# Short-Term Home Garaging (STHG) Process

## Purpose

To ensure consistent processes for requesting and approving short-term home garaging (STHG) of department fleet vehicles. Refer also to the [Fleet management handbook](https://ppr.qed.qld.gov.au/attachment/fleet-management-handbook.docx).

## STHG defined

STHG is the garaging of a departmental vehicle away from its base location for periods from one night up to two weeks where the booking request is for a consecutive period and has a fixed end date. Short term home garaging is offered as an option to support service delivery.

Employees and line managers must consider whether use of a fleet vehicle is the most appropriate choice of transport. Taxis or rideshare are the preferred mode of transport where the following apply:

* the round trip is 30km or less;
* there is reasonable availability of taxis or rideshare services (i.e. expected wait time of 10 minutes or less); and
* where it is safe and practical to use them.

## Requests and approvals for STHG

* When requesting STHG, employees accept that:
  + STHG is subject to fleet availability, including type of vehicle.
  + if a vehicle is collected during or at the end of office hours, an electric vehicle (when allocated) may not be charged to the level required for their travel e.g. due to previous use by other drivers. The employee collecting the vehicle may need to use a public charger and the charge cards provided in the vehicle pack to charge the vehicle sufficiently for their travel.
  + if a vehicle is returned at the start of office hours, employees should ensure the vehicle has sufficient charge for the next driver’s travel. Where reasonable and safe to do so, employees should charge the electric vehicle to 80% before returning it, and then connect it to a department charger if a charger is available. The employee returning the vehicle may need to use a public charger and the charge cards provided in the vehicle pack to charge the vehicle sufficiently for the next driver’s travel. If the vehicle is returned at less than 80% charged, employees will advise the fleet officer as soon as possible.
  + they should not charge electric vehicles at home and should use public chargers instead.
* All employees (except senior leadership positions who do not require approval for STHG – see section below) who are *authorised drivers* can request approval for STHG from their line manager in the following **circumstances**:
* their initial business commitment for the day is not at their base location and is prior to the start of business hours and it is not practical to collect a vehicle prior to their first business commitment.
* their final business commitment for the day is not at their base location and is after the end of business hours and there is no after-hours vehicle drop off available.
* work-related travel away from base location up to two weeks.
* Employees must request STHG in writing to their line manager (Tier 5 or above as defined in the [HR Delegations Manual](https://intranet.qed.qld.gov.au/Services/HumanResources/payrollhr/personaldetailspay/Pages/mydelegations.aspx) i.e. Manager (AO7 equivalent or higher), Business Manager, Deputy Principal, Principal Advisor) prior to requiring STHG. An email request and reply approval is sufficient. The line manager and employee must retain a copy of the email approval for future audit purposes.
* The request must include:
* the start and end dates for STHG; and
* the circumstances that support the need for STHG (see above). Note: If there are exceptional circumstances that do not align to the circumstances above, please provide details.
* The line manager will assess and approve or decline the request. If the STHG request is not approved, employees may still request a vehicle but will need to return it to the office daily.
* Once line manager approval is received, the employee may request the vehicle in the vehicle booking system.
* The fleet officer will allocate an appropriate vehicle to the request, including avoiding exclusive or near exclusive use of a fleet vehicle by a single driver.
* Employees must comply, and line managers must ensure compliance, with the following requirements when employees access STHG:
* The [Code of Conduct for the Queensland public service](https://qed.qld.gov.au/working-with-us/induction/department/induction-programs-and-resources/code-of-conduct') including using public resources in an effective and accountable way.
* Paragraphs 5 to 9 of the PSC [Use of a government owned motor vehicle and parking of private vehicle on official premises](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/directives-policies-circulars-and-guidelines/use-of-government-owned-motor-vehicles-and-parking-of-private-vehicles-on-official-premises) including no personal use of a fleet vehicle other than as allowed in the PSC policy.
* Fleet vehicles must be returned to the office at the end of the booking (or as soon as reasonably practicable after returning from travel), when the driver is working from home, attending their base location, on leave, or in between vehicle bookings, so the vehicle can be utilised by other drivers.
* The fleet vehicle must be adequately protected and securely parked behind the property line and not left in the street.
* The fleet vehicle must be connected to the department EV charging station (where installed) on its return.
* Employees must also follow the normal procedures for using a fleet vehicle. Refer to the [Fleet management procedure](https://ppr.qed.qld.gov.au/pp/fleet-management-procedure) and [Fleet management handbook](https://ppr.qed.qld.gov.au/attachment/fleet-management-handbook.docx).
* Employees in senior leadership positions must ensure they do not exclusively, or near exclusively, use a single fleet vehicle.

## Senior leadership positions

Senior leadership positions do not require approval for STHG but may only access STHG in the circumstances listed above and must comply with all requirements.

Senior leadership positions include employees engaged under Chapter 5, Part 3, Division 2, Section 188 and Chapter 4, Part 3, Section 152 of the Public Sector Act 2022 (Qld) (Directors and above) and employees engaged under Section 5.8 of the Department of Education State School Teachers’ Certified Agreement 2022 as a School Leader – Stream 3 (Deputy Principals and Principals, including School Supervisors and Senior Principals Capability).

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/fleet-management-procedure> to ensure you have the most current version of this document