

## Policy and Procedure Register updates – Summary of changes to: Fleet management procedure

|   |  |   |
|---|--|---|
| <b>1. Reason for new/updated policy or procedure</b> <i>(select all that apply)</i>   |  |   |
| <input type="checkbox"/> Change of policy/procedure requirements  | <input checked="" type="checkbox"/> Audit/review recommendation  |   |
| <input type="checkbox"/> Change to legislation/delegations  | <input checked="" type="checkbox"/> Due for review   | <input type="checkbox"/> Other                                      |
| <p>A recent department audit identified opportunities for improved consistency of application of the Fleet Management procedure. The Fleet Management procedure has been updated to provide clearer instructions, responsibilities and reduction in ‘red tape’ approval and paperwork processes. Supporting materials have also been developed to support consistent application of the procedure.</p>  |  |   |
| <b>2. Summary of changes</b>  |  |   |
| <ul style="list-style-type: none"> <li>- New authorised driver agreement, which no longer requires sighting and recording of driver license details for employees wanting to book/drive a government vehicle</li> <li>- Removal of line manager approval for each short-term government owned vehicle booking</li> <li>- Streamlined long term home garaging request process</li> <li>- More defined process for Corporate office car park allocation – staff and visitors</li> <li>- Removal of operational matters from procedure into a supporting Handbook</li> </ul> |  |   |
| <b>3. Impacts to roles and responsibilities</b>   |  |   |
| Does the new/updated content change staff roles/responsibilities <i>in any way?</i>   |  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>If yes, select the type of change: (select all that apply)</i>   |  |   |
| <input checked="" type="checkbox"/> Revised responsibilities <input checked="" type="checkbox"/> New/additional responsibilities <input checked="" type="checkbox"/> Removed responsibilities   |  |   |
| <b>Position title</b>   | <b>Summary of change</b>   | <b>Page #</b>   |
| Director-General  | No longer required to annually approve long term home garaging (LTHG) applications   |   |
| Director, Regional Services (authorised officers)   | Approves the fleet vehicle authorised driver agreement requests by non-government employees to drive departmental fleet vehicles | 2   |
| Principal (authorised officers)   | Approves the fleet vehicle authorised driver agreement requests by non-government employees to drive departmental fleet vehicles | 2   |
| Authorised drivers  | No longer required to seek in writing permission to book a short-term vehicle  |   |
| Manager, Financial Advisory Services  | Replaced by Regional Fleet Coordinator   |   |
| Line Managers   | No longer required to approve (in writing) each short term vehicle booking requests  |   |
| <b>4. Communication and support for implementation</b>  |  |   |

OnePortal news bulletin

DoE Newsletter

Targeted emails to Regional Directors, Director – Regional Services

FPFD quarterly email to all schools Business Managers

**For further assistance, please contact:**

Fleet Management, Central Office through the [Service Catalogue Online](#) (DoE employees only)