

School vehicles - procedure and guidelines

Contents

1. Introduction	3
2. Procedure and guidelines	3
2.1. Requesting an additional or replacement vehicle.....	4
2.1.1. Wait times	5
2.1.2. Insurance	5
2.2. Returning a vehicle	6
2.3. Home garaging school vehicles	6
2.4. Principal Level Executive Contract (PLEC) vehicle entitlements.....	6
3. Roles and responsibilities	7
3.1. Custodians and approved vehicle drivers	7
4. NTG Policy and advisory resources	7
5. DET policy and advisory resources	9

To be read with the Northern Territory Government (NTG), and the Department of Education and Training (DET) policies, procedures, guidelines and system requirements as explained within this document and resource links provided in sections 6 and 7.

1. Introduction

The purpose of this document is to assist and provide guidance to schools on the effective management and use of their vehicles.

The NTG Vehicle policy outlines essential principles and requirements applicable throughout the vehicle lifecycle, with the objective of ensuring appropriate vehicle use by agencies and employees of the Northern Territory Public Service (NTPS).

The operational procedures and guidelines assist agencies in complying with the NTG policy, with leasing, vehicle use and fleet management.

A policy for vehicles in schools will be completed in 2025 which will take into consideration occupational health and safety, regional context and the needs of schools in various locations.

2. Procedure and guidelines

From 1 January 2025, there will be three types of vehicles in schools:

- Principal Level Executive Contract (PLEC) entitlement vehicles
- school vehicles leased through NT Fleet
- school representative body (SRB) vehicles.

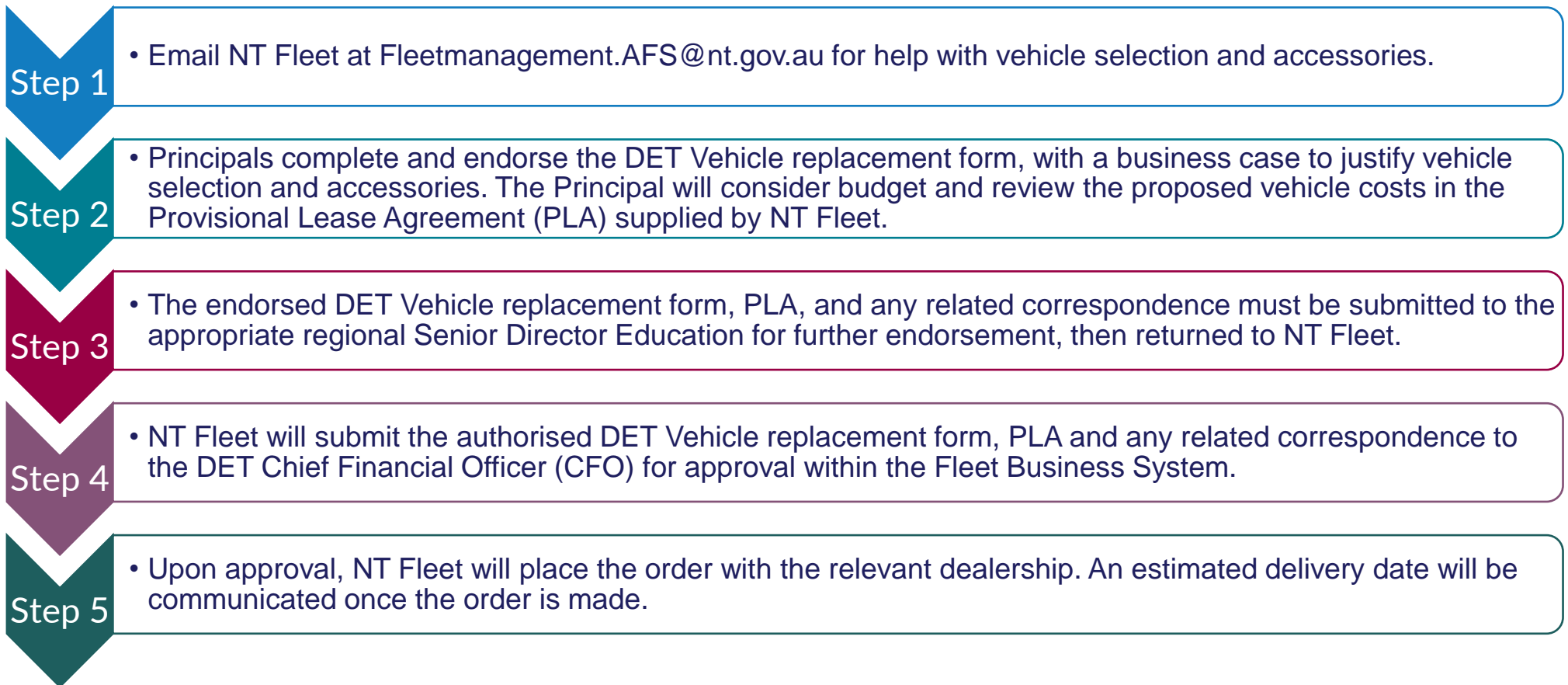
Historically school vehicle expenses were either paid by SRBs or were centrally funded. From 2025 this will change to ensure consistency and equity in the funding arrangements for vehicles in schools.

As discussed at the schools' priorities and resourcing regional workshops, from 2025 school vehicle costs will be met by schools through the student needs-based funding formula (SNBFF). The budget that was previously held for centrally funded vehicles, will be distributed across all schools through the SNBFF. This change will not apply to PLEC vehicles.

Principals are responsible for managing their school's fleet needs and will need to plan for their school fleet requirements in the annual school improvement planning (ASIP), in consultation with their SRB. Refer to sections 6 and 7 for links to policy and advisory resources.

Principals will need to allocate budget resources within their department held funds for their school vehicles to cover whole-of-life lease costs and associated expenditure, excluding PLEC vehicles. Vehicles that are owned or leased by SRBs will continue to be budgeted within school held funds via CiAnywhere.

2.1. Requesting an additional or replacement vehicle



2.1.1. Wait times

The table below shows wait times for commonly used vehicles in the NTG. Timeframes fluctuate subject to supply and demand in the market. Please contact NT Fleet to discuss the wait times for your selected vehicle.

Table 1: Indicative wait times for commonly used school vehicles

Vehicle categories	Wait time	Options available
School bus	8 -12 months	Commuter and Coaster
Light commercial vehicle - Toyota	12 - 24 months	Toyota Fortuner, Hilux, Landcruiser
Light commercial vehicle - others	6 - 12 months	Mazda BT50, Kia Carnival, Isuzu, Ford Ranger
Passenger vehicle	3 - 6 months	Toyota Camry, Mazda CX5, Forrester, Outlander, Kona

2.1.2. Insurance

The NTG self-insurance is an arrangement where there is no underlying insurance policy, and the department or school accepts the financial risk of any losses incurred because no third party commercial insurance is taken out. Treasurer's Direction – Insurance arrangements describe the scope and application of the self-insurance arrangement.

The NTG arrangement applies to PLEC vehicles and school vehicles that are leased through NT Fleet by the department and for programs that are Commonwealth funded. It does not apply to SRB owned or leased vehicles where NT Fleet has recommended that schools obtain commercial insurance.

Where schools assess that the risk of damage is high and want to cover potential losses with commercial insurance, the Department of Treasury and Finance (DTF) Commercial insurance approval form must be completed.

DTF requires a risk assessment be undertaken that clearly demonstrates commercial insurance offers a net benefit overall. The assessment is to consider the actual cost of maintaining commercial insurance including any potential excess arrangements, versus the potential savings achieved and risks avoided.

The Commercial insurance approval form needs ministerial endorsement prior to being sent to DTF to seek the approval of the Treasurer. If Treasurer's approval is granted, the approved form and a copy of the school's Certificate of currency must be provided to NT Fleet.

The department is working with DTF to obtain a standing Treasurer's approval that will simplify the process in future. In the interim, the process detailed above must be followed.

2.2. Returning a vehicle

To return a vehicle that is surplus to requirements or where the lease is due to expire and the vehicle needs to be replaced, please contact NT Fleet who will provide further instruction.

If the vehicle is surplus, NT Fleet will try to reallocate it within the department and then to another agency. Until reallocated, the costs will continue to be borne by the school.

Replacement is triggered by meeting the required standard for kilometres travelled and vehicle age. These standards are contained in the NTG Vehicle policy section 6.1.

2.3. Home garaging school vehicles

Home garaging a government vehicle should only be approved when it is necessary for employees to perform their official duties, or for security purposes where no secure parking facilities exist.

PLECs who contribute towards the running costs of their allocated vehicle do not need to record home garaging in the Vehicle booking system (VBS). All other employees must submit home garaging requests and seek approval in VBS and record details.

It is important to note that home garaging an official vehicle attracts significant fringe benefit tax, which incurs additional expenditure for schools.

2.4. Principal Level Executive Contract (PLEC) vehicle entitlements

PLEC vehicles are included in centrally funded costs for schools, and these costs are administered centrally by the department on behalf of individual schools. PLEC vehicle entitlements are given in Determination 1049 of 2023 from section 16 onwards.

PLEC vehicles are privately plated and are to be selected from vehicles listed in the Executive Contract Officer Level 1 (ECO1) designation band. Appendix D of the Guidelines for executive contract employment provides vehicle information and accessory options.

PLECs should be aware that section 18.1 of Determination 1049 of 2023 contains the condition that their vehicles are to be made available to employees for use during business hours, provided they hold a valid driver's licence.

The NTG Vehicle policy clause 4.4, states that the allocation of four-wheel drive (4WD) vehicles to PLECs is prohibited, unless endorsed by the agency Chief Executive (CE) and subsequently approved by the Executive Remuneration Review Panel (ERRP).

DET has obtained a standing approval from ERRP for the CE to approve the allocation of 4WD vehicles to PLEC positions in remote locations. This entitlement provides ongoing approval against the principal's position, not the person, and only for roles based in a remote locality.

For information on contribution rates, selecting a vehicle, replacing a vehicle, option to buy and accessories, please refer to the NTG Central page for ECO options.

3. Roles and responsibilities

Principals and Business Managers are the custodians for their school vehicles. Both custodians and drivers must comply with the regulations outlined in the NT Fleet driver handbook and are expected to have a comprehensive understanding of relevant policies and procedures.

3.1. Custodians and approved vehicle drivers

Custodians and approved vehicle drivers must comply with the regulations outlined in the NT Fleet driver handbook and ensure they:

- enter booking details in the Vehicle booking system
- maintain vehicles in a clean condition, both inside and out
- keep government vehicles in good running condition
- manage and secure vehicle keys
- ensure vehicle usage is for official work purposes only unless approved by the CE. This does not apply to PLEC vehicles
- maintain accurate contacts in VBS relating to the custodian and keeper of key; NT Fleet can assist
- be aware of procedures relating to:
 - accidents
 - vehicle care
 - breakdowns
 - safety issues
 - emergencies
 - reporting damage or defects to NT Fleet.

4. NTG Policy and advisory resources

- Book or hire a vehicle - <https://ntgcentral.nt.gov.au/services-and-support/travel-fleet-vehicles/book-a-vehicle>
- Commercial insurance form- https://treasury.nt.gov.au/_data/assets/word_doc/0008/1057265/commercial-insurance-approval-form.docx
- Determination 1049 of 2023 PLEC terms and conditions section 16 - motor vehicle - https://ocpe.nt.gov.au/_data/assets/pdf_file/0006/1267710/determination-1049-of-2023-plec-t-c-pay-rises-sao2-leave-conditions.pdf
- Electric vehicles - <https://ntgcentral.nt.gov.au/services-and-support/travel-fleet-vehicles/lease-a-government-vehicle/electric-vehicles>
- Executive contract officer options - https://ntgcentral.nt.gov.au/services-and-support/travel-fleet-vehicles/manage-your-fleet/vehicles-for-executive-contract-officers#/replacing_a_vehicle

- FBT and home garaging - <https://ntgcentral.nt.gov.au/services-and-support/travel-fleet-vehicles/home-garaging/fbt-home-garaging>
- Guidelines for PLEC contract employment- https://ntgcentral.nt.gov.au/_data/assets/pdf_file/0003/614208/guidelines-for-executive-contract-employment-ntps.pdf
- Home garaging - <https://ntgcentral.nt.gov.au/services-and-support/travel-fleet-vehicles/home-garaging>
- Lease a vehicle - <https://ntgcentral.nt.gov.au/services-and-support/travel-fleet-vehicles/lease-a-government-vehicle>
- NT Fleet driver handbook -https://ntgcentral.nt.gov.au/_data/assets/pdf_file/0003/306930/fleet-driver-handbook.pdf
- NTG self-insurance arrangements, Treasurer's Direction and insurance form- <https://treasury.nt.gov.au/dtf/financial-management-group/treasurers-directions#Governance>
https://treasury.nt.gov.au/_data/assets/word_doc/0008/1057265/commercial-insurance-approval-form.docx
- NTG vehicle policy-https://ntgcentral.nt.gov.au/_data/assets/pdf_file/0017/465002/ntg-vehicle-policy.pdf
- Optional equipment and after-market accessories - <https://ntgcentral.nt.gov.au/services-and-support/travel-fleet-vehicles/select-a-vehicle/optional-equipment-and-after-market-accessories>
- Registration and insurance - <https://ntgcentral.nt.gov.au/services-and-support/travel-fleet-vehicles/manage-your-fleet/registration-insurance>
- Replace a vehicle - <https://ntgcentral.nt.gov.au/services-and-support/travel-fleet-vehicles/replacing-a-vehicle>
- Select a vehicle - <https://ntgcentral.nt.gov.au/services-and-support/travel-fleet-vehicles/select-a-vehicle>
- Tyre upgrades - https://ntgcentral.nt.gov.au/services-and-support/travel-fleet-vehicles/select-a-vehicle/tyre-upgrades#/ford_ranger_px_4x4_and_4x2_xl_hirider
- Use a work vehicle - <https://ntgcentral.nt.gov.au/services-and-support/travel-fleet-vehicles/use-a-vehicle>
- Vehicle booking system - http://finke.nt.gov.au/dcis/NTFLEET_VBS.nsf
- Vehicle lease types and rates - https://ntgcentral.nt.gov.au/services-and-support/travel-fleet-vehicles/manage-your-fleet/vehicle-lease-types-rates#/long_term

5. DET policy and advisory resources

- DET information for NTG vehicles - <https://elearn.ntschoools.net/policies/4308>
- DET vehicle replacement form – this form is supplied directly by NT Fleet to the requester and is not published.
- Financial Delegations - B1.11 Vehicles - https://elearn.ntschoools.net/system/files/resource_document/2024-07/CE%20Signed%20-%20Department%20of%20Education%20Delegation%20Policy%20and%20Schedules_0.pdf
- Official vehicles - <https://elearn.ntschoools.net/policies/4308>

Acronyms	Full form
ASIP	Annual School Improvement Plan
CE	Chief Executive
CFO	Chief Financial Officer
DET	Department of Education and Training
DTF	Department of Treasury and Finance
ECO	Executive Contract Officer
ERRP	Executive Remuneration Review Panel
4WD	Four-wheel drive
NT	Northern Territory
NTG	Northern Territory Government
NTPS	Northern Territory Public Services
PLA	Provisional Lease Agreement
PLEC	Principal Level Executive Contract
SNBFF	Student needs-based funding formula
SRB	School Representative Body
VBS	Vehicle Booking System

Document title	School vehicles - procedure and guidelines
Contact details	Financial Accounting and Control – finance.det@education.nt.gov.au
Approved by	Acting Chief Financial Officer
Date approved	9 December 2024
TRM number	50:D24:136319

Version	Date	Author	Changes made
1	9 December 2024	Financial Services	Prepared by Financial Accounting and Control and approved by Acting Chief Financial Officer.
1.1	9 January 2025	Finance Systems and Innovation	Content transferred to correct template. No amendments made to content.