

Application for Central/Regional Office Car Park

The Department of Education's Fleet Management Procedure outlines the conditions where a car park is allocated. Queensland Government employees who meet the eligibility and priority criteria outlined in DoE's Fleet Management Handbook, may request an allocated car park to park their private vehicle on DoE premises.

Name	
Title	
Status	
Work location	
Business Unit	
Position commencement date	
End date (if temporary)	
Email	
Contact Number	
Vehicle Registration No.	

I understand and acknowledge the following conditions. Queensland Government Employees who have been provided with a car park:

- are not permitted to authorise or provide access to their secure car park to others. Doing so may result in termination of car park access
- accepts that parking of private vehicles on DoE premises is at the owner's risk and no liability will be accepted by DoE for any damage sustained to the vehicle whilst parked or driven on DoE premises
- must notify the authorised officer if they no longer require the use of the park, or is on leave for one week or longer. Extended leave of 4 months or longer will result in permanent reallocation of their allocated car park.
- Circumstances may arise which necessitate re-allocation of parking bays. This will be requested and facilitated by the authorised officer.

Signature

Date / /

Please sign, and email to your local fleet officer.

