

Department of Education

Fleet Vehicle Authorised Driver Agreement

As an Authorised Driver of a government fleet vehicle, I acknowledge and agree to the following:

1. I have completed the [QFleet drive a vehicle safely for work induction](#) training.
2. I have read, and agree to abide by:
 - i. the Queensland Government Policy "[Use of Government Owned Motor Vehicles and Parking of Private Vehicles on Official Premises](#)" (Policy);
 - ii. the "[Queensland Public service Code of Conduct](#)";
 - iii. the Queensland Government "[Driver Responsibilities](#)";
 - iv. the Department's "[Driver safety guide](#)";
 - v. the Department's "[Fleet management procedure](#),"
3. I, the driver, hold a current driver's licence which is valid for the type of vehicle I will be driving, and for all areas and regions in which I will be driving it.
4. I will seek Line Manager approval for overnight garaging of the vehicle.
5. The booked vehicle may have in-vehicle monitoring capabilities enabled.
6. I can only use the vehicle for the booking period, **or** the agreed period if approved for long-term home garaging.
7. I will only allow DoE employees, other occupants authorised by my Line Manager, or students/children permitted by their parent/carer in writing and authorised by the Principal or Director, Regional Services, to ride in the vehicle.
8. I will extend my booking or notify the Local Fleet Officer if I estimate I will return the vehicle beyond the booking return time.
9. I will inspect the vehicle prior to driving it and report any visible damage, as well as damage caused by me while the vehicle was under my control. I accept that the Department is responsible for the vehicle repair cost and any excess insurance payment, unless the vehicle has been used unlawfully, in which case I may be liable for any costs.
10. I will report any incidents, traffic offences and infringements to my Line Manager and the Local Fleet Officer.
11. If I am involved in an accident, I will complete an insurance claim form and will provide all relevant information and assistance to the Local Fleet Officer, as required.
12. I will park the vehicle securely when not in use and ensure the vehicle keys and fuel card are secure.
13. I will ensure the fuel tank is at least half full upon return of the vehicle or, if it is an Electric Vehicle, connect the vehicle to a charging point. When refuelling I will ensure that the correct odometer details are entered.
14. I will complete any documentation required, including a logbook or usage form, and return the vehicle pack to the Local Fleet Officer at the end of my booking.





(Authorised Driver to complete)

Name:

Location/school:

Signature:

Position:

Date: / /

Approval of Authorised Driver (Line Manager to complete)

DoE vehicles are only to be driven by an Authorised Driver. Government employees must be approved prior to travel by their relevant Line Manager to become an Authorised Driver, with approval to be retained by the Line Manager.

For the purposes of this agreement, the Line Manager position aligns with the [DoE Human Resources Delegation Manual Schedule](#): DoE manager, who the relevant DoE employee reports to, at Tier 5 or above (Manager (A07/A08 or equivalent) / Business Manager / Deputy Principal / Principal Advisor).

Tier 4 - Senior Officers (or equivalent) and above, or Principals, do not require approval by their Supervisor.

I approve for the person named above to be an Authorised Driver of a Queensland Government vehicle. I agree to retain a copy of this agreement for my records.

Name:

Location/school:

Signature:

Date: / /

Position:

* Non-government employees must be approved to become an Authorised Driver prior to travel by an authorised officer (Director, Facilities Management Services; Director, Regional Services; Principal).

- 1. Line Manager to retain original and provide copy to the Authorised Driver**
- 2. Authorised Driver to email signed agreement to the Local Fleet Officer.**

