

Operational Vehicles

- ▼ [Overview](#)
- ▼ [Important Points](#)
- ▼ [Employee Responsibilities](#)
 - ▼ - [Maintaining the vehicle](#)
 - ▼ - [Driver responsibilities](#)
 - ▼ - [Availability for business use](#)
 - ▼ - [Breach of the responsibilities](#)
- ▼ [Installation of additional equipment, vehicle features or operational enhancements](#)
- ▼ [Commuter Use Category Definition](#)
 - ▼ - [Business Rules for the Commuter Use Category Vehicle](#)
 - ▼ - [Business Rules for Commuter Use Vehicles for Staff working away from home in remote areas](#)
- ▼ [General Pool Category Definition](#)
- ▼ [Part Private Use Definition](#)
- ▼ [Process to stop Part Private Use \(PPU\) Vehicle Deductions whilst on leave](#)
- ▼ [Private Motor Vehicle Use](#)
- ▼ [View How to Approve an Operational Vehicle Procedure](#)
- ▼ [To cease a Commuter Use Agreement](#)

Overview

The purpose of this process is to ensure the use of Telstra's Operational Motor Vehicles meets the commercial requirements of the company. Use this process if a customer requirement exists and an operational vehicle is the most cost-effective way of servicing that requirement. All Business Units must review the vehicle requirements at least once every 12 months.

Note: Commuter use & Part Private Operational vehicles are only available to Team Managers and operational staff if the job requires the use of an operational vehicle.

Usage categories for Operational Motor Vehicles are defined as follows:

- Commuter use
- General use – Pool, and
- General use - Non Pool.

[▲ top](#)

Important Points

- A customer requirement continues to exist to warrant the allocation of a vehicle.
- An operational vehicle is still the most cost-effective form of service delivery.
- The required form relevant to the category of vehicle use is completed and approved.
- All Business Units must review the vehicle requirements at least once every 12 months.
- Vehicle and driver details are accurately recorded on the appropriate Telstra Fleet system.
- Both the vehicle type and usage category continues to be appropriate.
- All drivers are aware of the Business Rules relating to the use of operational vehicles.



Employee Responsibilities

- The behaviour of any employee using an operational vehicle is to positively reflect on the company. All operational vehicles are instantly identifiable with the Telstra company logo by members of the public and the conduct of drivers and their passengers will be noticed.
- Telstra has the absolute discretion to withdraw the vehicle for any reason whatsoever and may require the return of the vehicle at any time subject to one months notice being given to the employee.
- Telstra employees should only drive vehicles unless there are exceptional circumstances.

Note: Exceptional circumstances means extremely unusual or emergency circumstances that are unanticipated, outside of the employees control and which render the employee incapable of driving. The alternative driver may drive the vehicle to the nearest available help.

Telstra responsibilities include:

- registration and third party insurance of the vehicle
- maintenance, service and repair of the vehicle, and
- paying for approved permanent or casual parking.

Employee responsibilities Include:

Maintaining the vehicle

Ensure that the:

- interior and exterior of the vehicle is clean and tidy. Cleaning is to be carried out in the employees own time and expense
- Telstra provided Fuel cards must **ONLY** be used for the vehicle for which they have been assigned
- vehicle is not used for any unauthorised purpose or in any way that will adversely affect Telstra's image, and
- vehicle is kept in a roadworthy and undamaged condition. Required servicing should be arranged in periods where the vehicle is not required for operational purposes such as non-duty day's etc..



Driver responsibilities

- to have a current drivers licence that permits them to drive the vehicle. Any employee is required to immediately advise their manager if:
 - - their drivers licence is cancelled or suspended, or
 - they suffer any physical, physiological or mental incapacity that prevents or restricts their use of the vehicle.
- to pay fines and penalties.
- while in charge of or responsible for a vehicle, not to, act or behave recklessly, be under the influence of drugs or exceed the State legal blood-alcohol limit.
- to immediately report to their manager any accident involving the vehicle, whether or not the vehicle sustained any damage. Employees shall comply with all legal and insurance requirements arising out of the accident including, but not limited to, notification of police and obtaining particulars of parties involved.



Availability for business use

- to have the vehicle available during on-duty periods for Telstra business use.
- to return the vehicle to Telstra at the commencement of any leave or when requested.
- where possible, the vehicle is to be parked in an off-street location. If off-street parking is not available, on street parking is acceptable. Vehicle must be secured when parked.
- to ensure all reasonable precautions are taken to secure the keys, vehicle and vehicle contents against unauthorised use
- to surrender the vehicle and keys forthwith to an authorised Telstra manager upon:
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 - participation in industrial action
 - cancellation or suspension of drivers licence
 - cessation of employment, or
 - a request by an authorised Telstra manager in situations such as the employee moving to a job not requiring a vehicle or where their current job no longer requires a vehicle.

[▲ top](#)

Breach of the Responsibilities

Where a breach of these employee responsibilities occurs:

- Telstra may take action against the employee to recover the cost of any loss or damage sustained by the company as a result of the employee breaching their responsibilities, and
- the employee may be subject to Telstra's Performance Improvement and Conduct process that may lead to dismissal.

[▲ top](#)

Installation of additional equipment, vehicle features or operational equipment

Telstra may fit, install, maintain or remove any additional equipment, vehicle feature or operational enhancement to an operational vehicle at any time (e.g. cargo barriers, location monitoring devices, "always on" headlights, etc.).

By accepting and using an operational motor vehicle, the employee acknowledges and agrees to the installation, use and maintenance of the additional vehicle features or operational enhancements and to the terms of this policy. The employee must only allow other persons into a Telstra vehicle where permitted by this policy and where those persons also agree to the installation, use and maintenance of such equipment or features.

Note: In accordance with legal requirement in New South Wales, if a vehicle in that State is fitted with location monitoring technology, employees will be provided with a notice concerning the operation and use of the technology in accordance with this policy not less than 14 days prior to any location monitoring commencing unless an earlier period is agreed to by the employee.

 [GPS notification letter \(25 KB\)](#)

[▲ top](#)

Commuter Use Category Definition

This category allows for the use of an operational vehicle to and from work at no charge to the Telstra employee. The operational vehicle type is limited to light commercial (van) or station

wagon (with cargo barrier fitted behind driver and rear seat locked down).

Approval for a commuter use vehicle may be given after meeting all of the following criteria:

- an operational vehicle is both essential and cost effective requirement for employees to do their job
- the job requires employees on a regular daily basis to start and/or finish at variable work locations, and
- daily attendance at multiple worksites occurs on a regular basis.

[▲ top](#)

Business Rules for the Commuter Use Category Vehicle

- A Commuter Use Approval is completed.
- Travel to be in the employee's own time, unless otherwise agreed through a negotiated industrial agreement.
- Only approved passengers may be carried.
- Approved passengers are defined as Telstra employees and the immediate partner and members of the Driver's family limited to the purposes of minor ,infrequent and/or irregular diversions away from the general direction of the worksite or home during work related travel but subject to prior approval by a Team Leader or Manager. Under these arrangements the Driver indemnifies Telstra for any risk or liability associated with carriage of a partner or family members.
- All travel between home and first job location and/or last job to home must be by the most expedient route.
- All vehicles are to carry approved Telstra logos and any other signage or features supporting corporate initiatives no other signage is permitted.
- Minor, infrequent and irregular personal use of these vehicles during work related travel, that is, in transit to and from home and the work site and whilst travelling in these general directions is allowed.
- Infrequent, irregular and minor diversions away from the general direction of the worksite or home during work related travel are acceptable but require prior approval by a Team Leader or Manager.
- No private use of a Commuter Use vehicle is allowed after it has been garaged/parked at the end of the day. No private use of a Commuter Use vehicle is allowed on weekends/Public Holidays or days off work.
- A logbook must be completed as required, but at least annually for each vehicle for the period specified by the Manager Telstra Fleet.
- All Business Units must review vehicle requirements and all driver approvals at least once every 12 months.

[▲ top](#)

Business Rules for Commuter Use Vehicles for Staff working away from home in remote areas

With prior line manager approval, staff can drive to the nearest town to perform essential domestic duties (e.g. shopping and washing).

[▲ top](#)

To cease a Commuter Use Vehicle Agreement

To cease a commuter use vehicle agreement complete [FAE68T - Termination Of Part Private Or Commuter Agreement](#).

[▲ top](#)

General Pool Category Definition

This category applies to operational vehicles that do not meet the criteria for commuter use. It includes:

- trucks (greater than 4.5 tonnes)
- pool vehicles, and
- other vehicles that home garaging does not serve Telstra's business interests.

These vehicles are to be garaged on Telstra's premises unless express approval is granted to meet ad hoc business requirements.

Log books specifying driver name and usage must be maintained for each vehicle.

Further information can be found at [Pool Vehicles](#).

[▲ top](#)

Part Private Use Definition

Part Private Use applies only to employees who were granted approval for part private use of a Telstra Operational vehicle on or before 1 March 1999. No new applications will be approved after 1 March 1999.

Note: For Business Rules relating to Part Private Use refer to the

 [Part Private Use Business Rules \(34 KB\)](#).

[▲ top](#)

Process to stop Part Private Use (PPU) Vehicle Deductions when employees are on Leave

The process to stop Part Private Use (PPU) Vehicle Deductions whilst employees are on leave is for 1 Up manager to complete the [Part Private Vehicle Adjustments](#) webform. This form is then actioned by Payroll Services.

[▲ top](#)

Private Motor Vehicle Use

A manager may authorise an employee to use their private motor vehicle for work purposes in order to meet customer requirements. In these situations, the manager may approve payment of an allowance as reimbursement to an employee for the company use of their private vehicle.

The work use may be for a:

- Period of time, or
- Specific journey


Before giving approval to the use of a employee's private vehicle the manager must be satisfied that the use of the vehicle by the employee would be more effective (taking into consideration any excess travelling time, down time or ETCA costs) than if public transport, Telstra vehicle or a hire car was used.

Note: Telstra does **not** carry any insurance risk on a private vehicle used for business purposes and will not accept any responsibility for damage to the vehicle or for financial liability or loss which may occur during the vehicles Telstra use. Therefore, the manager must ensure that the private vehicle is appropriately insured prior to use.

Allowance rates

Engine Capacity (Non-Rotary Engine)	Engine Capacity (Rotary Engine)	Allowance Rate \$ per kilometre
Above 2600 cc	Above 1300 cc	0.75
1601 to 2600 cc	801 to 1300 cc	0.74
1600 cc and under	800 cc and under	0.63

How to claim

- One-up Manager to enter total amount due in [People Express](#).
- Upload the  [Private Motor Vehicle Use Claim Form](#) (85 KB) in People Express.

[▲ top](#)