Fleet

 Management
Handbook

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## Audience

Department of Education (the department) employees responsible for managing fleet vehicles and car parks in Central Office, regions and schools.

## Purpose

This handbook outlines the department’s approach to managing its vehicles and car parks in accordance with Queensland Government requirements and relevant legislation. It provides guidance to departmental employees responsible for overseeing, managing, administering and using the department’s fleet and managed car park assets*.*

For additional information on how to book and use departmental fleet vehicles and managed carparks, please refer to the [Fleet Management procedure](https://ppr.qed.qld.gov.au/pp/fleet-management-procedure) (the procedure).

## Overview

The ownership and operation of a motor vehicle fleet and managed car parks is a significant commitment of the department’s resources that enables departmental employees to deliver services effectively and efficiently in various locations across Queensland.

This handbook supports the procedure to ensure the effective, efficient and safe operation of the department’s vehicle fleet and managed car parks, while delivering value for money for the department and the State of Queensland. It applies to all registerable fleet leased and owned by the department across all regions and schools, and outlines the consistent practices required around the management and use of the department’s fleet vehicles. It also covers parking of government and private vehicles at departmental locations.

This procedure should be read in conjunction with the Public Service Commission (PSC) [policy on the Use of Government Owned Motor Vehicles and Parking of Private Vehicles 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) and the [Code of Conduct](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/public-service-values-and-conduct/public-service-code-of-conduct) for the Queensland Public Service, and other relevant policies and procedures, including the department’s [Finance delegations](https://ppr.qed.qld.gov.au/Documents/finance-delegations.pdf), [HR delegations](https://intranet.qed.qld.gov.au/Services/HumanResources/payrollhr/personaldetailspay/Documents/hr-delegations-manual.pdf) (DoE employees only) and [Domestic travel procedure](https://ppr.qed.qld.gov.au/pp/domestic-travel-procedure).

Facilities Management Services (located within Central Office) is responsible for the administration of this handbook. Where this handbook conflicts with any relevant legal position (i.e. relevant legislation, road rules and regulations) or departmental procedure, the legal position or departmental procedure takes precedence.

# Responsibilities

The procedure outlines responsibilities for all positions related to the processes in the procedure and the handbook. In addition, the following responsibility is added to support non-procedural processes within this handbook:

Director Facilities Management Services (additional to responsibilities as an authorised officer)

* + Provides strategic management of the department’s vehicle fleet.
	+ Approves issue of non-Queensland Government number plates on a departmental vehicle.

A summary Approvals Matrix to support the responsibilities of various officers is provided below.

Note: Approvals for incurring departmental fleet related costs across regions and schools, including purchase or lease of new or replacement departmental vehicles, are governed by the department’s [Finance delegations](https://ppr.qed.qld.gov.au/Documents/finance-delegations.pdf) and [Expenditure Policy](https://ppr.qed.qld.gov.au/pp/expenditure-policy) and, as such, are not captured in this handbook.

# Summary Approval Matrix[[1]](#footnote-2)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Regional Director**  | **Authorised officer[[2]](#footnote-3)** | **Director Facilities Management Services[[3]](#footnote-4)** | **Regional fleet****coordinator** | **Line manager[[4]](#footnote-5)** |
| Vehicle selection and lease terms |  | ✓ |  | ✓ |  |
| Non-Queensland Government number plates on departmental fleet vehicles |  |  | ✓ |  |  |
| Authorised drivers of departmental fleet vehicles – Queensland Government employees[[5]](#footnote-6) |  |  |  |  | ✓ |
| Authorised drivers of departmental fleet vehicles – non-government employees |  | ✓ |  |  |  |
| Transport of adult non-government employees in departmental fleet vehicles |  |  |  |  | ✓ |
| Transport of students and children in departmental fleet vehicles |  | ✓ |  |  |  |
| Short-term home garaging of departmental fleet vehicles[[6]](#footnote-7) |  |  |  | ✓ | ✓ |
| Long-term home garaging of departmental fleet vehicles | ✓[[7]](#footnote-8) |  |  |  |  |
| Disposal of owned departmental fleet vehicles |  | ✓ |  |  |  |
| Changes to process for parking private vehicles on departmental premises |  | ✓ |  |  |  |
| Parking private vehicles on departmental property (including overnight) |  | ✓ |  | ✓[[8]](#footnote-9) |  |
| Allocation of departmental car park bays to Senior Officers  |  | ✓ |  |  |  |

# Processes

## Vehicle selection and specification

1. Corporate vehicles are leased through QFleet except in the case where a non-standard vehicle is required.
2. Schools may choose whether to lease through QFleet or purchase new vehicles.
3. For vehicles to be leased, Fleet Management, in consultation with QFleet, determines the list of standard vehicle options available, including make, model, specification and lease terms (including available options for lease period, annual kilometres, residual value and monthly cost).
4. For vehicles to be purchased, the purchasing school determines the vehicle type, make, model and specification based on the following parameters:
	* Minimum 5-star ANCAP rating and compliance with all relevant laws and legislation;
	* Suitability for required tasks (e.g., number of seats, load carrying/towing capacity, off-road capability);
	* Fuel efficiency and emissions, including alignment with the Queensland Government's Zero Emission Vehicle (ZEV) targets; and
	* Value for money.

## Purchasing and leasing vehicles

1. Departmental vehicles are purchased or leased based on the demonstrated need for the use of that vehicle to pursue normal day-to-day departmental business.
2. All vehicle lease and purchase requests are made using the [Fleet enquiry form](https://qldqed.service-now.com/sco/?id=sc_cat_item&sys_id=52c3926adbe7f810707548150596192f) on Service Catalogue Online and are approved in accordance with the department’s [Finance delegations](https://ppr.qed.qld.gov.au/Documents/finance-delegations.pdf).
3. Prior to sending the application to Fleet Management, it is the requestor's responsibility to ensure:
	* the vehicle acquisition has been authorised in accordance with the department’s Finance delegations; and
	* sufficient funds have been allocated for the vehicle acquisition and ongoing operation.
4. All leased vehicles are leased from QFleet and facilitated via [Fleet Management](#Fleet_Management). The relevant authorised officer or regional fleet coordinator approves the vehicle selection and lease terms (e.g. lease period, annual kms) based on the intended use, historical and/or forecast usage data, fleet mix, cost, vehicle fuel efficiency and emissions, including alignment with the Queensland Government’s ZEV targets. Following approval, [Fleet Management](#Fleet_Management) reviews options with the requestor and facilitates the ordering process for vehicle.
5. All vehicle purchases of $100,000 or under for vehicle types covered under QFleet contract QF1211 utilise this QFleet contract via [Fleet Management](#Fleet_Management).
6. For vehicle purchases >$100,000 or purchases of vehicle types not covered under QFleet contract QF1211, [Fleet Management](#Fleet_Management) works with the requestor and Procurement to purchase the vehicle in accordance with the department’s [Purchasing and procurement policy](https://qed.qld.gov.au/publications/policies/procurement).
7. For vehicles purchased or donated by a third party, registration is transferred to the relevant school, adhering to requirements listed in the [**Registration, insurance and vehicle pack**](#Registration_insurance_and_vehicle_packs)section of this handbook, and the vehicle is entered on the [school](#School)’s asset register and considered part of the department’s vehicle fleet. It is the responsibility of the [local fleet officer](#Local_Fleet_Officer) to complete the transfer of registration and ensure the vehicle complies with this handbook and all relevant laws and legislation. If a vehicle is unable to meet these requirements, it is immediately grounded and disposed of in accordance with the [**Fleet disposal preparation and execution**](#Fleet_disposal) section of this handbook.

## Registration, insurance and vehicle packs

1. Use the [Vehicle Registration Application](https://www.support.transport.qld.gov.au/qt/formsdat.nsf/forms/QF3518/%24file/F3518_CFD.pdf) to register the vehicle.
2. For corporate vehicles, in **Section 1: Details of applicant**, all registerable vehicles are registered with the department as the **first registered operator** and fitted with Queensland Government number plates, unless otherwise covered below.
3. For school vehicles, in **Section 1: Details of applicant**, all registerable vehicles are registered to the relevant school as the **first registered operator** and the Department of Education as the **second registered operator**, and fitted with Queensland Government number plates, unless otherwise covered below. In **Section 6: Purpose of use** the vehicle is registered as **‘School activities only (transporting children, teachers)’**.
4. Requests to not use Queensland Government number plates are sent to the Director Facilities Management Services for approval, unless required by legislation (e.g. [*Heavy Vehicle National Law Act 2012* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2012-hvnlq)).
5. The lease package for leased vehicles includes registration, comprehensive insurance and RACQ 24-hour roadside assistance, which are all arranged by QFleet.
6. The [regional fleet coordinator](#Regional_Fleet_Coordinator) or [local fleet officer](#Local_Fleet_Officer) organises registration and Queensland Government number plates for [owned vehicles](#Owned_Vehicle) with assistance from [Fleet Management](#Fleet_Management).
7. All registered [owned vehicles](#Owned_Vehicle) must have comprehensive vehicle insurance through the department’s fleet insurance policy. [Local fleet officer](#Local_Fleet_Officer)s for schools request coverage of owned vehicles under this policy by [contacting Fleet Management.](https://qldqed.service-now.com/sco/?id=sc_cat_item&sys_id=52c3926adbe7f810707548150596192f&sysparm_category=e8aecea2dbe7f81070754815059619bf) This insurance is billed back to the school at the point of insurance and annually thereafter.
8. Details of all owned vehicles is recorded on the department’s owned vehicle insurance register.
9. All registered fleet vehicles must have a vehicle pack. It is the responsibility of the local fleet officer to maintain the vehicle packs and ensure they are stored securely in a locked storage space (e.g., cabinet, storeroom) at the end of each working day. The local fleet officer must also securely store (e.g., key safe, strongroom) any spare keys to vehicles and spare fuel cards, with keys to the secure storage to be kept in a separate secure location overnight.

## Authorised drivers

The department’s vehicles are only to be driven by authorised drivers.

1. For details on becoming an authorised driver, refer to the [Fleet management procedure](https://ppr.qed.qld.gov.au/pp/fleet-management-procedure).
2. The authorised driver sends a copy of the signed fleet vehicle authorised driver agreement to the local fleet officer at the location they expect to most frequently book a car from.
3. It is the responsibility of the authorised driver to ensure they hold a current relevant driver's licence and the licence is renewed prior to expiry. Authorised drivers may also be required to periodically certify to the department that they hold a current relevant driver's licence.
4. As part of the authorised driver agreement, authorised drivers are required to complete the [QFleet Driving a vehicle safely for work induction](https://catalogue.qlearn.eq.edu.au/browse/education-futures-institute/courses/qfleet-driving-a-vehicle-safely-for-work).
5. The department’s [Driver Safety Guide](https://education.qld.gov.au/initiativesstrategies/Documents/driver-safety-safe-driving-guide.pdf) assists authorised drivers to better manage their work-related driving tasks to eliminate or reduce risks as far as is reasonably practicable.

## Vehicle booking and operation

1. The department uses [Utilisation Management System](https://www.fleetscape.qfleet.qld.gov.au/ums/Home) (UMS) (DoE employees only) for the management, booking and allocation of all corporate vehicles. Queensland Government employees who require access to UMS should contact their regional fleet coordinator or local fleet officer.
2. UMS is also available for schools to manage and record vehicle bookings. Schools wanting access to UMS should [contact Fleet Management](https://qldqed.service-now.com/sco/?id=sc_cat_item&sys_id=52c3926adbe7f810707548150596192f&sysparm_category=e8aecea2dbe7f81070754815059619bf).
3. For schools not using UMS, records are kept by the local fleet officer showing the authorised driver, booking period and number of kilometres driven. The [12-week vehicle logbook instructions](https://intranet.qed.qld.gov.au/Services/Finance/Taxation/FBT/Pages/CarFBTGuidelines.aspx) (DoE employees only) can be utilised for this purpose.
4. The authorised driver makes a vehicle booking through UMS which is sent to the local fleet officer (for schools not using UMS, they contact the local fleet officer to request a booking), who:
	* allocates a fleet vehicle for the booking;
	* if there are no departmental fleet vehicles available, endeavours to arrange vehicle hire for the booking; and
	* sends an email to the authorised driver confirming the vehicle booking and advising of the vehicle allocation.

At the allocated booking time, the authorised driver collects the vehicle pack from the local fleet officer.

1. Bookings where the fleet vehicle will be garaged away from its base location from one night up to two weeks (short-term home garaging) are approved by the authorised driver’s line manager[[9]](#footnote-10) and allocated, if available, by the regional fleet coordinator or local fleet officer. When requesting to home-garage overnight, the authorised driver must comply with the conditions for garaging of government owned motor vehicles at private residences in 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/documents/policy/use-government-owned-motor-vehicles-and-parking-private-vehicles-official-premises).
2. At the end of the booking, the authorised driver returns the vehicle to its allocated car park, connects it to its designated charging point (for electric vehicles), completes the logbook or Driver Usage Sheet located in the vehicle pack and returns the vehicle pack to the local fleet officer.
3. It is the responsibility of the authorised driver to report any identified hazards and incidents (including any vehicle and property damage, near misses, traffic offences and infringements) to their line manager and the local fleet officer. The local fleet officer then follows up as required, including coordinating any insurance and repairs to the vehicle.

Fleet Management and the local fleet officer also transfer any infringement notices or fines incurred to the authorised driver holding the booking, who is responsible for meeting all associated costs.

1. Fleet Management, regional fleet coordinators and local fleet officers may monitor the department’s vehicle usage, including in-vehicle monitoring system (IVMS) data, to improve driver safety and wellbeing, and to ensure use of the vehicle complies with this handbook and the [Fleet management procedure](https://ppr.qed.qld.gov.au/pp/fleet-management-procedure).
2. School owned vehicles 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;
	* must not be hired; and
	* must only be driven by an authorised driver.

## Fuel cards and odometer reading validation

1. A registration specific fuel card is provided in the vehicle pack for petrol and diesel vehicles. The authorised driver ensures the fuel tank is returned at least half full, refuelling if required during the journey by utilising the fuel card and following the instructions in the vehicle pack, including ensuring the correct odometer reading is entered at the register point.
2. Fleet Management (for corporate vehicles) and local fleet officers (for school vehicles) perform monthly odometer reading validations using fuel card odometer readings, IVMS or other data to ensure up-to-date odometer readings are maintained in the fleet and lease management system for all departmental vehicles.
3. Fleet Management runs checks of fuel card usage as required to identify unusual or inconsistent transactions and investigate and follow up as required.
4. Fuel cards which are not attached to a vehicle are managed by local fleet officers, who record fuel card usage on the Fuel Card Register. This information is required to be retained for audit purposes. The allocation and use of these generic fuel cards is reconciled monthly by Fleet Management.

## Accident / incident reporting and management

1. Immediately following an accident or incident where the authorised driver is unharmed, the authorised driver refers to the instructions provided in the vehicle pack, along with insurance and contact information.
2. Within 24 hours of the accident or incident, the authorised driver (or the line manager if the authorised driver has been injured and not capable of completing the task):
	* contacts the [local fleet officer](#Local_Fleet_Officer) for assistance with information and insurance claims;
	* completes the Incident Report Form inside the vehicle pack;
	* returns the vehicle pack to the local fleet officer; and
	* completes any required forms for an insurance claim for the accident or incident and provides them to the local fleet officer.
3. Where an accident or breakdown results in the need for a departmental vehicle to be towed, the authorised driver first secures the vehicle and removes any personal or departmental items of value, e.g. vehicle pack, records or files, fuel cards, cameras, laptop computers, etc. (where possible). The vehicle pack, with fuel cards, is returned to the local fleet officer.

## Fringe benefits tax (FBT) / logbook record keeping

1. The department maintains a manual or electronic logbook for reportable fleet vehicles for twelve continuous weeks (July to September) each year to determine how much private travel occurred and is therefore subject to FBT. For information about FBT logbooks (including description of reportable and non-reportable fleet), please refer to [12-week vehicle logbook instructions](https://intranet.qed.qld.gov.au/Services/Finance/Taxation/FBT/Pages/CarFBTGuidelines.aspx) (DoE employees only). The logbook for reportable vehicles is filled out by the authorised drivers and reviewed by the regional fleet coordinator or local fleet officer.
2. New reportable fleet vehicles that are not replacing existing vehicles may require a logbook to be completed for twelve continuous weeks from the date of arrival to the vehicle’s base location. Local fleet officers contact [Finance Branch, Taxation](https://qldqed.service-now.com/sco/?id=sc_cat_item&sys_id=4eba2c22db6eb8107075481505961922&sysparm_category=266b7068dbbcf8107075481505961920) to confirm the reporting period.
3. Outside the FBT reporting period, authorised drivers complete the Driver Usage Sheet or alternative provided by Fleet Management for each use of a fleet vehicle (including non-reportable fleet vehicles).

## Servicing and maintenance requirements

1. All vehicles are serviced and maintained according to the manufacturer’s recommended service requirements and intervals, and meet [Department of Transport and Main Roads’ Vehicle Standards](https://www.tmr.qld.gov.au/safety/vehicle-standards-and-safety/vehicle-standards).
2. It is the responsibility of the [local fleet officer](#Local_Fleet_Officer) to schedule and arrange servicing, and maintain service records for all fleet vehicles.
3. For vehicles under a long-term home garaging arrangement, the primary authorised driver contacts the local fleet officer to schedule and arrange vehicle servicing according to the manufacturer’s recommended service requirements and intervals.

## Tracking of utilisation and lease progress

1. For Leased Vehicles, Fleet Management tracks utilisation of vehicles and lease progress, and monitors lease performance with QFleet.
2. Fleet Management provides fleet KPI reporting to the department’s leadership team and fleet reporting to regions and schools on the performance of their Leased Vehicles.
3. Fleet Management makes recommendations to the department’s leadership team and regions on relocation of vehicles based on achieving maximum value from the leased vehicle fleet (e.g., managing vehicle kilometres travelled to avoid incurring additional fees and charges).

## Heavy Vehicle National Law (HVNL) compliance

1. The [*Heavy Vehicle National Law Act 2012* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2012-hvnlq) and its five sets of regulations make up the Heavy Vehicle National Law (HVNL) that applies to heavy vehicles with a gross vehicle mass (GVM) over 4.5 tonnes.
2. The department manages its HVNL obligations by following its [Best Practice Guide Heavy Vehicle National Law](https://intranet.qed.qld.gov.au/Services/facilities/asset-management/fleet-management/Documents/hvnl-best-practice-guide.pdf#search=hvnl) and related documents. Fleet Management, regional fleet coordinators (for regions) and local fleet officers (for schools) periodically undertake compliance checking activities to ensure the department’s obligations are followed.
3. Breaches of the HVNL by Queensland Government employees (e.g., speeding in a heavy vehicle, exceeding the GVM, failing to comply with fatigue-management requirements, etc.) may result in disciplinary action against the employee in addition to any potential legal action taken by the regulator.
4. [Training and awareness materials](https://intranet.qed.qld.gov.au/Services/facilities/asset-management/fleet-management/Pages/heavy-vehicles.aspx) are available for schools who operate a Heavy Vehicle.

## Fleet disposal preparation and execution

1. End of lease returns of Leased Vehicles are arranged by local fleet officers in accordance with the [Returning your vehicle](https://www.forgov.qld.gov.au/mail-facilities-and-vehicles/vehicles/driver-companion-guide/returning-your-vehicle) section of QFleet's [Driver companion guide](https://www.forgov.qld.gov.au/mail-facilities-and-vehicles/vehicles/driver-companion-guide). Return of Leased Vehicles for any other reason must first be discussed with Fleet Management.
2. For disposal of owned vehicles, the local fleet officer to contact Fleet Management to manage the disposal of a vehicle through Service Catalogue Online [Fleet enquiry form](https://qldqed.service-now.com/sco/?id=sc_cat_item&sys_id=52c3926adbe7f810707548150596192f&sysparm_category=e8aecea2dbe7f81070754815059619bf).

## Fleet strategy and future target setting (including ZEV strategy)

1. The [“Zero-Emission Vehicle Action Plan”,](https://www.qld.gov.au/transport/projects/electricvehicles/zero-emission-strategy) which clarifies the department’s intended approach to meeting the Queensland ZEV strategy, formulates a year-by-year target state for ZEV changeover, considering the conditions where a ZEV alternative and sufficient charging infrastructure is available, and proactively presents this plan to QFleet.
2. Approval of long-term home garaging is subject to the PSC [Policy on Use of Government Owned Motor Vehicles and Parking of Private Vehicles 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). This includes ensuring the vehicle will be adequately protected and securely parked behind the property line and not left in the street. Regular applications for [Short-term home garaging](#Short_term_home_garaging) cannot be used to circumvent the intent of the PSC policy for the relevant higher delegate to approve long-term home garaging.
3. Access to home garaging arrangements is not to be offered as part of a recruitment process nor is it a condition of employment.
4. The following list of field-based roles are automatically deemed eligible to apply for long-term home garaging. This list is determined by the department’s requirements for the role rather than individual circumstances, and is to be applied consistently across all regions and schools. Inclusion on this list does not imply automatic approval of long-term home garaging for those roles, approval still requires completion of a business case and must go through the approval process outlined in this section. The list is reviewed annually by Fleet Management, with any recommended changes based on changing departmental needs provided to the department’s leadership team. Roles from outside this list can be approved for long-term home garaging only in exceptional circumstances.
	* Regional System Technicians
	* Regional Infrastructure Advisors and Managers
	* Regional Senior Finance Officers
	* Regional Human Resource Consultants
	* Regional Cleaning Advisors
	* Regional Internal Auditors
5. To apply for long-term home garaging, the eligible employee develops a business case using the [Application for long-term home garaging form](https://ppr.qed.qld.gov.au/attachment/application-for-long-term-home-garaging.docx) demonstrating an operational need by the employee for regular use of a departmental vehicle requiring:
	* business use outside normal working hours at least twice weekly on average over a three-month period;
	* first location and/or last location of the workday at a site other than designated office for three or more days per week (excluding instances where the employee is working from home) over a three-month period; or
	* carrying of essential equipment necessary to fulfil the employee's regular tasks (e.g., large equipment).
6. A worked example of the long-term home garaging application form is provided in [**Appendix 1**](#_Appendix_1-_Worked).
7. Long-term home garaging applications and business cases are sent to the regional fleet coordinator (for regions) or local fleet officer (for schools) who advises the relevant Regional Directors on a regular basis of the long-term home garaging applications received, and the availability of departmental fleet vehicles by region or school for potential long-term home garaging use.
8. Regional Directors consider applications for long-term home garaging **based on the business case and availability** of suitable departmental fleet vehicles. Approved applications are filed in Content Manager (220/10/5) by the local fleet officer, who then advises the requestor of the outcome.
9. The maximum period permissible for long-term home garaging is 12 months. If further home garaging is required, a new application is submitted by the requesting employee prior to the expiry of the existing arrangement. So that all long-term home garaging approvals of 12 months duration can be reviewed concurrently, any initial application for such an arrangement will have an end date of no later than 31 March. Any subsequent applications for 12 months can then be made by 31 March each year.
10. Authorised drivers of long-term home garaging approved vehicles maintain electronic or manual logbooks, diaries and/or meeting agendas to substantiate the business case and as evidence of business use. Long-term home garaging may incur FBT, depending on the portion of private use of the vehicle – refer to [Business versus private travel](https://intranet.qed.qld.gov.au/Services/Finance/Taxation/FBT/Pages/CarFBTGuidelines.aspx) (DoE employees only).
11. Fleet Management and [regional fleet coordinator](#Regional_Fleet_Coordinator)s maintain a register of authorised drivers and fleet vehicles approved for long-term home garaging, and review available information, including IVMS data, to ensure usage is consistent with the business case. In instances where the available information demonstrates the vehicle does not meet the requirements listed in **Paragraph 4** of this section, Fleet Management and regional fleet coordinators recommend changes to the relevant Regional Directors and ADGs.
12. Long-term home garaging approved vehicles may be allocated by the local fleet officer for pool fleet purposes when the vehicle is parked at a departmental vehicle pool location during normal working hours.
13. The Long-term home garaging approved authorised driver arranges with the local fleet officer to return the fleet vehicle into the relevant vehicle pool:
	* the vehicle is parked at a Department of Education vehicle pool location during normal working hours and is not required to be used by the primary authorised driver.
	* when the vehicle is to be parked at a vehicle pool location for five consecutive days or more; and
	* during the authorised driver's periods of leave.

## Permanent and temporary allocation of car parks

1. Parking of private vehicles on departmental premises, including overnight, is subject to the approval of authorised officers and regional fleet coordinators.
2. Accurate car parking information is required for FBT purposes, except for car parking on school premises, which is exempt. Employees who are allocated a car park must report any absences or changes to their car park utilisation to the local fleet officer.
3. Available Central Office and regional car parks are allocated by the relevant authorised officer in the following order of priority:
	* (i) All departmental vehicles, including Senior Executive Service allocated vehicles, and pool fleet vehicles are provided with a priority secure car park at their base office, where available.
	* (ii) Queensland Government plated vehicles used by long-term home garaging approved authorised drivers are provided with an allocated car park at the office that the authorised driver uses as a base location.
	* (iii) Private vehicles driven by Senior Executive Service employees, in accordance with their terms of employment.
	* (iv) Private vehicles driven by employees with a disability or medical condition. [Organisational Safety and Wellbeing](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/contacts) (Central Office only) provides information about the application process for employees and contractors who require a car park due to a permanent or temporary disability, medical condition, etc.
	* (v) Private vehicles owned and driven by permanent Senior Officers, only to the extent available car parks are not fully exhausted by the four higher priority categories.
	* (vi) Private vehicles driven by temporary Senior Officers who have a 12-month temporary engagement at the time of application, only when a car park becomes available and the permanent Senior Officers' wait list has been exhausted.
4. Allocation of car parks is reviewed by Fleet Management and regional fleet coordinators on an annual basis, with car parks reallocated based on the order of priority set out in **paragraph 3** of this section.
5. In addition to the annual review, circumstances may arise which necessitate reallocation of car parks. This will be requested and facilitated by the authorised officer.
6. If a Queensland Government employee who is allocated a car park is on leave for one week or longer, the employee provides this information to the authorised officer who will inform the local fleet officer to manage the allocation of the car park for that period.
7. If a Queensland Government employee who is allocated a car park no longer requires use of the park, the employee provides this information to the relevant authorised officer who manages the reallocation of the car park.
8. Extended leave of 4 months or longer will result in permanent reallocation of the employee’s allocated car park.
9. Under no circumstances are Queensland Government employees with access to departmental parking facilities permitted to authorise or provide access to their secure car park to others. Doing so may result in termination of car park access.
10. Parking of private vehicles on departmental premises shall be at the owner's risk and no liability is accepted by department for any damage sustained to the vehicle whilst parked or driven on departmental premises.

Senior Officers

1. A wait list is used by the relevant authorised officer to manage the allocation of car parks for permanent Senior Officers. To apply and be considered for the wait list, permanent Senior Officers make a written request including supporting HR documentation to the relevant authorised officer.
2. Permanent Senior Officers may be assigned a car park by the relevant authorised officer when one becomes available and their name appears next on the wait list for permanent Senior Officers.

Non-Senior Officers (i.e. roles below Senior Officer level)

1. Non-Senior Officers are not permitted to park their private vehicle in any Department of Education location where it is that employee’s base location, except for car parking on school premises.
2. Car park building access is only provided to those Non-Senior Officers who are directly responsible for the management of the department’s fleet.
3. When a Non-Senior Officer is using a Queensland Government plated vehicle for a minimum of three days, they may, upon receipt of approval from the relevant authorised officer, park a private plated vehicle in the vacated fleet vehicle car park.

## Visitor car parks (including employees)

1. Visitors on official business to Central Office departmental premises with parking facilities may apply for a car park by completing the department’s [Visitor Parking Booking Form](https://intranet.qed.qld.gov.au/Services/facilities/Forms/Documents/visitor-car-park-booking-form.xlsm)
2. (DoE employees only) and forwarding it to the email address outlined on the booking form for processing. Departmental employees are required to apply on behalf of visitors who are not employees of the department.
3. Visitors on official business to regional and school departmental premises with parking facilities may apply for a car park by following the process advised by the local fleet officer. Queensland Government employees are required to apply on behalf of non-government employees.
4. The outcome of the request is sent via email to the applicant by the respective local fleet officer. Confirmation includes the allocated bay number and the period the car park has been allocated.

# Definitions

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Authorised driver | A Queensland Government employee who has completed and signed the [Fleet vehicle authorised driver agreement](https://ppr.qed.qld.gov.au/attachment/fleet-vehicle-authorised-driver-agreement.pdf) approved by their line manager to drive a departmental fleet vehicle on official business (note: for roles at Senior Officer, Principal level and above, line manager approval is not required), **or**A non-government employee who has completed and signed the [Fleet vehicle authorised driver agreement](https://ppr.qed.qld.gov.au/attachment/fleet-vehicle-authorised-driver-agreement.pdf) approved by an authorised officer to drive a departmental fleet vehicle on official business. |
| Authorised officer | A Department of Education employee holding one of the following roles: Director Facilities Management Services (applicable for Central Office), Director in a region (applicable for corporate vehicles only from their region) or Principal (applicable for school vehicles only from their school). |
| Corporate | Relating to all departmental locations, roles, activities and assets not directly linked to a school or educational facility. |
| Director Facilities Management Services | The designated Director level role with responsibility for Fleet Management within the department (note: the role title may be different to Director Facilities Management Services). |
| Fleet Management | The team within Central Office responsible for overall management of the department’s vehicle fleet and CBD parking, and for administration of this handbook. |
| Leased Vehicle | A registered motor vehicle leased by corporate or a school from QFleet. |
| Line manager | A Department of Education employee at Tier 5 or above as defined in the [HR Delegations manual](https://intranet.qed.qld.gov.au/Services/HumanResources/payrollhr/personaldetailspay/Documents/hr-delegations-manual.pdf) (DoE employees only) (Manager (AO7/AO8 or equivalent) / Business Manager / Deputy Principal / Principal Advisor) who the authorised driver or requestor reports to. |
| Local fleet officer | A Department of Education employee delegated as responsible for the day-to-day administration of departmental vehicles and visitor car parks at each location where departmental vehicles are based. This may be as a standalone role or as part of a broader (differently titled) role. |
| Long-term home garaging | The garaging of a departmental vehicle away from its base location for periods more than two weeks and up to 12 months.  |
| Non-Government employee | A person who is not directly employed by the Queensland government, but performs duties or is contracted to work on behalf of the Queensland Government for example a Contractor, P&C representative |
| Owned vehicle | A registered motor vehicle (including trailers) purchased by corporate or a school, including purchases by a Parents & Citizens’ Association, or donations by a third party or organisation for use by a particular school or group of schools. |
| Region | Each of the seven integrated service delivery regions within the Department of Education. |
| Regional Location | Corporate premises other than Central Office. |
| Regional fleet coordinator | A Department of Education employee in each region or Central Office responsible for overseeing department’s corporate vehicle fleet for that region. It is possible for the regional fleet coordinator to also be the local fleet officer for their office location. |
| School | Any educational institution under the responsibility of the Department of Education. |
| Senior Executive Service | A Department of Education employees engaged under Chapter 4, Part 2 of Public Service Act 2008 (Qld) at the Senior Executive Service classification level. |
| Senior Officer | A Department of Education employee engaged under Chapter 5, Part 2 of the Public Service Act 2008 (Qld) at the Senior Officer classification level. |
| Short-term home garaging | The garaging of a departmental vehicle away from its base location for periods from one night up to two weeks. |
| Utilisation Management System (UMS) | The system used by corporate to manage vehicle bookings, allocation and associated cost impacts, which schools may also choose to use. |
| Vehicle pack | A pack specific to each vehicle consisting of:* + 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); and
	+ [12-week vehicle logbook instructions](https://intranet.qed.qld.gov.au/Services/Finance/Taxation/FBT/Pages/CarFBTGuidelines.aspx) (DoE employees only) or Driver Usage Sheet
 |

# Associated Links

## Legislation

* + [Commission Chief Executive Directive: Senior Officers – Employment conditions (Directive 02/21)](https://www.forgov.qld.gov.au/working-in-the-public-service/directives-awards-and-legislation/search-for-directives-policies-circulars-and-guidelines/senior-officers-employment-conditions-directive-0221)
	+ [Commission Chief Executive Directive: Senior Executive Service - Employment conditions (Directive 03/21)](https://www.forgov.qld.gov.au/working-in-the-public-service/directives-awards-and-legislation/search-for-directives-policies-circulars-and-guidelines/senior-executive-service-employment-conditions-directive-0321)
	+ [Commission Chief Executive Directive: Executive Remuneration Package – Motor Vehicles and Allowances (Directive 13/13)](https://www.forgov.qld.gov.au/working-in-the-public-service/directives-awards-and-legislation/search-for-directives-policies-circulars-and-guidelines/executive-remuneration-package-motor-vehicles-and-allowances-directive-1313)
	+ [*Fringe Benefit Tax Assessment Act 1986* (Cwlth)](https://www.legislation.gov.au/Details/C2014C00048)
	+ [*Heavy Vehicle National Law Act 2012* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2012-hvnlq)
	+ [Motor Vehicle Allowances (Directive 20/16)](https://www.forgov.qld.gov.au/documents/directive/2016/motor-vehicle-allowances)
	+ [*Work Health and Safety Act 2011* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2011-018)
	+ [*Public Sector Act 2022* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034)

## Delegations / Authorisations

* + [Financial Delegations and Administrative Authorities](https://intranet.qed.qld.gov.au/Services/Finance/Delegations/Pages/Default.aspx) (DoE employees only)
	+ [HR Delegations](https://intranet.qed.qld.gov.au/Services/HumanResources/payrollhr/personaldetailspay/Documents/hr-delegations-manual.pdf) (DoE employees only)

## Policies and procedures in this group

* + [Fleet Management Procedure](https://ppr.qed.qld.gov.au/pp/fleet-management-procedure)

## Supporting information for this handbook

## [Application for long-term home garaging](https://ppr.qed.qld.gov.au/attachment/application-for-long-term-home-garaging.docx)

## [Fleet vehicle authorised driver agreement](https://ppr.qed.qld.gov.au/attachment/fleet-vehicle-authorised-driver-agreement.pdf)

## [Request for car park form](https://ppr.qed.qld.gov.au/attachment/application-for-CO-RO-car-park.pdf)

* [Visitor parking booking form](https://intranet.qed.qld.gov.au/Services/facilities/Forms/Documents/visitor-car-park-booking-form.xlsm) (DoE employees only)

## Other resources

* + [Australian Taxation Office – Fringe benefit tax – a guide for employers](https://www.ato.gov.au/law/view/document?DocID=SAV%2FFBTGEMP%2F00008)
	+ [Code of Conduct for the Queensland Public Service](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/public-service-values-and-conduct/public-service-code-of-conduct)
	+ [Department of Transport and Main Roads’ Vehicle Standards](https://www.tmr.qld.gov.au/safety/vehicle-standards-and-safety/vehicle-standards)
	+ [Driver Safety Guide](https://education.qld.gov.au/initiativesstrategies/Documents/driver-safety-safe-driving-guide.pdf)
	+ [Driver safety training and resources](http://www.hpw.qld.gov.au/Vehicles/VehiclesForGovt/Safety/Pages/DriverSafetyTrainingResources.aspx)
	+ [Employ officers under a Section 122 contract](https://www.forgov.qld.gov.au/employ-officers-under-section-122-contract)
	+ [Fringe Benefit Tax (FBT) – for reportable fleet vehicles](https://intranet.qed.qld.gov.au/Services/Finance/Taxation/FBT/Pages/CarFBTGuidelines.aspx) (DoE employees only)
	+ [National Heavy Vehicle Regulator](https://www.nhvr.gov.au/)
	+ [QFleet – Government motor vehicle lease provider](https://www.forgov.qld.gov.au/mail-facilities-and-vehicles/vehicles/qfleet)
	+ [QFleet Driving a vehicle safely for work induction](https://catalogue.qlearn.eq.edu.au/browse/education-futures-institute/courses/qfleet-driving-a-vehicle-safely-for-work)
	+ [School excursions procedure](https://ppr.qed.qld.gov.au/pp/school-excursions-procedure)

* + [Queensland Government - Electric vehicles zero emissions](https://www.qld.gov.au/transport/projects/electricvehicles)

## Contact

For further information, please contact:

Fleet Management, Central Office
[Service Catalogue Online](https://qldqed.service-now.com/sco/?id=sc_cat_item&sys_id=52c3926adbe7f810707548150596192f&sysparm_category=e8aecea2dbe7f81070754815059619bf) (DoE employees only)

# Appendix 1- Worked example of a long-term home garaging (LTHG) business case

Example: Chris is an Infrastructure Advisor (eligible field-based role). Three days per week Chris commences and finishes work at a school. (Where multiple schools/sites are visited, select a school which is mid-point in the region).

Office

20km

25 min drive

30km

35 min drive

12km

15 min drive

Av. School X

Office

Home

Without LTHG, Chris does the following:

* Drives every day from Home to the office (in their own private vehicle, in their own time) to commence work at 8:30am.
* And then, for 3 days per week Chris books a departmental vehicle to drive from the office to a school during work hours and then returns to the office, also during work hours (all done in a departmental vehicle, during work time).
* Leaves the office every day at 4:30pm and drives home (in their own private vehicle, in their own time).

With LTHG, Chris does the following:

* 3 days per week drives from home to a school (in a departmental vehicle, in their own time) to commence work at 8:30am and leaves at 4:30pm to return home (in a departmental vehicle, in their own time).
* 2 days per week drives from home to the office (in a departmental vehicle, in their own time) to commence work at 8:30am and leaves at 4:30pm to return home (in a departmental vehicle, in their own time).

This can be summarised as:

|  |  |  |
| --- | --- | --- |
|  | **Without LTHG** | **With LTHG** |
|  | **Vehicle kms** | **Driving mins** | **Vehicle kms** | **Driving hours** |
|  | **Chris** | **DoE** | **Chris** | **DoE** | **Chris** | **DoE** | **Chris** | **DoE** |
| 2 days per week working in the office | 2 x 12 x 2  |  | 2 x 15 x 2  |  |  | 2 x 12 x 2 | 2 x 15 x 2  |  |
| 48 |  | 60 |  |  | 48 | 60 |  |
| 3 days per week working at school X | 3 x 12 x 2 | 3 x 30 x 2 | 3 x 15 x 2 | 3 x 35 x 2 |  | 3 x 20 x 2 | 3 x 25 x 2 |  |
| 72 | 180 | 90 | 210 |  | 120 | 150 |  |
| **Total per week** | **120** | **180** | **150** | **210** | **0** | **168** | **210** | **0** |

The business case is only developed based on the department’s vehicle kms and department’s work time hours, which are the yellow cells in the table above. Chris’ vehicle km and own hours are shown above for completeness but are shaded grey as they are not part of the business case justification.

So:

* km saved per week in the department’s vehicle are: 180 (without LTHG) – 168 (with LTHG) = **12km**
* The department’s work time saved per week are: 210 (without LTHG) – 0 (with LTHG) = 210 mins = **3.5 hours**

Based on this the business case would be filled out as follows:

|  |
| --- |
| **Summary Business Case** |
| 1. **Vehicle Costs Saved / (Added)**

|  |  |
| --- | --- |
| * Average number of kilometres saved / (added) per week vs regular pick up and drop off of the vehicle at a department’s location **(only include travel in a department’s fleet vehicle i.e. exclude private vehicle travel)**
 | **12** |
|  | **X** |
| * Period of home garaging in weeks
 | **48** |
|  | **=** |
| * Total number of kilometres saved / (added)
 | **576** |
|  | **X** |
| * Standard cost per kilometre (do not change)
 | **$1.10** |
|  | **=** |
| * **Total vehicle costs saved / (added)**
 | **$633.60** |
|  |  |

 |
| 1. **Labour Costs Saved / (Added)**

|  |  |
| --- | --- |
| * Average number of hours saved / (added) per week vs commencing and finishing at a department’s location **(only include standard work hours i.e. exclude commute to and from workplace)**
 | **3.5** |
|  | **X** |
| * Period of home garaging in weeks
 | **48** |
|  | **=** |
| * Total number of hours saved / (added)
 | **168** |
|  | **X** |
| * Standard cost per hour (do not change)
 | **$65.00** |
|  | **=** |
| * **Total labour costs saved / (added)**
 | **$10,920.00** |
|  |  |

 |
|

|  |  |
| --- | --- |
|  |  |
| **Total Costs Saved / (Added) (A+B)** | **$11,553.60** |
|  |  |

 |

1. This approvals matrix should be read in conjunction with the department’s Finance delegations, HR delegations and Domestic travel procedure [↑](#footnote-ref-2)
2. Queensland Government employee holding one of the following roles: [Director Facilities Management Services](#Fleet_Management_Director), Director in a region (applicable for corporate vehicles only) or Principal (applicable for school vehicles only) [↑](#footnote-ref-3)
3. In addition to their approval authority as an authorised officer [↑](#footnote-ref-4)
4. Queensland Government employee at Tier 5 or above as defined in the HR Delegations manual – Manager (AO7/AO8 or equivalent) / Business Manager / Deputy Principal / Principal Advisor [↑](#footnote-ref-5)
5. Senior Officers, SES, Principals and above do not require approval from their line manager to become an authorised driver [↑](#footnote-ref-6)
6. Line manager approves request for Short-term home garaging and regional fleet coordinator oversees allocation of vehicles for Short-term home garaging [↑](#footnote-ref-7)
7. Approves applications [↑](#footnote-ref-8)
8. For regional locations only [↑](#footnote-ref-9)
9. Senior Officers, Principals and above do not require from their line manager to book a fleet vehicle for Short-term home garaging [↑](#footnote-ref-10)