



Procedure

Fleet management

Audience

Department-wide

Version effective: 15/05/2019

Version: 1.0

Purpose

This procedure outlines the Department of Education's (DoE's) approach to managing vehicles in accordance with Queensland Government requirements, and in a manner that:

- ensures consistency across departmental-owned and leased vehicles
- facilitates efficient and effective delivery of services
- promotes accountable, transparent and cost effective use of resources
- supports safe working practices.

Overview

Access to a DoE vehicle allows officers to effectively and efficiently deliver services in various locations. DoE leases vehicles from QFleet to provide a fleet of vehicles which can be booked by officers for their business travel.

All vehicles are managed by fleet management staff within central or regional offices, or by a school. This procedure provides consistent practices around the management and use of DoE fleet vehicles across all central, regional and school locations.

This procedure should be read in conjunction with the Public Service Commission (PSC) [Policy on Use of Government Owned Motor Vehicles and Parking of Private Vehicles on Official Premises](#) and the [Code of Conduct](#) for the Queensland Public Service.

All government-owned and school-owned vehicles must be fitted with "QG" number plates and must have the Queensland Government or school decals to be easily identified as a Queensland Government vehicle.

Persons allocated private-plated government vehicles as part of their conditions of employment (i.e. Senior Executive Service or certain employees engaged under [s122 of the Public Service Act 2008](#)) are not subject to the PSC policy (or to this procedure unless otherwise indicated), provided that such vehicles are available at an agency's work location for official use during normal working hours.

It is the responsibility of each chief executive to allocate their agency's government motor vehicles and to ensure adherence to all state and departmental requirements.

Responsibilities

Director-General

- Approves long-term home garaging on an annual basis.

Regional Director or Assistant Director-General (ADG), Central Office

- Approves long-term applications to park private vehicles on official premises.
- Reviews applications for long-term home garaging on an interim basis, and makes recommendations to the Director-General.
- Approves the transport of children.

Director in Region or Central Office

- Approves applications for short-term home garaging.
- Approves the transport of children.

Manager, Financial Advisory Services (or equivalent as determined by Regional Director) in Region

- Oversees all facets of regional fleet management.
- Approves vehicle selection and leasing arrangements for replacement of government-owned motor vehicles in regional fleets.
- Appoints an officer who is responsible for the local management of fleet.
- Ensures that vehicle keys, fuel cards and access cards are stored in a secure cabinet when outside core business hours.
- Approves applications for short-term home garaging.
- Approves private vehicles parking in vacated fleet car parks.

Local fleet officer (Regions and Schools)

- Ensures vehicles are appropriately maintained and serviced in accordance with vehicle manufacturer's guidelines.
- Ensures vehicles have regular safety checks as part of vehicle detailing.
- Ensures all drivers have a current drivers licence.
- Oversees the safe keeping and monitoring of car keys, fuel cards and access cards.
- Oversees administering the Utilisation Management System (UMS).
- Conducts annual reviews of employees' driver's licences, and notes currency in UMS against employees' surnames.

Manager, Facilities and Events Services Unit, Central Office

- Provides strategic management of the DoE fleet for all government-owned motor vehicles.
- Approves the overnight parking of private vehicles in DoE CBD-based buildings.

- Ensures that vehicle keys, fuel cards and access cards are stored in a secure cabinet outside core business hours.
- Approves applications for short-term home garaging via email.

Senior Facilities Services officer (SFSO) (Fleet Management) or as delegated by SFSO (Fleet Management) nominated officer Facilities and Events Services Unit, Central Office

- Provides strategic management of the DoE fleet of government-owned motor vehicles.
- Provides advice and briefings in relation to all DoE fleet issues.
- Monitors and reports on the DoE fleet of government-owned motor vehicles.
- Oversees the safe keeping and monitoring of car keys, fuel cards and access cards, and ensures that vehicle keys are stored in a secure cabinet outside core business hours.
- Oversees administering of UMS for DoE.
- Trains regional and school staff in the use of Fleet Management systems.
- Manages the DoE insurance policy for departmental-owned vehicles.
- Approves vehicle selection and leasing arrangements for all government-owned motor vehicles.
- Ensures vehicles are appropriately maintained and serviced in accordance with the vehicle manufacturer's guidelines.
- Ensures vehicles have regular safety checks as part of vehicle detailing.
- Conducts annual reviews of employees' driver's licences, and notes currency in UMS against the employees' surnames.

Principal

- Administers school-owned or government-owned vehicles and ensures all ongoing costs are fully funded by the school.
- Approves applications for short-term home garaging.
- Reviews all options available for acquiring vehicles; either leasing or a direct purchase.
- Ensures that vehicle keys, fuel cards and access cards are stored in a secure cabinet outside core business hours.
- Ensures all vehicles are:
 - registered in the name of the "Department of Education"
 - given a separate customer number by the Department of Transport and Main Roads
 - fitted with "QG" number plates or easily identified as a Queensland Government motor vehicle
 - covered under the DoE-owned comprehensive motor vehicle insurance policy.
- Approves transport of students/children.

Line managers

- Authorises employee use of appropriate methods of transport for departmental business (fleet car, taxi, hire vehicle, air train).
- Maintains evidence of transport authorisation.

Employees, or authorised drivers

- Maintain a current, valid driver's licence appropriate for the class of vehicles to be driven.
- Ensure that vehicles are returned to the pool with a minimum of one half of a tank of fuel or as per local process.
- Refuel the vehicle using the fuel cards supplied for the vehicle. The odometer reading must be provided to the fuel vendor at the time of fuel purchase.
- Engage in safe driving behaviour, ensure their fitness to drive and that passenger behaviour is appropriate and non-distracting.
- Meet the costs associated with any traffic offences or infringements which occur while the vehicle is in their care.
- Advise Fleet Management, Regional Fleet or School Principal when a departmental vehicle is in an accident or the vehicle has sustained damage. The driver must also lodge an insurance claim within 24 hours of the accident and provide the claim number to the appropriate contact (central/regional/school).
- Obtain approval, in writing, from the officer-in-charge, to carry passengers who are not on official business.
- Complete the Fringe Benefits Tax (FBT) vehicle logbook or Driver Usage Sheet as provided by Fleet Management.
- Ensure that the vehicle is securely locked when not in use. The vehicle pack must be removed from the vehicle when not in use.
- Return the vehicle in a clean condition including the removal of all personal items and rubbish.
- Report any mechanical faults or suspected issues to the local fleet officer.
- Vehicles approved for overnight garaging must not be left in 'Park and Ride' facilities or airport car parks.

Process

Who can drive a government-owned vehicle

- A current relevant driver's licence must be held by all drivers of departmental vehicles.
- Departmental vehicles must be driven only by employees and other authorised persons. Other authorised persons include contractors or Parents and Citizens' Association Office Bearers.
- Employees who need to use departmental vehicles for work-related purposes must present their current driver's licence to fleet management staff. For privacy reasons, no copies of drivers' licences will be recorded or stored.

In addition to the above conditions of use and requirements for all employees, Executive Officers:

- must ensure there is no exclusive use or near exclusive use of a single fleet vehicle. The allocation of all bookings are to be managed as per the normal process
- who receive the Executive Vehicle Allowance (EVA) may still book a fleet vehicle where there is a clear trip purpose and for official purposes only

- who are provided with a Government Supplied Motor Vehicle (private plated) may be provided with a fleet vehicle if that privately plated vehicle is temporarily unavailable due to mechanical service or repair requirements.

Booking a government-owned vehicle

DoE uses the [Utilisation Management System](#) (UMS) for the management (including managing time and lease utilisation), booking and allocation of all departmental vehicles. DoE employees who require access to the UMS should contact their local fleet office or Fleet Management in Central Office.

Day use of government-owned vehicle

- Step 1 – Who can apply/how to apply

Employees and authorised drivers can book a vehicle using UMS to conduct departmental business. It is an expectation that prior to booking a vehicle, the appropriate manager is aware and supports the day usage of the vehicle. Employees will need to contact the local fleet officer to be set up as a user in UMS.

- Step 2 – Who to send application to/who approves

Refer to responsibilities of line managers authorising employee's use of appropriate methods of transport for departmental business. A booking request through UMS will be sent by the employee or contractor to the local fleet officer for allocation of a vehicle.

- Step 3 – Considerations for approver

Government resources should be used effectively and in a responsible manner. The following factors should always be considered by the approver when determining the most appropriate mode of transport for departmental business travel:

1. Lowest total cost
2. Length of the trip
3. Period of time for which a vehicle is required
4. Location (e.g. interstate or local).

Vehicles may be used for business travel in the following order of priority:

1. Fleet vehicle
2. Taxi or alternate public transport e.g. air train (where distance, cost and convenience are appropriate)
3. Hire vehicle (where distance, cost and convenience are appropriate).

- Step 4 – Notification to applicant

An automated UMS email confirming the vehicle booking and advising of the vehicle allocation will be forwarded to the driver. When collecting the vehicle at the booked time, drivers will receive a vehicle pack which includes vehicle keys, fuel cards and information relevant to the operation of the specific vehicle.

Overnight infrequent short-term home garaging of government-owned vehicle

A DoE vehicle may be garaged away from its base location for periods from one night up to two weeks. For further clarity on when it is appropriate to approve short-term home garaging refer to the PSC [Use of a Government Owned Motor Vehicle and Parking of Private Vehicle on Official Premises](#) policy.

- Step 1 – Who can apply/how to apply

Employees and authorised drivers seeking short-term home garaging must first obtain email approval from a Principal (School) or Manager, Financial Advisory Services (or equivalent as determined by Regional Director) (Region) or Manager, Facilities and Events Services Unit or Director (Central Office).

- Step 2 – Who to send application to/who approves

The employee or authorised driver must use UMS to apply to the local fleet officer for allocation of a vehicle.

- Step 3 – Considerations for approver

In considering any request for garaging of government-owned motor vehicles at private residences, Fleet Management must take the following factors, among others that may be relevant, into account:

- any additional costs accrued to the agency by way of additional fuel, fringe benefits tax or other expense
- facilitation of the work to be performed, e.g. to carry essential equipment or personnel
- any requirement to work outside normal hours or for emergencies and other official purposes
- the efficiency, effectiveness and practicality of the use of taxis and/or the agreed use of an employee's private motor vehicle, subject to a kilometric allowance.

- Step 4 – Notification to applicant

A UMS automated email confirming the vehicle booking and advising of the vehicle allocation will be forwarded to the driver. When collecting the vehicle at the booked time, drivers will receive a vehicle pack which includes vehicle keys, fuel cards, and information relevant to the operation of the specific vehicle.

Long-term home garaging of a government- owned vehicle

Long-term home garaging is the garaging of a departmental vehicle away from its base location for periods over two weeks and up to 12 months. This also includes regular periods of short-term home garaging, e.g. regular home garaging of a vehicle from Monday to Wednesday. Access to home garaging arrangements is not to form part of the recruitment process nor may it be used as a condition of employment.

- Regular applications for short-term home garaging must not be used as a means to circumvent the intent of the policy for the relevant higher delegate to approve long-term home garaging.
- Approval of long-term home garaging will be considered only where the following conditions can be met:
 - a business case demonstrates an operational need for regular use of a vehicle outside normal working hours
 - operational need includes business use outside normal working hours at least twice weekly on average over a three month period
 - logbooks, diaries and/or meeting agendas are available to substantiate a business case or as evidence of business use.
- Where home garaging has been approved, the vehicle must be returned to the relevant vehicle pool during normal working hours. This vehicle must be available to be booked using UMS.
- Where approval has been given to home garage, alternative garaging arrangements are to be made during the employee's periods of leave. Where an employee with approved home garaging arrangements is absent on sick leave, arrangements must be made to ensure the vehicle's availability to the relevant vehicle pool.

- In all cases, the employee who is home garaging must ensure that departmental vehicles are adequately protected.
- Vehicles approved for overnight garaging must not be left in 'Park and Ride' facilities or airport car parks.
- The maximum period permissible on an application form for long-term home garaging is 12 months. If home garaging is deemed to be required past this time, a new application and justification must be submitted and approval obtained by the requesting employee prior to the expiry of the current arrangement.
- In order that all long-term home garaging approvals of 12 months duration are reviewed concurrently, any initial application for such an arrangement must have an end date of no later than 31 December. Any subsequent application for 1 month can then be made on a calendar basis.
- Approval for long-term home garaging may incur FBT, depending on the private use of the vehicle. Refer to Finance Branch, Taxation procedure ['business versus private travel'](#).

For further clarity on when it is appropriate to approve long-term home garaging refer to the PSC [Use of a Government Owned Motor Vehicle and Parking of Private Vehicle on Official Premises](#) policy.

- Step 1 – Who can apply/how to apply

Employees who require a vehicle for more than two weeks and up to 12 months to conduct official business can apply using the Application for long-term home garaging to garage a vehicle away from its base location.

- Step 2 – Who to send application to/who approves

[Applications](#) should be forwarded by the employee to their Regional Director or Assistant Director-General for endorsement.

- Step 3 – Considerations for approver

Regional Directors or Assistant Directors-General should consider that, where practicable, government-owned motor vehicles should be garaged at official premises.

Consideration should be given when an application demonstrates an operational need for regular use of a vehicle outside of normal working hours.

- Step 4 – Notification to applicant

The outcome of the request will be sent via email to the employee from the respective local fleet officer.

- Step 5 – Approval and record of application

Endorsed applications must be filed in HPE Records Manager (220/10) as evidence of approval from the region/school and moved to the Senior Facilities Services Officer (Fleet Management) in Facilities and Event Services Unit for actioning. The Senior Facilities Services Officer is to then prepare Director-General paper for final approval, with the regional endorsement as supporting information.

School-owned or government –owned vehicles

School-owned or government-owned vehicles based at a school must be used for official purposes.

The vehicle may be lent to other schools and community groups at the discretion of the Principal, however the vehicle:

- must not be used for the personal convenience of individuals
- may not be hired
- must only be driven by employees or other persons authorised by the Principal or Region.

Additional consent must be sought from parents and/or guardians before transporting students/children in school-owned vehicles.

Schools have access to the QFleet procurement contract QF1211 if they wish to purchase a vehicle. The Senior Facilities Services Officer, Fleet Management, will provide advice to schools regarding this and any other Department of Transport and Main Roads registerable asset, e.g. trailers, tractors.

DoE currently have a fleet insurance policy with VERO Insurance where all state schools have access to request school-owned vehicles to be covered under this policy. The insurance will be billed back to the schools at the point of insurance and annually thereafter.

Fuel Cards and E-tolls can be obtained from Fleet Management and billed back to the school on a monthly basis.

Contact Fleet Management for further information through [Service Catalogue Online](#).

Authorised occupants in government-owned vehicles

Departmental vehicles are only to be used to convey authorised occupants on official business. Authorised occupants are usually departmental employees, however other occupants may be authorised to travel in these vehicles only in exceptional circumstances.

All potential occupants must be authorised prior to travel by the Principal (School), Manager Financial Advisory Services (or equivalent as determined by Regional Director) (Region), or Manager Facilities and Events Services Unit or Director (Central Office), with email approval to be recorded by the local fleet officer.

Transport of students/children

Students/children can be transported in government vehicles once they are identified as an authorised occupant.

For a student/child to become an authorised occupant, the requesting officer must provide all information around the transport including names and reasons for the request.

An authorised officer (see duties) can approve the transport of students/children ensuring the duty of care considerations are undertaken (see the [School Excursions and International School Study Tours procedure](#) for details).

Parking on government-owned premises

Private vehicles on official premises

An approval for providing parking of private vehicles on official premises shall be at the discretion of Principal (School), Manager Financial Advisory Services or equivalent as determined by Regional Director (Region), or Manager Facilities and Events Services Unit (Central Office).

Accurate car parking information is required for Fringe Benefit Tax (FBT) purposes, except for car parking on school premises, which is exempt. Officers who are allocated a parking bay must:

- report any absences or changes to their car park utilisation to Fleet Management (for central or regional locations where the car park is managed by Fleet Management)
- provide details of parking arrangements to Finance Branch, Taxation at taxhelp.finance@qed.qld.gov.au (for long-term (more than 1 month) parking in a commercial car park station).

Available car parks will be allocated as follows:

- All government-owned motor vehicles, including senior executive services vehicles that are sourced from QFleet, will be provided with a priority car park in their base office, where available.
- QG-plated vehicles used by itinerant staff will be provided an allocated space in the office that the employee uses as a base location.

Senior officers

- A car park does not form part of the senior officers' employment entitlement.
- A wait list manages the allocation of bays for permanent senior officers. To apply and be considered for the wait list, a written request including supporting HR documentation needs to be sent through to [Fleet Management](#).
- Senior officers permanently appointed, may be assigned a car park bay when one becomes available and their name appears next on the wait list for permanent senior officers.
- Temporarily appointed/relieving senior officers for 12 months or more may be assigned a car park bay when one becomes available and the permanent Senior Officers wait list has been exhausted.
- Senior officers who have been allocated a bay have no authority to lend their access card or re-assign their car park bay. Doing so will result in termination of car park access.
- If the car park bay is no longer required by the senior officer, or they have any periods of leave, this information must be provided to [Fleet Management](#) who will then manage the car park bay.
- Circumstances may arise which may necessitate re-allocation of parking bays. This will be requested and facilitated by Central Office Fleet Management or Regional Fleet Management.
- Further information is available in the [PSC Policy on Use of Government Owned Motor Vehicles and Parking of Private Vehicles on Official Premises](#) (Refer to point 24).

Non-senior officers

- Non-senior officers are not permitted to park their private vehicle in any central or regional office location that the department funds where it is considered to be that employee's base location.



- Car park building access will only be provided to those non-senior officers who are directly responsible for the management of DoE fleet.
- When a non-senior officer is using a QG plated vehicle, they may be approved to park a private plated vehicle in the vacated fleet vehicle car park bay.
- Under no circumstances are non-senior officers with access to departmental parking facilities permitted to lend their access cards to other employees, or authorise access to their car park. Doing so will result in termination of car park access.

Visitors, employees and authorised drivers

This applies to visitors, external contractors and non-base-employees.

- Step 1 – Who can apply/how to apply

Central office visitors on official business to departmental premises with parking facilities may apply for a car park by completing the [DoE Visitor Parking Booking Form](#).

Regional and school visitors on official business to departmental premises with parking facilities, may apply for a car park by following the regional process advised by the local fleet officer.

Employees and contractors who require a car park for medical reasons should contact the [Organisational Safety and Wellbeing Unit](#) for advice.

- Step 2 – Who to send application to/who approves

Applications for car parks for visitors on official business should be forwarded to the email address outlined on the booking form for processing.

[The Organisational Safety and Wellbeing Unit](#) will provide information about the application process to employees and contractors who require a car park due to a permanent or temporary disability, medical condition, etc.

This information is also required by Finance Branch, Taxation for FBT purposes.

- Step 3 – Considerations for approver

Benefits to the department. Refer to PSC Policy on [Use of Government Owned Motor Vehicles and Parking of Private Vehicles on Official Premises](#) (Refer to point 24).

- Step 4 – Notification to applicant

The outcome of the request will be sent via email to the applicant from the respective fleet officer. Confirmation will include the allocated bay number and the period of time the bay has been allocated.

Managing use of government-owned or school-owned fleet

Vehicle pack

All QG vehicles should have a vehicle pack. The vehicle pack consists of the following:

- vehicle keys
- access card (if applicable)
- registration specific fuel cards
- vehicle information sheet (registration, make/model, fuel type, location of vehicle, local contact number, RACQ contact number, insurance contact number, insurance policy number)
- FBT vehicle logbook or Driver Usage Sheet.

Logbooks

DoE must maintain a logbook for reportable fleet vehicles for 12 continuous weeks (July to September) each year to determine how much private travel occurred and therefore subject to FBT. For information about FBT logbooks, please refer to [FBT – Logbook and instructions](#) (DoE employees only).

Accident/Damage

Drivers of departmental vehicles involved in accidents must:

- comply with all relevant traffic acts and/or regulations
- not – under any circumstance – admit liability for an accident or make statements concerning the accident, except to police so as not to prejudice any claim with or against the department's insurer
- supply their name, address and vehicle particulars to any person involved in the accident, or any person having reasonable grounds for requiring such information, or affix a notice in writing to a third party's unattended vehicle recording their name and vehicle particulars where damage is caused to that vehicle
- contact the local fleet officer for assistance with information on insurance claims
- lodge claims for any accident within 24 hours of the incident.

The driver of the departmental vehicle must record the following information of the other vehicle/s, person/s and/or property involved:

- registration number
- make of the vehicle
- owner's name and address
- details from the driver's licence
- driver's/owner's insurer
- damage to all vehicles and/or property photos if possible
- witnesses
- accident details, e.g. street names, road conditions, speed/position of vehicles, etc.

A form is available inside the vehicle pack, which lists all these details required.

All QFleet leased vehicles are covered by the RACQ 24-hour Road Service. QG-plated vehicles do not require an RACQ card. When drivers contact RACQ assistance, they should inform the operator that the vehicle is owned by QFleet. Please use the RACQ number provided in the vehicle pack.

Drivers must note that DoE pays costs associated with assistance provided as a result of driver fault, e.g. keys locked in the car, flat battery due to headlights being left on, out of fuel, etc. It is prudent that the driver conducts vehicle inspections before and after a journey.

Where an accident or breakdown results in the need for a departmental vehicle to be towed, the driver must first secure the vehicle and remove any personal/departmental items of value, e.g. vehicle pack, records/files, fuel cards, cameras, laptop computers, etc. (where possible). The vehicle pack, with fuel cards, is to be returned to the local fleet officer.

The vehicle will be towed by a QFleet approved towing service direct to a recommended repairer or safe place. If an RACQ service is not available, please contact QFleet Maintenance (8am-5pm) (1800 061 819). QFleet after hours on (07) 3008 2633, or your local fleet officer for an alternative.

Fuel

It is the driver's responsibility to ensure that vehicles are returned to the pool with a minimum of one half of a tank of fuel or as per local process. Where possible, fuel and oils for departmental vehicles must be procured from Caltex, Shell and BP by using the fuel cards supplied in the vehicle.

When refuelling, the fuel card user must:

- enter the PIN where applicable and provide the fuel supplier with the vehicle's odometer reading
- ensure that the odometer reading is correctly recorded on the sales receipt
- where applicable, sign the receipt to acknowledge the quantity or product supplied
- ensure that the card is returned in the vehicle pack.

Drivers must take care to put the correct fuel type in vehicles. Where the wrong fuel is used (for example petrol instead of diesel), repair costs are significant and the vehicle's unavailability may disrupt service delivery. Where the wrong fuel is used, it is imperative that the:

- vehicle is not started
- RACQ and the fleet officer are notified.

The following payment methods may be used only when fuel is not available from a pre-approved supplier:

- cash payment, with a receipt kept so the department can reimburse the expense through petty cash
- corporate card where pre-approval by the relevant authority has been given.

Fuel account audit

Fleet Management is to perform fuel card spending analysis on a monthly basis to ensure variances are adequately explained, followed up and reported to management in a timely manner.

Generic fuel cards

Fuel cards which are not attached to a vehicle are to be managed by a specific individual at central office or in a regional and school location. The allocation and use of these generic fuel cards should be reconciled on a monthly basis by a fleet officer in central or regional office or school.

A fuel card register must record:

- fuel provider
- fuel card number and temporary card name
- recipient of the card and date received
- approving officer's name
- purpose for which the fuel card is being distributed
- expected date for fuel card return to the base location
- actual date returned to base location
- cost centre code
- amount of the tax invoice receipt (tax invoice must be retained and returned).

This information is required and retained for audit purposes by Finance Branch, Taxation.

Replacement and additional vehicles

The long-term lease of a motor vehicle represents a significant commitment of departmental resources. In each case, an examination should be undertaken of the options available for meeting operational requirements before authorisation is given for the lease of replacement or additional vehicles.

The Manager, Facilities and Events Services Unit (Central Office), Senior Facilities Services Officer (Fleet Management), Financial Advisory Services or equivalent as determined by Regional Director (Regional Offices) or Principal (School) must consider the following prior to authorising the lease arrangements of a replacement or additional vehicle:

- the type of vehicle and its intended use
- lease package based on historical usage of the vehicle being replaced, based on new usage predictions or standard leased package
- the number of existing vehicles at the location
- the fleet mix in the location
- the operational efficiencies to be achieved through the acquisition of the additional vehicle
- costs, including lease and running costs, of the vehicle over the period of the lease
- ability to meet the current and ongoing costs associated with the vehicle.

The Senior Facilities Services Officer, Fleet Management will facilitate the ordering process for replacement and additional vehicle leases.

Definitions

Authorised passengers	Persons travelling in a government-owned or school-owned vehicle on official business.
Authorised drivers	Persons given permission to drive a government-owned vehicle on official business.
Duty of care	<p>The legal obligation imposed on the department to provide a standard of reasonable care while undertaking activities that could foreseeably cause harm to others. For excursions and SSTs, schools must take all reasonable steps to manage foreseeable risks to ensure the health, safety and wellbeing of its students, for example:</p> <ul style="list-style-type: none"> • conducting risks assessments of all activities • making sure that activities are safe and appropriate for the students' ages and abilities • ensuring students are properly instructed and prepared for the activities • ensuring all equipment is in a safe condition • providing adequate supervision.
Government-owned motor vehicle	A vehicle which has been leased by DoE from QFleet or a vehicle that is purchased by DoE.
Long-term home garaging	The garaging of a government-owned motor vehicle away from its base location for periods over two weeks and up to 12 months. This also includes regular periods of short-term home garaging, e.g. regular home garaging of a vehicle from Monday to Wednesday.
Short-term home garaging	The garaging of a government owned motor vehicle away from its base location for periods from one night up to two weeks.
School-owned vehicle	A vehicle purchased by a school, Parents & Citizens' Association, or donated by a third party or organisation for use by a particular school or group of schools.
Senior officer	Employees engaged under Chapter 5, Part 2 of the <i>Public Service Act 2008</i> (Qld) at the Senior Officer classification level.
Utilisation Management System (UMS)	The system used by DoE to manage bookings, allocation and associated cost impacts of the leased fleet.

Legislation

- [Commission Chief Executive Directive: Senior Officers – Employment conditions \(Directive 11/17\)](#)
- [Commission Chief Executive Directive: Senior Executive Service - Employment conditions \(Directive 10/17\)](#)
- [Commission Chief Executive Directive: Executive Remuneration Package – Motor Vehicles and Allowances \(Directive 13/13\)](#)
- [Fringe Benefit Tax Assessment Act 1986 \(Cwlth\)](#)
- [Motor Vehicle Allowances \(Directive 20/16\)](#)
- [Transport legislation](#)
- [Work Health and Safety Act 2011 \(Qld\)](#)

Delegations/Authorisations

- [Financial Delegations and Administrative Authorities](#) (DoE) employees only)

Related policies

- [Australian Taxation Office – Fringe benefit tax – a guide for employers](#)
- [Code of Conduct for the Queensland Public Service](#)
- [Employ officers under a Section 122 contract](#)
- [Use of Government Owned Motor Vehicles and parking of Private Vehicles on Official Premises](#)

Related procedures

- [Fringe Benefit Tax \(FBT\) – Fleet Vehicles](#) (DoE employees only)
- [Loans sought by Parents and Citizens' Association](#)
- [School excursions and international school study tours](#)

Guidelines

- Nil

Supporting information/websites

- [Driver safety training and resources](#)
- [National Heavy Vehicle Regulator](#)
- [QFleet](#) – Government motor vehicle lease provider
- [The Future is Electric- Queensland's Electric Vehicle Strategy](#)
- [Application for long-term home garaging](#)

Contact

For further information, please contact:

Fleet Management, Central Office

Email: fleet@qed.qld.gov.au

Or lodge a request through [Service Catalogue online](#) (DoE employees only)

Review date

15/05/2022

Superseded versions

Previous seven years shown. Minor version updates not included.

Nil

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