

# Grey Fleet: What, Why and Who?

## **What is Grey Fleet?**

Any vehicle used for work not directly provided by the organisation that employs the driver. In this guide, Grey Fleet includes personal vehicles, all forms of vehicles leases and client vehicles. Grey Fleet applies whether workers are reimbursed for expenses associated with work use or not, such as kilometres travelled.

## **Who does Grey Fleet apply to?**

A Grey Fleet Driver is an employee of the organisation who is operating a personal vehicle for work purposes. Grey Fleet does not only apply to the driver directly working for the company, it applies to anyone who needs to drive a private vehicle for work purposes. This includes un-paid volunteers, contractors, or anyone billing their time to the company, or being reimbursed by the company.

## **What constitutes a Grey Fleet Vehicle?**

Grey Fleet can include a wide range of road-registered vehicles such as light vehicles (e.g. sedans, station wagons, hatches and 4WDs), motorised two-wheeled vehicles (e.g. motorcycles, and scooters), goods carrying vehicles and light trailers.

## **Why is Grey Fleet a legislative obligation?**

Under the Work Health and Safety Act 2011, organisations must provide a safe working environment. The Act states that a workplace is any place where work is carried out for a business or undertaking and includes any place where a worker goes or is likely to be while at work, including vehicles and other mobile structures. Vehicles are seen as a workplace when workers are operating within an organisation's Grey Fleet.

## **Who is involved?**

- Chief Executive Officer and Chief Financial Officer / Business Owner
- Fleet Manager, Direct / Line Manager and Site or Area Manager
- Driver / Vehicle Owner
- Human Resources Advisors
- Health and Safety Department
- External (e.g. clients, family, contractors and legal personnel).

## **What are my Duty of Care Obligations?**

- Ensuring Grey Fleet drivers drive safely and within legislative requirements.
- Checking a Grey Fleet driver has a valid driver's licence that is appropriate for the vehicle being driven.
- Checking a Grey Fleet driver has the correct motor insurance for business travel.
- Ensuring the Grey Fleet vehicle is in a safe and adequately maintained (i.e. roadworthy) condition with regular servicing.
- Having clear and concise company policies and procedures to ensure Grey Fleet drivers know what is expected of them.
- Undertake Grey Fleet driving risk assessments, which include simple checks and preventative measures to ensure drivers are safe and compliant.
- Provide education and training to Grey Fleet drivers so they understand the risks and are capable of mitigating them to reduce accidents and offences.

## **For more information on Grey Fleet, see the NRSP's Grey Fleet Safety Management Guide.**

The guide aims to provide organisations with such a framework by highlighting some of the key issues and providing risk management strategies and considerations in adopting a safer Grey Fleet. It is not designed to be an exhaustive document providing answers to every issue. Rather, it aims to provide a framework that allows organisations to work through issues associated with their own Grey Fleet and organisational operations to manage risk and improve work driving safety. At the completion of this document you will understand what a Grey Fleet within an organisation is, what the risks are, what the core safety elements to consider are, what Grey Fleet maturity is and how to measure success, and how to embark on continuous improvement.