

GREY FLEET POLICY TEMPLATE

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1. TERMS

This policy is effective from [date].

[The Organisation] will periodically review the Grey Fleet Policy and reserves the right to alter it at any time. This policy must be read in conjunction with this organisation's Grey Fleet Operations Manual, and other associated Grey Fleet procedures, processes, instructions, and supporting material. All these elements work together to manage Grey Fleet. Organisational policies subject to and consistent with this policy are included in Section 8

3. POLICY SCOPE

This policy applies to all workers and volunteers at [The Organisation], and governs the use of personal vehicles, leased vehicles of any kind, and client-owned vehicles for work purposes. It applies regardless of whether individuals are reimbursed for work-related expenses, such as kilometres travelled. For the purposes of this policy the Grey Fleet includes only light four-wheeled vehicles. The use of motorcycles, heavy vehicles, trailers, or machinery is excluded from Grey Fleet operations and is not permitted under this policy.

2. POLICY STATEMENT

[The Organisation] is responsible for the health, safety, and wellbeing of its workers (and other persons as applied by law) whilst at their place of work. Any vehicle in which a worker conducts business on behalf of [The Organisation] is regarded as a place of work and is therefore subject to the relevant jurisdictional legislation, regulation, rules, and other laws (see Section 11). [The Organisation] will consult with workers to carry out an assessment of the risks to the health and safety of its workers, while they are at work, and to other people who may be affected by their work activities.



4. RESPONSIBILITIES: OVERVIEW

Stakeholder	Responsibility and Delegation
Chief Executive Officer / Board Members	- Designated Officers who will ensure that OHS/WHs Managers / Fleet Managers / Line Managers and Supervisors are aware of and understand how to apply policy. - Will review and address any matters of risk that are escalated from workers and operational management requiring relevant control implementation. - Will engage Operational Leaders to endorse and demonstrate role modelling and use of the Grey Fleet Policy.
OHS/WHs Manager / Fleet Manager / Line Manager and Supervisor	To develop and maintain the policy, and ensure compliance to the policy, procedures, processes, and instruction. To seek feedback and consult with workers as needed to manage risk. To train and educate workers as needed to manage risk.
Grey Fleet Driver	To comply with the requirements of this policy, procedures, processes, and instruction. To provide feedback, report potential hazards and consult with management where needed to manage risk.

3. RESPONSIBILITIES: SPECIFIC

A Grey Fleet driver must:

- provide all vehicle-related documentation upon request during onboarding, and provide updates as per organisational policy.
- regularly service their vehicle in accordance with manufacturer's servicing schedules to maintain a roadworthy and safe vehicle.
- have a valid driver's licence, and alert their supervisor of all traffic offences applicable to their ability to safely and legally drive for work.
- maintain physical, emotional and mental fitness for duty at all times whilst driving for work as per organisational policy.
- conduct risk identification, assessment, management, and monitoring whilst driving for work, as per organisational policy.
- submit and follow a fatigue management plan whilst driving for work as per organisational policy.
- submit and follow a journey management plan whilst driving for work as per organisational policy.
- include emergency and safety equipment in their vehicle, and follow emergency response guidelines, as per organisational policy.
- participate in regular road safety education and vehicle safety training as per organisational policy.
- alert their supervisor and/or health and safety representative of any near miss, incident, or safety concern regarding driving the Grey Fleet vehicle for work as per organisational policy.
- maintain accurate records and data related to the vehicle/s that they drive for work as per organisational policy.
- follow all jurisdictional laws for vehicle and road use, including drug and alcohol use.
- exercise duty of care to other road users, and be aware of all health and safety responsibilities as per organisational policy.
- be aware and adhere to all organisational policies, procedures, processes, and instructions.
- follow all jurisdictional laws, and organisational policy, concerning mobile phone use and other in-vehicle distractions.
- travel at a safe legal speed, and maintain a safe following distance at all times.
- exercise their duty of care to all road users, and be mindful of vulnerable road users such as pedestrians and riders.
- not drive in an unsafe nor aggressive manner, and be a polite and considerate driver at all times, in demonstration of being a respectful representative of the organisation, and in pursuit of a positive road safety culture.

Managers and supervisors of [The Organisation] must:

- actively engage with workers on matters related to Grey Fleet use, associated risk, and risk management strategies, in addition to fulfilling the specific responsibilities outlined in Section 5.
 - lead by example by demonstrating safe and respectful driving behaviour, and fostering a positive road safety culture among workers.
- ... [add additional organisational responsibilities].

4. REQUIREMENTS:

(as per organisational policies)

- 6.1. Requirements for record keeping and administration
- 6.2. Requirements for providing a suitable and safe vehicle
- 6.3. Requirements for notification of driving offences and fines, and consequences
- 6.4. Requirements for fitness to drive
- 6.5. Requirements for journey management planning, and emergency breakdowns

... [add additional organisational requirements]

5. REIMBURSEMENT

[Add organisational details for Grey Fleet reimbursement here]

6. APPLYING THIS POLICY

[The Organisation] seeks the cooperation of all workers who are driving Grey Fleet vehicles for our organisation.

We support building a safe workplace and contributing towards a positive road safety culture.

This policy applies to all organisational operations and functions, and we encourage our workers to provide feedback on the application of this policy.

Other [The Organisation] policies to be used in conjunction with this policy include:

Organisational Policy 1

Organisational Policy 2

... [add additional organisational policies]

7. MONITORING AND REVIEW

[The Organisation] will review this policy annually, in consultation with workers, by reviewing Grey Fleet safety performance, and monitoring the effectiveness of this policy and associated procedures and guidance material.

8. COMMUNICATION AND FEEDBACK

[The Organisation] encourages workers to report all Grey Fleet incidents, including near misses, safety concerns, and crashes involving injury and/or damage. [The Organisation] has an Incident Response policy and this can be accessed via [insert link]. [The Organisation] central contact for incident communication and feedback is [insert name] and they can be contact via [insert details].

9. RELEVANT LEGISLATION, REGULATIONS AND RULES

[Insert legislation and other law as per applicable jurisdiction/s]

The following legislation in Victoria is presented as an example [noting that the other states and territories apply and incorporate variations of the model Work Health and Safety Act 2011].

Where relevant:

Occupational Health and Safety Act 2004 (Vic) (and associated regulations)

Privacy and Data Protection Act 2014 (Vic)

Road Management Act 2004 (Vic) (and associated regulations)

Dangerous Goods Act 1985 (Vic) (and associated regulations)

Road Safety Act 1986 (Vic) (and associated regulations, such as Road Safety Amendment [Automated Vehicles] Bill 2017 (Vic); and the Road Safety Amendment [Drinking while Driving] Bill 2011 (Vic); where relevant)

Equal Opportunity Act 2010 (Vic)

Public Interest Disclosures Act 2012 (Vic) (and associated regulations)

Victoria Police Act 2013 (Vic) (and associated regulations)

Fair Work Act 2009 (Cth) (and associated regulations)

Emergency Management Act 2013 (Vic) (and associated regulations)

Road Safety Road Rules 2017 (Vic)

Industry Codes of Practice, and other law not identified above

10. REFERENCES

This document was designed in reference to guidelines from WorkSafe Victoria, SafeWork NSW, WorkSafe Tasmania, and Safe Work Australia, in addition to findings from the project literature review and Grey Fleet Safety Management Guide 2017.

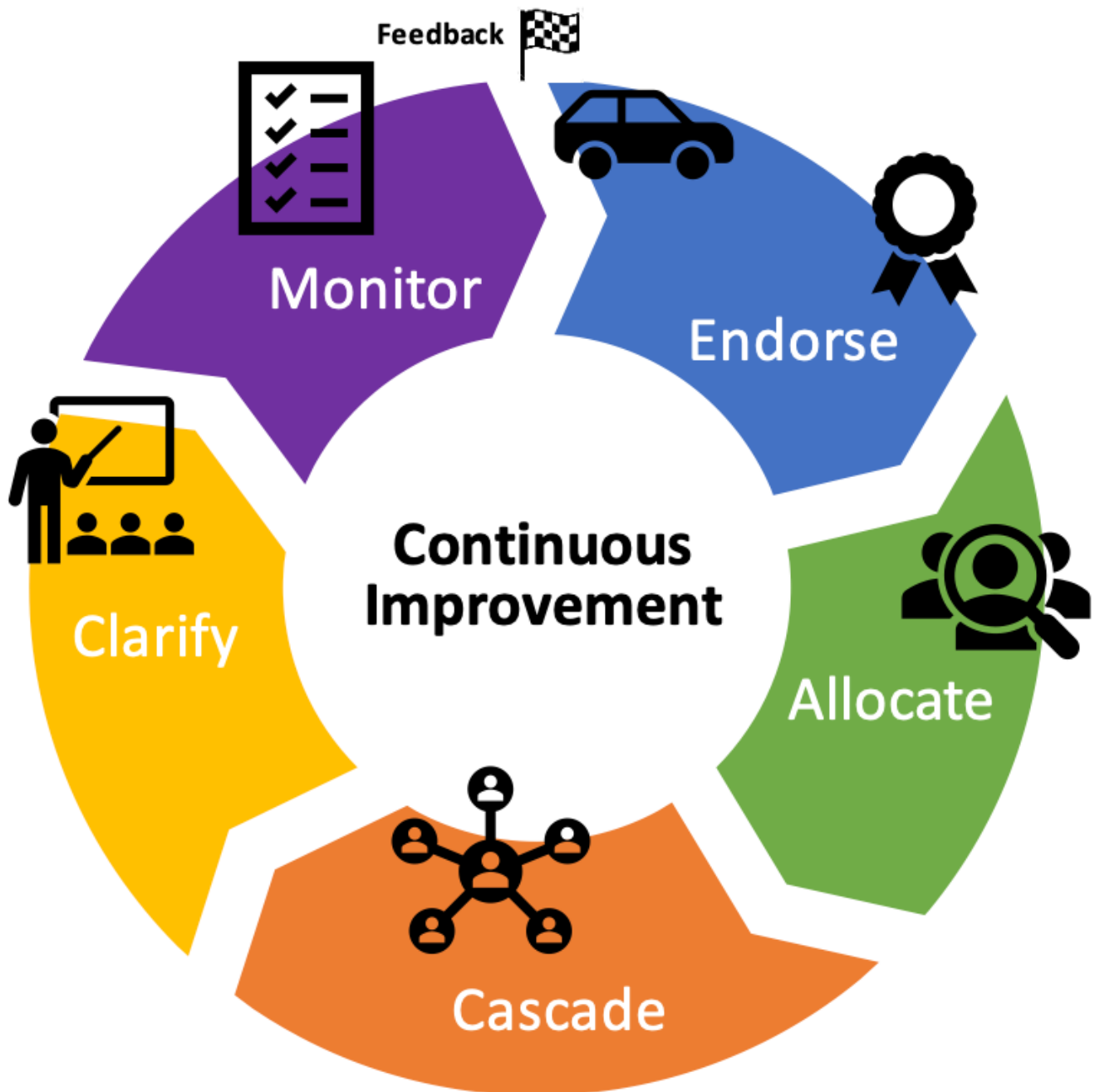
"... protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work ..."

(Work Health and Safety Act 2011 (ACT), Part 1, Division 1.2, Object (a))



HOW TO IMPLEMENT THE GREY FLEET POLICY

Flow Chart of Grey Fleet Policy Implementation Stages:



"... promoting the provision of advice, information, education and training in relation to work health and safety"

(Work Health and Safety Act 2011 (ACT), Part 1, Division 1.2, Object (d))

Step 1: Endorse

- Provide all vehicle-related documentation upon request during onboarding, and provide updates as per organisational policy
- Regularly service their vehicle in accordance with manufacturer's servicing schedules to maintain a roadworthy and safe vehicle

Step 2: Allocate

- Designate a Grey Fleet Safety Champion/s to promote the Grey Fleet Policy.
- And be a central contact for queries.
- Identify early adopters of the Grey Fleet Policy and promote their involvement, including highlighting successes and challenges.
- Allocate responsibility for policy accountability, management, and administration.
- Allocate adequate resources such as financial, physical, technological, informational, legal, and human.

Step 3: Cascade

- Distribute and communicate the Grey Fleet Policy through the organisational hierarchy.
- Incorporate the policy into existing records and documentation, and create/adapt.
- supporting material such as procedures, processes, programs, and instructions.
- Build forums and networks for Grey Fleet Policy queries.
- Build a mentoring system, including peer mentoring.

In the spirit of providing a collaborative environment for building a more positive road safety culture, the NRSP encourages organisations to share Grey Fleet safety strategies and initiatives, thus growing safety awareness amongst the driving community.

Step 4: Clarify

- Provide training, education, and onboarding instructions as per organisational risk and as per the training needs analysis.
- Include 'Train the trainer' programs.
- Regularly check in with workers and managers to ensure that the Grey Fleet Policy is clear.
- Provide technical and digital assistance where required.

Step 5: Monitor

- Monitor and evaluate Grey Fleet data and workers' feedback; and measure progress against the pre-determined set of criteria envisaged in the pre-implementation phase.
- Test worker acceptance and usage of Grey Fleet, and Grey Fleet risk management.
- Identify the barriers and facilitators towards implementation, and compare to those identified in the pre-implementation phase.
- Ensure compliance to policies, standards, rules, regulation and legislation.
- Share the findings of the evaluation, and distribute learnings across the organisation.
- Adopt an organisational culture of learning and continuous improvement.
- Review the quality assessment process, and consult with leadership on opportunities to improve Grey Fleet policy implementation, and building a positive road safety culture.

"... fair and effective workplace representation, consultation, cooperation and issue resolution in relation to work health and safety"

(Work Health and Safety Act 2011 (ACT), Part 1, Division 1.2, Object (b))

