

The Victoria Police Manual is issued under the authority of the Chief Commissioner of Police in s.60, Victoria Police Act 2013. Non-compliance with or a departure from the Victoria Police Manual may be subject to management or disciplinary action. Employees must use VPM Professional and ethical standards to inform the decisions they make to support compliance.

Police vehicles

Context

Standards relating to the management and use of police vehicles are necessary to ensure:

- police vehicles are only used for the purposes for which they are supplied and according to any stipulated conditions
- Victoria Police employees possess the appropriate authority to drive a particular police vehicle
- compliance with Victorian Government Standard Motor Vehicle Policy regarding vehicle acquisition, maintenance, operation and disposal.

Policy at a glance

This policy includes:

- governance arrangements in relation to police vehicles
- guidance on the acquisition and specification of police vehicles
- procedures for the use of police and non-police vehicles
- procedures for police vehicle incidents, collisions and damage
- guidance on the management of police vehicles.

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Definitions

There are no specific definitions for this policy. Refer to the general **VPM Dictionary** for definitions and acronyms.

Scope and application

This policy applies to all employees.

Responsibilities and procedures

1. Accountabilities

- The Equipment and Fleet Division, Operational Infrastructure Department (OID) is accountable for the overall internal management of vehicles and related administration.
- Work unit managers are accountable for:
 - deployment of vehicles to conduct Victoria Police business activities
 - ensuring police vehicles are kept secure, in a roadworthy condition and serviced as required.
- The vehicle user is accountable for:
 - complying with the rules of use relating to police vehicles (refer section 5 of this policy)
 - conducting a pre-operational drive check to ensure the vehicle is mechanically safe and roadworthy.
- Transport officers assist work unit managers in relation to vehicle related issues. Transport officers must seek advice regarding decisions on vehicle related management or use which are outside established policy rules or guidelines.
- The Vehicle Committee is responsible for interpreting policy, issuing guidelines in relation to vehicle management, and acting on behalf of the Chief Commissioner of Police (CCP) to endorse vehicle related policy changes. The Committee is chaired by a deputy commissioner, and represented by:
 - the Executive Director, OID
 - the Director, Equipment and Fleet Division
 - other members as directed by the CCP from time to time.
- Equipment and Fleet Division is the conduit for seeking clarification of Vehicle Committee determinations.

2. Acquisition of police vehicles

2.1 *Purchased and leased vehicles*

Only the Victoria Police Fleet Branch is authorised to purchase or lease vehicles on behalf of Victoria Police. All purchase and lease arrangements must comply with government policy and have regard for the following:

- safety, operational capability, environmental sustainability and value for money
- operational safety standards as established by the Vehicle Committee in consultation with subject matter experts
- consistency regarding fleet vehicle type to minimise training, encourage commercial economies, and maintain a consistent image

- vehicles that are not consistent and do not comply with safety standards must be fully risk assessed and risk mitigated by the operational area acquiring the vehicle. Risk mitigation strategies, such as constraints on vehicle usage, must be maintained until Fleet Branch authorises full operational use of the vehicle
- costs associated with the acquisition of additional vehicles must be justified by the relevant departmental manager and approved by the Executive Director, OID.

3. Vehicle specifications

3.1 Functional classifications

- Fleet Branch is responsible for classifying police vehicles as gold, silver, bronze or white. Coloured labels must be affixed to the inside of vehicle cabins to inform drivers of the vehicle's functional classification.
- Functional classifications set the maximum speed at which the vehicle can be safely driven within an operational environment. Accordingly, vehicles must not be driven beyond the limits of their classification.
- The class of vehicle, regardless of capability and limitation, falls immediately to white if towing trailers or caravans, and the vehicle must not exceed the posted speed limit.
- The following table describes police vehicle functional classifications:

Vehicle Class	Functional capabilities and limitations
Gold	Pursuit certified, unlimited speed, subject to VPM Road policing - operations.
Silver	Critical response certified, 150kph maximum speed, subject to Urgent Duty Driving policy.
Bronze	Urgent duties certified, 120 kph maximum speed, subject to Urgent Duty Driving policy.
White	At posted speeds unless operational circumstances require urgent duty driving, then may be driven to maximum state speed limit provided that the vehicle is operating with blue and red lights operating, or sounding an alarm, and having regard to prevailing environmental conditions.

3.2 Police vehicle marking

The following applies to police vehicles:

- wherever possible police vehicles should be marked for visibility, safety and identification
- vehicle marking is determined by the primary use of the vehicle
- vehicle marking accords with the standards determined by the Vehicle Committee
- vehicles are only unmarked on a temporary or permanent basis with the approval of the Vehicle Committee, and providing each of the following apply:
 - the marking of the vehicle fundamentally undermines its operational function when used in its primary role
 - having the vehicle unmarked is the only reasonable way to preserve that operational performance function
 - a full risk assessment is conducted by the operating area, outlining the risk

management strategies if the vehicle is operated under “urgent driving” circumstances.

3.3 *Modification of police vehicles*

- No modifications to police vehicles are permitted, other than those approved by the Vehicle Committee.
- No modifications to vehicle related equipment are permitted, other than those approved by the Fleet Branch.

4. Authority to drive police vehicles

4.1 *Police employees – Approved Driving Authority*

- Police employees must hold an appropriate Approved Driving Authority (ADA) or approval for driver training from the Manager, Driver Training Unit, to drive a police vehicle.
- Employees holding ADAs must not drive a police vehicle beyond the limits and restrictions of their individual driving authority.
- The following table indicates the various ADA classifications, and the specific conditions and restrictions for each classification.

ADA Class	Vehicle colour and restriction
Gold	
Gold – motor cycle	Gold – on-road-type motorcycles only – speed unrestricted
Gold – motor cycle off-road	Gold – off-road-type motorcycles only (road/trail, trail and enduro styles) – speed unrestricted
Gold – Highway patrol vehicles Gold – surveillance Gold – close personal protection Gold - SOG	Gold class vehicles – speed unrestricted Silver class vehicles – speed limit 150 kph White class vehicles – at posted speed limit
Restricted Silver	
Restricted Silver The Holder of a “Restricted Silver” ADA is prohibited from engaging in an elective or imperative pursuit	Gold class vehicle – speed limit 25kph above posted speed Silver class vehicle – speed limit 25 kph above posted speed. White class vehicle – at posted speed limit
Silver	
Silver	Gold class vehicles – speed limit 150 kph Silver class vehicles – speed limit 150 kph White class vehicles – at posted speed limit
Bronze	
Bronze – 4WD	Bronze – 4WD – speed limit 120 kph
Bronze – restricted	Bronze – 4WD – on road use only
White	
White	Gold class vehicles – posted speed limit Silver class vehicles – posted speed limit White class vehicles – posted speed limit

White - motorcycle off-road	Off-road type motorcycles only (road/trail, trail and enduro styles) - posted speed limit and ride within all road rules (RR305 not applicable).
White – specialist vehicles	White – specialist vehicles, must be authorised by Fleet Branch or other specialist area – posted speed limit only
Contact Driver Training Unit or Fleet Branch for advice on any vehicles not given above.	

4.2 *Non-Victoria Police employees*

A non-Victoria Police employee must only drive a police vehicle if the following criteria are met:

- the driving is for any of the following purposes:
 - in the course of authorised servicing, repairing, testing, or similar
 - in accordance with agreed terms and conditions of use, approved by a department head
 - on Victoria Police business, approved by a sub-officer or above, and then under the supervision of an employee who is the holder of an ADA relevant to the type of vehicle
 - in an emergency situation.
- they have never been refused motor vehicle insurance.

4.3 *Obtaining an Approved Driving Authority*

Victoria Police employees must hold an appropriate authority to drive a police vehicle. The process for obtaining an ADA is detailed below:

Obtaining an Approved Driving Authority	
Police officers	
Position requires a particular ADA	• Work unit manager is to contact the relevant unit to book the employee in for the appropriate course or test: - for a motorcycle authority – Manager, Solo Unit - for any other authority – Driver Training Unit
Position does not require a particular ADA	• Employee seeking authority is to apply via their senior manager to: - (for a motorcycle authority) Manager, Solo Unit - (for any other authority) Driver Training Unit • Application is to include reasons for obtaining the authority and comment from the senior manager.
VPS employees or PSOs	
White Class ADA is required	• Employee is to contact the Driver Training Unit who will: - send an information pack to the employee or the work unit manager - notify the relevant employee and work unit manager when the ADA is issued.
ADA other than White class is required	• Employee is to apply to the Driver Training Unit via their senior manager • Application is to include reasons why other class ADA is required and comment from the senior manager.

4.4 *Maintenance of Approved Driving Authority records*

- Whenever there is a change to an employee's ADA, notify the Driver Training Unit or the Solo Unit, as appropriate.
- The Driver Training Unit is responsible for:
 - maintaining skills records for all vehicles other than motorcycles
 - recording employee's qualifications for all vehicles.
- Solo Unit is responsible for:
 - maintaining driver records and notifying the work unit manager, Driver Training Unit to update the employee's skills records
 - notifying the Solo Unit whenever there is a change to an employee's ADA in respect of a motor cycle.

4.5 *Withdrawal of Approved Driving Authority*

The following table details the circumstances in which an employee's ADA may or will be withdrawn:

Withdrawal of an Approved Driving Authority		
Circumstances	Power to withdraw	More information
Employee transfers to another work area	ADA will be withdrawn 28 days after the employee's gazetted appointment unless the new position requires the class held.	Applies to any ADA class held other than Silver, Bronze (restricted), and White
Cancellation of civilian driver licence	Manager, Driver Training Unit will suspend employee's ADA for the period of the civilian licence cancellation	Refer to VPMG Offences by or service of process on police employees
Management of employee with alcohol/drug use issues or drink driving offences	Withdrawal of ADA considered by work unit manager	Refer to VPM Alcohol and other drugs – Workplace responsibilities
Police vehicle incident or collision	Withdrawal of ADA considered by divisional patrol supervisor, taking into account: • all facts and circumstances surrounding the collision • complete competency, training, experience and driving history of the driver • the driver's welfare	Refer to VPMG Police vehicle collisions
Employee suspected, charged, arrested or under investigation for an offence	Employee's senior manager may consider withdrawal of ADA	Refer to VPMG Offences by or service of process on police employees
Pending charges resulting from an employee's driving of a police vehicle	Assistant Commissioner, Professional Standards Command may direct withdrawal of ADA	Refer to VPM Complaints

Inappropriate driving not covered by other instructions	Work unit manager may recommend to the department head that an employee's ADA be withdrawn	If ADA is withdrawn, follow VPMG Police vehicle collisions as if a police collision occurred
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5. Use of police vehicles

5.1 *Use of police vehicle for business purposes*

- Approval to use a vehicle for a purpose that is related to the conduct of Victoria Police business must be given by a work unit manager or supervisor. The driver of a police vehicle must complete the vehicle log book and include details of any approval provided.
- An officer or VPSG-5 or above may approve the use of a vehicle in the following circumstances:
 - where a vehicle is required by an employee rostered on availability and receiving an availability allowance
 - a once-off use of the vehicle to attend a business activity at a site away from the normal place of business at the start or end of duty, and where other transport is not acceptable because it would significantly compromise the business outcome.

5.2 *Security and parking of marked police vehicle*

- Members must ensure that police vehicles are securely locked when not in use or left unattended during a shift.
- Divisional van pod doors must be secured at all times to prevent unauthorised access into the pod area.
- Unless exceptional circumstances exist, marked police vehicles are not to be parked at or in the vicinity of employees' private/home addresses. Exceptional circumstances include:
 - 'on call' requirements for limited-hours police station members in rural locations; or
 - planned operations/activities for which a suitable risk assessment has been conducted and approved in relation to member safety.
- All claims of exceptional circumstances must be referred to, and approved by, the relevant divisional superintendent, prior to use of the police vehicle.
- When considering exceptional circumstances claims, the divisional superintendent must consider all available options for the security of the vehicle other than storing the vehicle at the employee's home address.

5.3 *Use of police vehicle for private purposes*

Approval to use a vehicle for a once-off private purpose must be given by an officer or VPSG-5 or above, in the following situations:

- alternative transport options to and from home are impractical (i.e. limited public transport availability between 10 pm and 5 am)
- the use of the vehicle would be in the public interest
- the health and wellbeing of an employee could be affected by not allowing private use of a police vehicle for commuting purposes

- once-off use of a police vehicle for private purposes is in the best interests of Victoria Police
- in addition, the approving officer must:
 - assess whether the employee is fit to drive the police vehicle
 - document their reason for approval
 - report their approval to the relevant department head at the earliest opportunity.

5.4 *Use of police vehicle at one member stations*

- Where a vehicle is allocated to a member appointed to a one member station, the member is eligible to use the allocated vehicle for private use providing:
 - the use does not extend beyond the member's cluster and
 - the member is available to respond to requests for assistance during non-business use.
- Private use is not approved during periods of leave.

5.5 *Employment contract use*

- Employment contract use relates to business or private use that is regulated by a specific employment contract.
- Use by executives under executive contracts is subject to CCP approval. This is regulated by the Victorian Government Standard Motor Vehicle Policy (issued by VicFleet) and other relevant policies adopted from time to time by the Vehicle Committee.
- Use by superintendents and commanders is subject to CCP approval. This is regulated by the provisions of relevant enterprise bargaining and other relevant policies adopted from time to time by the Vehicle Committee.

5.6 *Interstate use of a police vehicle*

Interstate use of police vehicles for purposes other than cross border policing must be authorised by the relevant department head.

5.7 *Temporary use of a police vehicle*

Short term loan of an operational police vehicle to replace an existing unserviceable operational vehicle can be arranged by contacting the Fleet Branch (local sourcing of replacement vehicles must occur in the first instance).

6. Use of non-police vehicles for policing purposes

6.1 *Use of a hire vehicle*

- Hire vehicles are to be used for short term periods (up to one month) and only where:
 - the employee is unable to obtain temporary use of a police vehicle
 - the business need is urgent and documented as such by a divisional manager
 - appropriate insurance cover is obtained from the hirer.
- A department head may approve the use of a hire vehicle for a period greater than one month but not exceeding three months.
- Fuelling of hire vehicles is the responsibility of local level management. Fuel cards

are not issued for hire vehicles.

6.2 *Use of a loan vehicle*

- In certain circumstances and with the appropriate approval, loan vehicles may be used to perform policing functions.
- Loan vehicles must only be used where approved by the relevant department head or delegate.
- Acceptance of a loan vehicle should not compromise Victoria Police or unfairly advantage the lender.
- Only in exceptional circumstances can loan vehicles be accepted from parties (excluding vehicle manufacturers) who are in contract to supply goods or services to Victoria Police. If approval is given under such circumstances, the senior manager should record the reasons for instituting the loan arrangement, and the vehicle loan should be a matter for public disclosure. For information on donations and sponsorship of police vehicles, refer **VPM Donations and sponsorships**.
- Approaches to potential suppliers of loan vehicles (including local government, business, or individual) for the use of a loan vehicle should only occur with approval in writing from the senior manager.
- To avoid any conflict of interest, it is preferable for loan vehicles to be supplied by large businesses or local governments rather than individuals or small businesses.
- All loan arrangements should be subject to a probity review by a senior officer.
- Delegation of authority to enter into loan arrangements should be consistent with internal financial delegations (i.e., the value of a loan vehicle should set the minimum level of approval authority).
- All loan vehicles are to be allocated 'white' functional classification. The Vehicle Committee may allocate a different classification to a vehicle upon request from an officer.

Loan vehicle criteria –

- loan vehicles should be in good mechanical condition
- where the loan vehicle is more than six months old, Victoria Police will obtain a roadworthy certificate, funded from local budget
- Victoria Police will provide fuel, funded from local budget
- Victoria Police will, in most cases, comprehensively insure a loan vehicle
- any damage up to the excess will be funded from local budget; contact Fleet Branch for further advice if needed
- the lender is responsible for service and maintenance unless stated otherwise in the Agreement

Responsibilities regarding loan vehicles -

- for insurance purposes, all loan arrangements must be formally established and registered with the Fleet Branch.
- the regional transport officer is to maintain a loan vehicle file and notify Fleet Branch on receipt and return of loan vehicles
- fuel should be obtained from authorised outlets. A fuel card can be requested from the Fleet Maintenance Unit, Fleet Branch, but should only be used in cases of

operational necessity

- the relevant work unit manager must:
 - ensure that a log book is kept for all loan vehicles
 - notify Fleet Maintenance Unit of monthly odometer readings at the start of each month
 - monitor the roadworthiness and usage of the vehicle.

Loan vehicle policy exemptions -

- an exemption from compliance with loan vehicle policy may be approved in exceptional circumstances by:
 - Director, Equipment and Fleet Division
 - Assistant Commissioner, Transit and Public Safety Command.
- before approving an exemption, the approving officer should consider:
 - whether the loan vehicle is registered
 - that if damage was to be incurred or caused by the loan vehicle, whether costs may exceed the approving employee's financial delegation.
- Before approving the use of a loan vehicle, the department head is to ensure:
 - the vehicle is registered
 - the vehicle is roadworthy
 - the vehicle has an anti-locking brake system (ABS) and driver air bag (for heavy vehicles over 3.5 tonnes, where practicable).
- In circumstances of specific operational need, the relevant department head may approve the use of a loan vehicle outside these criteria.
- Where possible, loan vehicles should be fitted with the following safety features:
 - dual airbags
 - side impact/curtain airbags
 - electronic stability control
 - sports suspension
 - cruise control.

6.3 *Use of a private vehicle*

A private vehicle must only be used:

- with the approval of a senior manager
- if the vehicle is comprehensively insured and the owner of the vehicle is advised that they are responsible for any loss, damage or inconvenience.

7. Police vehicle incidents and collisions

- The driver or, if the driver is incapacitated, the next Victoria Police employee who becomes aware of the collision or incident must:
 - immediately notify Police Communications
 - remain at, and preserve the scene pending the arrival of an independent sub-officer, refer **VPMG Police vehicle collisions** for definition of 'independent sub-officer'.
- On becoming aware of the police collision or incident, the Police Communications operator must:

- notify an independent sub-officer to attend
- notify the divisional patrol supervisor responsible for the area where the collision occurred.
- The independent sub-officer must manage and investigate the collision or incident in accordance with **VPMG Police vehicle collisions**.
- The divisional patrol supervisor must consider:
 - withdrawing the ADA of the driver involved in the collision or incident, in accordance with this policy
 - any other remedial action, as detailed in **VPMG Police vehicle collisions**.
- Where the police vehicle needs to be towed, members must have regard to **VPMG Police vehicle collisions**.

8. Management of police vehicles

8.1 *Driving police vehicles*

- Before driving a police vehicle, the employee should:
 - inspect the vehicle to ensure it is mechanically safe and roadworthy. A copy of the inspection checklist can be obtained from the Driver Training Unit.
 - record any faults in the log book and notify a supervisor.
- Unless there are exceptional circumstances, employees must pull over or use a hands-free kit when there is a need to use a mobile phone.
- All passengers should wear a properly adjusted and fastened seatbelt unless fitting the seat belt would endanger the safety or welfare of either police or prisoners – Refer to **VPM Management of people in police care or custody**.
- Coloured labels are attached inside vehicle cabins to alert drivers to the vehicle's functional classification. Contact the Fleet Branch for vehicle classifications and the respective restrictions if required.

8.2 *Refuelling police vehicles*

- Fuel cards are allocated and managed by Fleet Branch and are only to be used for designated fuel at designated whole of government suppliers.
- With the approval of Fleet Branch, fuel supply arrangements can be established with suppliers outside the whole of government contract in situations where the contracted fuel suppliers are not available, or access is impracticable or would impact on operational efficiency.
- Replacement fuel cards can be obtained from Fleet Maintenance Unit, Fleet Branch. Unserviceable fuel cards should be returned to Fleet Branch.
- Have regard to **VPMG Patrol responsibilities and communications** for safety measures when refuelling.

8.3 *Service and repairs to police vehicles*

- Work unit managers are responsible for ensuring police vehicles are kept in a roadworthy condition, are serviced as required, and kept as safe as reasonably practicable.
- Most sedans and wagons in the Victoria Police fleet are subject to whole of government lease arrangements, which includes pre-paid maintenance of

manufacturer recommended services. To that end, leased vehicles must be serviced at appointed dealerships. If this is not practicable, contact the Fleet Branch for advice. Refer to Operational Infrastructure, Equipment and Fleet, Fleet Help Desk intranet page, for details of vehicle servicing.

- Repairs to police vehicles must be carried out by Fleet Branch authorised repairers, using Original Equipment of Manufacturer (OEM) parts or materials. For information on OEM, contact the Fleet Branch.
- Where repairs are urgently required, work unit managers can approve for the undertaking of repairs by non-authorised repairers, however the repairer must be a licensed vehicle repairer. Employees must not carry out their own repairs to police vehicles.
- When collecting repaired or serviced police vehicles, employees should check that all work conforms to OEM requirements. This should be verified by work unit managers before authorising payment.
- Replacement police vehicle tyres must be sourced from contracted tyre outlets and meet OEM requirements. Replaced tyres are to be used as trade-ins or left with the dealer for disposal.
- Vehicle batteries are covered by a 12 month warranty. During the warranty period batteries should be replaced at a vehicle manufacturer dealership. If outside the warranty period, batteries should be replaced at an outlet approved by the Fleet Branch. For a list of approved outlets see Operational Infrastructure, Equipment and Fleet, Fleet Help Desk intranet page. Used batteries should be left with the dealer.
- Windscreens are to be repaired as advised by the transport officer. If urgent repairs are required, contact the Fleet Maintenance Unit, Fleet Branch for details of current repair arrangements.
- Operational vehicles are required to have brake and tyre safety checks every 5000 kilometres. Brake component replacement and service outside normal service intervals, such as following a major pursuit, must be conducted by authorised repairers.

8.4 *Police vehicle breakdowns and towing*

- In the event of a vehicle breakdown, request roadside assistance from the vehicle manufacturer. If not covered by the vehicle manufacturer, contact RACV. Refer Operational Infrastructure, Equipment and Fleet, Fleet Help Desk intranet page.
- For collision towing, refer **VPMG Police vehicle collisions**.
- For non-collision towing, contact Fleet Branch and arrange to have the vehicle towed to Dawson Street Police Complex, the nearest authorised repairer, or other secure location as decided by Fleet Branch.
- If the vehicle is towed to a location other than the Dawson Street Police Complex, send the Authority to Tow and report of the circumstances to the Fleet Branch.

8.5 *Carriage of firearms in police vehicles*

For the purpose of this section only and unless otherwise specified:

- 'firearm' includes CED
- 'ammunition' includes CED cartridge.

When carrying firearms in police vehicles, employees must ensure the vehicle is secured with doors locked, windows up, and all keys removed if the vehicle is to be left unattended.

For the administrative carriage of firearms:

- vehicle firearm safes and gun carry cases must be used for the carriage of issued firearms (including CEDs), OC, and batons only
- if a firearm is to be transported in a police vehicle for administrative purposes, it must be emptied of ammunition and secured in a vehicle firearm safe or gun carry case
- gun carry cases must be secured to the vehicle using the provided cable and lock and placed in the boot; the cargo carrying area; or some other lockable compartment of the vehicle, hidden from view
- ammunition must be placed in a lockable compartment of the vehicle (other than the compartment in which the firearm is placed) or in a locked container secured in or on the motor vehicle
- firearms should not be stored in vehicle firearm safes or gun carry cases:
 - as a substitute for better security measures
 - for extended periods
 - overnight, unless exceptional circumstances exist and no other suitable secure locations are available.
- firearms are not to be left unattended in police vehicles, unless:
 - exceptional circumstances exist; and
 - the firearm is secured in a firearm safe or gun carry case secured to the vehicle.
- refer to **VPM Management of Victoria Police issue firearms** for further information. Refer to **VPM Conducted energy devices** for information regarding CEDs.

For the operational carriage of semi-automatic rifles (SAR):

- SAR carried in police vehicles must be secured in the In-Vehicle Carriage System and with ammunition stored in compliance with procedures taught at the SAR User Course. SARs may be left unattended in vehicles when secured in this manner.

9. Security and maintenance of police vehicles

Work unit managers are accountable for the security, roadworthiness and maintenance of police vehicles within their designated work unit area. This includes ensuring that vehicles are:

- secured at police premises or locked and securely garaged at another authorised location when not being used. Vehicles that have been authorised for private purpose use, as per 5.3 of this policy, should be parked 'off street' whenever practical
- serviced according to the maintenance program label in the vehicle and the service schedules specified in the manufacturer's handbook. Operational vehicles must have a brake and tyre safety check every 5000 kilometres.
- The driver of a police vehicle is responsible for ensuring that all equipment is removed from the unattended vehicle unless otherwise authorised or in an emergency situation.

10. Damage to police vehicles

10.1 *Wilful or criminal damage to police vehicles*

An employee detecting damage to a police vehicle must notify Police Communications and request the attendance of an independent sub-officer.

- The sub-officer should attend the scene and assess the situation. If the alleged circumstances are:
 - consistent with the damage, and the offender is unknown, forward a report of the circumstances (including LEDR Mk2 reference) to the Fleet Branch.
 - inconsistent with the damage, request the divisional patrol supervisor attend and investigate.
- Where an offender is known, immediately send a report of the circumstances (including LEDR Mk2 reference) to the Fleet Branch.
- If an offender is subsequently charged, ensure that costs for the damage are sought at court.

10.2 *Collision damage to police vehicles*

Refer to **VPMG Police vehicle collisions** for advice regarding collision damage to police vehicles.

Related documents

- VPMG Police vehicle collisions
- VPM Management of Victoria Police issue firearms

Further advice and information

For further advice and assistance regarding this policy, contact Fleet Branch, Equipment and Fleet Division, Fleet-MGR PBEA.

Update history

DATE UPDATED	SUMMARY OF CHANGE	FORCE FILE NUMBER
09/06/20	Replaces VPMP Police vehicles and VPMG Police vehicles and updated to support the introduction of semi-automatic rifles.	FF-173057
13/10/22	Cross reference updated to new VPM Road policing – operations.	FF-190724 2
06/12/23	Amended to include guidance regarding transportation of CEDs in police vehicles.	FF-214607
12/03/25	Amended to clarify that the practice of members undertaking own repairs of police vehicles is not permitted, and further administrative amendments to update outdated VPM references and divisional names.	FF-269357
02/06/2025	Amended to remove the requirement to store CED cartridges separately from ammunition.	FF-266013