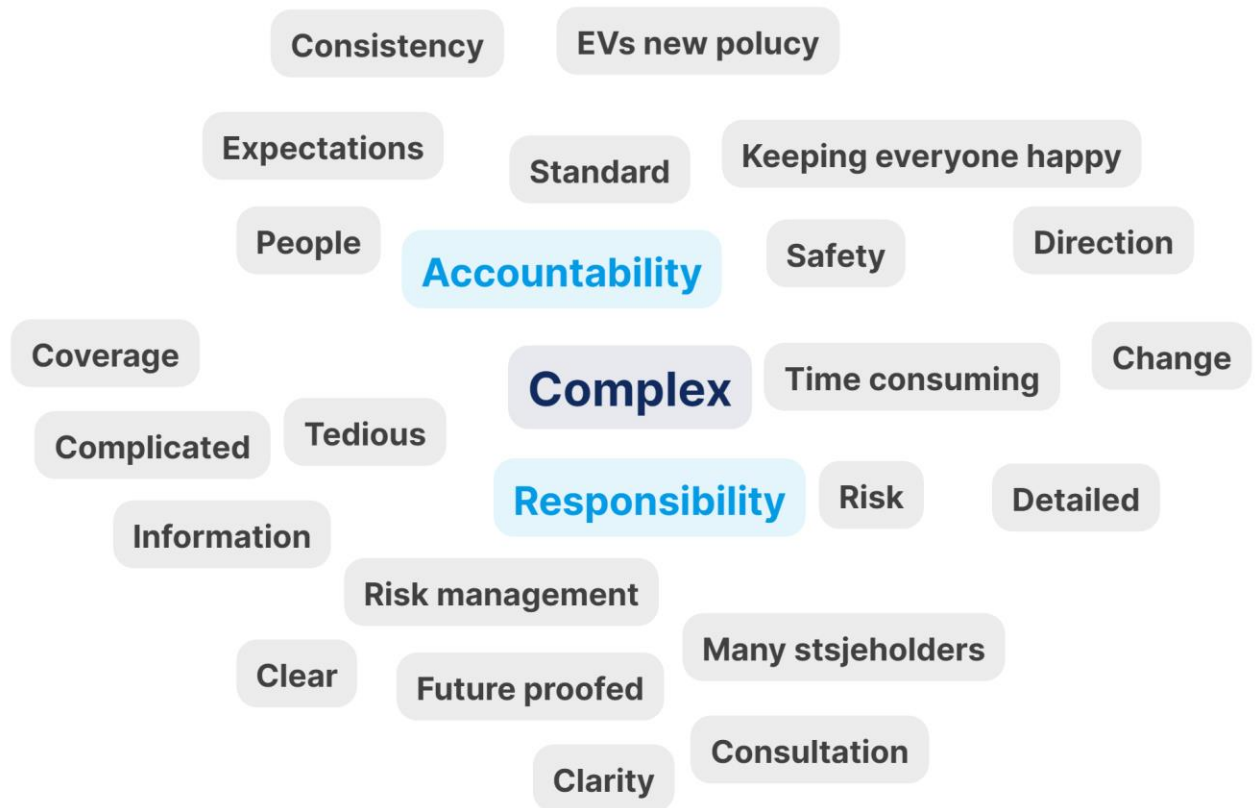
PAUL OLIVER
Principal Consultant

FLEET ADVISORY



What single word comes to mind when you think about the key aspect of effective fleet policy development?

Wordcloud Poll 37 responses 29 participants





Fleet Policy Types

1. Fleet Management Plan
2. Grey Fleet Policy
3. Motor Vehicle Policy

Fleet Management Plan

A strategic organisational document:

- Outlines how fleet vehicles align to the achievement of an organisation's objectives
- Sets out how vehicles are to be acquired, funded, managed throughout their lifecycle, and ultimately disposed of
- Establishes the strategies to be employed to move fleet management in the organisation towards 'best practice' eg. safety commitments, retention periods, sustainability plans



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Fleet Policy Types

Grey Fleet Policy

An employee/driver engagement document - outlines organisational policy on Grey Fleet use:

- Terms – how the policy is used
- Policy Statement – the purpose of the policy, why it has been implemented
- Policy Scope – who and what does the policy cover
- Responsibilities – describes the organisational roles and responsibilities
- User Policies:
 - Reimbursements
 - Suitable vehicles
 - Driver's licence checks
 - Insurance
 - Driving offences and fines
- Health & Safety Guidelines:
 - Vehicle Maintenance
 - Journey Management
 - Breakdowns
 - Accident Management

Reference: National Road Safety Partnership Program (NRSP)



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Motor Vehicle Policy

Slido Question:

When was the last time your Motor Vehicle Policy was updated?

- Last 12 months
- 2 to 3 years ago
- 4 to 5 years ago
- Don't know
- Don't have one



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Fleet Policy Types

Motor Vehicle Policy

An employee/driver engagement document – establishes clear guidelines for how employees should operate fleet vehicles provided by your organisation.

Your organisation's fleet vehicles represent a significant investment in time and money – you need to ensure that all fleet vehicle drivers understand their obligations to operate them:

- Safely
- Compliantly
- Diligently – to protect the organisation's investment



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Motor Vehicle Policy



Fleet Advisory

My Observations

- Often old & outdated
- Lack of employee awareness of policy
- Administratively/operationally focussed
- Incorporate aspects of a Fleet Management Plan – not relevant to drivers
- Rarely contain a Driver Acknowledgement
- Sometimes multiple policies within one organisation



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Motor Vehicle Policy



Fleet Advisory

Key Elements

1. Overview

- Scope - who it applies to
- Organisational commitments – safety, environment etc.
- Responsibilities – staff, managers etc.
- Policy Review period

2. Vehicle Policy

- Policy Statement – objectives Scope - who it applies to
- Fleet vehicle allocation, eligibility etc.
- Extension of workplace e.g. non smoking, roadworthy, reputation
- Vehicle branding
- Consequence of policy breach
- Rules, regulations & law
- Driver safety – vehicle familiarity, headlight use, fatigue, speeding etc.
- Telematics and/or Pool Vehicle Booking System
- Fringe Benefits Tax



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Motor Vehicle Policy



Fleet Advisory

Key Elements

3. Driver Responsibilities

- Appropriate & Inappropriate use:
 - Seatbelts
 - Alcohol and/or drugs
 - Dangerous driving & speeding etc
 - Road rage, other inappropriate behaviour towards other road users
 - Motor sport, rallying or racing
 - Excessive loads
 - Any behaviour contravening road rules, laws or professional conduct standards
- Driver's Licence
- Disqualified licence or suspended driving
- Mobile Phone use
- Long distance travel – fatigue management
- Checks and balances – information requests e.g. licence validation
- Towing
- Fuel purchasing, fuel card use
- Toll management
- Infringements



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Motor Vehicle Policy



Fleet Advisory

Key Elements

4. Vehicle Care & Maintenance

- Maintenance process
- Vehicle damage
- Vehicle security

5. Vehicle Accidents & Theft

- In case of collision
- Accident notification process
- Insurance excess treatment
- Vehicle theft process

6. Driver/Employee Declaration

- Example - I hereby confirm that I have read and understood the contents of this Motor Vehicle Policy and agree to adhere to its provision



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Motor Vehicle Policy

Monitoring/Enforcement

- Telematics
- Tool Box talks
- Annual policy revision & signoff
- Incident management e.g. accident, infringement
- Training modules
- Driver training



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Questions?

Go to Slido



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Thank you!

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Audience Q&A Session **slido**

- Where do you start, when trying to implement a new fleet policy?
- Have you seen any good examples of technology used for driver acknowledgement? Rather than printing out a paper form to sign?
- Are more fleets offering a car allowance - Grey Fleet?
- How do you get employee buy in? (To look after vehicles and have ownership.)
- Do you think fatigue management should be included in a vehicle policy or stand-alone policy document?



Session Details

101 of Fleet Management Policy
Development
Wed, 24/5

Operational
Breakout 1

Add session

SESSION FEEDBACK



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