

Policy and Procedure Register updates – Summary of changes to:

Fleet management procedure

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
<input checked="" type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input checked="" type="checkbox"/> Change to legislation/delegations	<input type="checkbox"/> Due for review	<input type="checkbox"/> Other
<ul style="list-style-type: none"> • Long-term home garaging does not meet operational efficiency requirements for the department. Clarification of the criteria for long-term home garaging will increase the number of fleet vehicles available to the broader staffing group. • Decision makers to consider human rights. 		
2. Summary of changes		
Fleet management procedure		
<ul style="list-style-type: none"> • Change the long-term use of fleet vehicles section to clarify the criteria for approval and update approvers. • Update position titles to reflect current legislation and agreements. • Clarify and specify the roles that approve non-government employees to be authorised drivers or to park private vehicles on department premises. • Include human rights content. 		
Fleet management handbook		
<ul style="list-style-type: none"> • Changes for consistency with the Fleet management procedure • Inclusion of information about the Fleet management action plan • Reference to considerations for leasing or purchasing vehicles for schools document • Reference to Short-term home garaging process document and information for staff re electric vehicle charging relating to short-term home garaging • Inclusion of information about additional hours for charging electric vehicles • Clarification of electric vehicle charging requirements • Inclusion of vehicle collection and home garaging decision tree 		
Fleet vehicle authorised driver agreement:		
<ul style="list-style-type: none"> • Clarification of wording • Inclusion of journey planning requirement as per driver safety guide • Inclusion of mapping route for travel in an electric vehicle • Inclusion of electric vehicle charge requirements on returning vehicle • Inclusion of link to heavy vehicles requirements 		
Application for central/regional office car park – minor changes only		
Request for long-term home garaging – changes for consistency with the Fleet management procedure and Fleet management handbook		
Short-term home garaging process – new document providing further support for staff and decision makers, consistent with the Fleet management procedure and Fleet management handbook		

3. Impacts to roles and responsibilities		
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 type="checkbox"/> Removed responsibilities		
Position title	Summary of change	Page #
Assistant Director-General, Finance, Procurement and Facilities and CFO	New responsibility to approve Central Office-based employee requests for long-term home garaging of fleet vehicles. Consider human rights	3
A/Deputy Director-General, School and Regional Operations and Performance	New responsibility to approve region and school-based employee requests for long-term home garaging of fleet vehicles. Responsibility removed from Regional Directors. Consider human rights	3
Executive Director Regional Operations Officer	Clarification of role responsible for: <ul style="list-style-type: none"> • Non-government drivers related to that region to access fleet vehicles only from their region • Department employees to park private vehicles at the regional office only Previously referred to a 'Director in the region'.	3
Authorised officers, line managers	Consider human rights	2
4. Communication and support for implementation		
<ul style="list-style-type: none"> • The procedure will be published on the Policy and Procedure Register with an updated summary of the changes. • A ConnectED article will be published advising corporate and region staff that the procedure has been updated. Schools are minimally impacted by the changes to the procedure so will not be targeted with a ConnectED article. • Emails will be provided to senior leaders of key fleet vehicle users (i.e. Regions, IT, ISD, Internal Audit, Early Childhood and EFI) for distribution to staff to ensure awareness of the changes. 		
For further assistance, please contact:		
<ul style="list-style-type: none"> • Regional employees and non-DoE employees should contact fleet@qed.qld.gov.au for assistance as required. • To lodge a fleet management enquiry visit Service Catalogue Online 		