

# Fleet vehicle authorised driver agreement

Department fleet vehicles, including heavy vehicles, are only to be driven by an authorised driver for official purposes.

To seek approval to become an authorised driver, I acknowledge and agree to the following:

1. I have completed the [QFleet driving a vehicle safely for work](#) online induction.
2. I have watched the [QFleet electric vehicle driver induction](#) video.
3. I have read, and agree to abide by the:
  - Queensland Government [Use of government owned motor vehicles and parking of private vehicles on official premises](#) policy;
  - Queensland [Public Service Code of Conduct](#);
  - Queensland Government [Driver responsibilities](#);
  - department's [Driver safety guide](#); and
  - department's [Fleet management procedure](#).
4. I hold a current driver's licence which is valid for the type of vehicle I will be driving.
5. I will seek approval from the relevant authorised officer prior to driving a fleet vehicle (non-government employees only).
6. I will complete a journey plan as outlined in the [Driver safety guide](#) for high-risk or long-distance travel.
7. I will [map my route](#) for any travel using an electric vehicle to plan for any charging requirements.
8. I will seek line manager approval for short-term home garaging.
9. I acknowledge that the fleet vehicle may have in-vehicle management capabilities to monitor vehicle usage to improve driver safety and ensure use complies with the [Fleet management procedure](#) and [Fleet management handbook](#).
10. I will only use the vehicle for the booking period and will notify the fleet officer to seek an extension if I estimate I will return the vehicle beyond the booking return time.
11. I will only allow DoE employees or other occupants authorised by my line manager, or students/children permitted by their parent/carer in writing and approved by the authorised officer, to ride in the vehicle.
12. I will inspect the vehicle prior to, and after, 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.
13. I will report any incidents, traffic offences and infringements to my manager and the fleet officer.
14. If I am involved in an incident, I will contact Vero by phone or online to lodge an insurance claim and will provide details of the claim to the fleet officer.
15. I will park the vehicle securely when not in use and secure the vehicle keys and fuel/charging cards.
16. If the vehicle is a petrol or diesel vehicle: I will ensure the fuel tank is at least half full upon return. When refuelling, I will ensure that the correct odometer details are entered.
17. If the vehicle is an electric vehicle: *where reasonable and safe*, I will ensure it is returned with 80% battery charge (using a public charger and the charge cards in the vehicle pack) to ensure the vehicle is

ready for use by the next driver. If time does not permit charging to 80%, I will endeavour to top up the electric vehicle battery. I will then connect the vehicle to a department charging station if one is available. If an electric vehicle is returned at less than 80% and is not able to be plugged into a department charger, I will inform the fleet officer as soon as possible.

18. I will complete any documentation required (including classifying trips in the LBM system, or completing a logbook or usage form), check the vehicle in and out in the system or manually, and return the keys (and vehicle pack if applicable) at the end of my booking.

19. I will comply with any heavy vehicle requirements outlined on the [Heavy vehicles OnePortal page](#) (heavy vehicle drivers only).

## Authorised driver acknowledgement

**I acknowledge and agree to the above conditions to become an authorised driver.**

**I agree to retain a copy of this agreement for my records.**

<b>Name</b>	
<b>Employee number</b> (if applicable)	
<b>Contracting agency and contract end date</b> (if applicable)	
<b>Location/school</b>	
<b>Signature</b>	
<b>Position</b>	
<b>Date</b>	

## Approval of authorised driver

Notes regarding approval requirements:

1. Approval to be an authorised driver is required from the driver's line manager. A Department of Education employee at Tier 5 or above as defined in the [HR Delegations manual](#) (DoE employees only) (Manager (AO7/AO8 or equivalent)/Business Manager/Deputy Principal/Principal Advisor) who the authorised driver reports to.
2. Senior leadership roles do not require approval to become an authorised driver, however must submit, and comply with, this agreement. See the definition in the [Fleet management procedure](#).
3. Non-government employees must be approved prior to travel by the relevant authorised officer. See the [Fleet management procedure](#).

**I approve 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.**

<b>Name</b>	
<b>Location/school</b>	
<b>Signature</b>	
<b>Position</b>	
<b>Date</b>	

### Next steps:

- Authorised drivers from Central Office or regions (DoE employees only) or authorised officers (for non-government employees) to upload signed agreement to Services Catalogue Online [Fleet enquiry](#).
- Authorised drivers from schools provide the signed agreement to the school fleet officer to retain if driving a school vehicle or to the central office or region fleet officer if driving a corporate vehicle. Central Office and region fleet officers record the approval in Content Manager.