Queensland Health Vehicles – Implementation Standard for Drivers

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1 Purpose
This Implementation Standard identifies the minimum (and auditable) requirements for the implementation of the Queensland Health Vehicles – Management and Use Policy and identifies accountabilities and responsibilities in relation to drivers of official vehicles.

2 Scope
Compliance with this Implementation Standard is mandatory for all Queensland Health employees, contractors, consultants, volunteers and other agents of Queensland Health using official vehicles including any vehicle owned, leased, hired, donated to Queensland Health or registered in the name of Queensland Health.

Special provisions apply to vehicles supplied to Executive Contract Officers, Senior Medical Officers and Directors of Nursing as part of employment contracts, remuneration packages and/or Industrial Awards/Agreements.

The use of hospital based ambulances is excluded from this Implementation Standard.

3 Definition of Terms
Definitions of all key terms used in this Standard are listed in the glossary of terms in the governing policy document: Queensland Health Vehicles – Management and Use Policy.

4 Supporting Documents
Procedures, Guidelines, Protocols etc
Queensland Health:
- Queensland Health Vehicles Implementation Standard for Vehicle Management

Public Service Commission
- Executive Remuneration Package – Motor Vehicle

Forms and Templates
- Application for official use of departmental motor vehicle (Attachment A)
- Utilisation Management System on line booking or other online application
- Application for Long Term Home Garaging or Parking in Lieu (Attachment B)
- Workplace Incident Report
- Any insurance forms required for accident reporting

5 Requirements

5.1 Authorised drivers
5.1.1 Only authorised drivers, as defined in the governing policy document, shall drive Queensland Health vehicles.
5.2 Driver licence provisions

5.2.1 A driver of a Queensland Health vehicle shall hold a current driver’s licence considered valid for use in Queensland that permits the driver to operate the relevant class of vehicle. A driver shall comply with any conditions associated with that licence.

5.2.2 The driver shall notify their manager/supervisor as soon as possible of any changes to their driver’s licence conditions.

5.3 Log Books

5.3.1 Log books provide necessary information relevant to the management and use of government vehicles including calculation of Fringe Benefits Tax and shall be completed consistent with requirements of the relevant Queensland Health financial policy.

5.3.2 Log book recordings are not mandatory for vehicles supplied to Executive Contract Officers, Senior Medical Officers and Directors of Nursing as part of employment contracts, remuneration packages and/or Industrial Awards/Agreements. However, accurate log book recordings of official use of these vehicles assists the Department to manage its Fringe Benefits Tax obligations.

5.3.3 Drivers shall complete log book entries for each journey including the following minimum details:

- Date the journey began
- Date the journey was concluded
- Time the journey began
- Time the journey was concluded
- Odometer reading at the commencement of the journey
- Odometer reading at the conclusion of the journey
- Distance travelled
- Purpose of the journey
- Name of the driver
- Signature of the driver

Separate daily entries shall be recorded for journeys, including:

- Where a single journey takes more than one day to complete
- Where multiple journeys are taken on the same day by a number of authorised drivers.
- Multiple visits in one day by the same staff member may be entered on one line, if a suitable description is provided. (This provision does not apply where such trips are interrupted by other authorised drivers using the same vehicle).
The statement recorded against the “Purpose of the journey” shall have a reasonable degree of specificity e.g. training in Mareeba; visit to Toowoomba Hospital for meeting with District Allied Health Manager. Non specific statements like “business use” are not acceptable.

5.4 Safe vehicle use and driving behaviour

5.4.1 Queensland Health vehicles shall be operated in a lawful manner. Authorised drivers shall:
- observe all relevant legislation, regulations and ordinances;
- comply with the Queensland Health Code of Conduct and behave with courtesy whilst operating Queensland Health vehicles;
- notify the manager/supervisor, as soon as possible of any issues which may impact their ability to drive including:
  - changes to driver’s licence conditions (good behaviour period, suspension or cancellation); or
  - fitness to drive

5.4.2 Officers shall be given access to QFleet Safe Driver Manual for the Queensland Government Motor Vehicle Fleet.

5.4.3 Officers shall not contravene the law by operating a Queensland Health vehicle whilst under the influence of liquor or a drug.

5.4.4 Employees shall not use vehicles in an unauthorised or inappropriate manner. Unauthorised use of Queensland Health vehicles may result in disciplinary action.

5.4.5 Authorised drivers and passengers using official vehicles shall:
- keep all parts of their body, and all other objects, inside the vehicle;
- be correctly seated at all times, in accordance with manufacturer occupant limits;
- not throw litter from vehicles;
- behave with courtesy at all times.

5.4.6 Where vehicles are equipped with fire extinguishers, drivers shall acquaint themselves with relevant operating instructions.

5.5 Accidents, incidents and apparent defects

5.5.1 Drivers of Queensland Health vehicles shall:
- report accidents, incidents and/or apparent defects to the relevant vehicle administrator as soon as possible. Drivers without access to a Vehicle Administrator shall report accidents to the motor vehicle insurer;
- report and record accidents/incidents/safety defects, through the appropriate Occupational Health and Safety process as soon as possible, using the Workplace Incident Report form.
5.5.2 Vehicles shall not be driven with any known defect that would render the vehicle unsafe to operate or cause further mechanical damage.

5.5.3 In the event of an accident involving another vehicle, person(s) or property, the driver of the official vehicle shall supply their name, address, and the particulars of their vehicle, to any person involved in the accident or having reasonable grounds for requiring such information.

5.5.4 Where damage is caused to a third party’s unattended vehicle by an official vehicle, the driver of the official vehicle shall leave a notice in writing affixed to the unattended vehicle. The notice shall advise of the driver’s particulars, including (but not limited to) their name, vehicle registration, and contact number.

5.5.5 Under no circumstances shall liability for an accident be admitted.

5.5.6 Where police or legal action is instituted against a driver in respect of an accident arising out of the use of an official vehicle, the driver shall immediately report the matter to the appropriate delegate.

5.6 Breakdowns

5.6.1 In the event of breakdown of a Queensland Health motor vehicle the RACQ breakdown service shall be used.

5.6.2 Where RACQ advises the motor vehicle requires towing, the motor vehicle shall be towed to the nearest QFleet approved service provider.

5.7 Driving and parking related penalties or fines

5.7.1 Drivers of Queensland Health vehicles shall be personally responsible for any penalties or fines, including parking infringement notices issued while operating Queensland Health vehicles.

5.7.2 A driver wishing to dispute an infringement notice on the basis that the infringement necessarily occurred whilst delivering essential services on behalf of Queensland Health should make an appeal directly to the authority that issued the notice. Queensland Health may assist the appeal by providing written confirmation of the circumstances of the infringement.

5.8 Driver’s personal liability

Drivers may be personally liable for property and personal injury claims if the driver operates the vehicle while:

- under the influence of liquor or a drug in contravention of the law;
- driving with intent to cause injury;
- driving without proper authority;
- not currently licensed to operate a vehicle of that classification.

Queensland Health accepts no liability for loss of personal items from vehicles.
5.9 Fuel and Fuel cards

5.9.1 Users of Queensland Health vehicles shall observe the strictest economy in the use of fuel. Unnecessary usage of vehicles shall be avoided and vehicles shall be maintained so that fuel consumption is minimised.

5.9.2 Fuel shall not be removed from official vehicles and used for private purposes.

5.9.3 Ethanol blend (E10) fuels shall be used wherever possible for petrol fuelled vehicles.

5.9.4 Premium unleaded fuel shall not be used unless specified by the vehicle manufacturer as the preferred fuel.

5.9.5 Official vehicles shall not be returned with the fuel tank below quarter capacity.

5.9.6 Dockets and invoices for the purchase of fuel, including through the use of the Fuel Card, shall be:

- signed and,
- the odometer reading recorded at the point of purchase.

This documentation shall be submitted to the local Vehicle Administrator or other appropriate person.

5.9.7 Fuel cards are to be used in accordance with the Financial Management Practice Manual. They shall not be used to purchase:

- items for personal consumption or use;
- fuel or other goods for a vehicle other than the vehicle to which the card is assigned;
- car washing services, except where approved by the appropriate delegate.

5.9.8 Any loss of equipment (including fuel cards) shall be reported immediately to the local Vehicle Administrator.

5.9.9 Loss or theft of cards shall be reported to Vehicle Administrators as soon as possible after drivers become aware of the loss or theft.

5.10 Unauthorised use of official vehicles

Employees shall report any instance of suspected motor vehicle misuse to their supervisor/manager as soon as possible.

5.11 Home garaging of government owned vehicles at private residences

5.11.1 An authorised driver shall obtain approval from the appropriate delegate for long term home garaging of any official vehicle.

5.11.2 Requests shall be made on the Application for Long Term Home Garaging or Parking in Lieu form (Attachment B). A detailed statement of the perceived benefits to Queensland Health is to be attached and submitted with this form.

5.11.3 Requests for long term home garaging shall be submitted through the Vehicle Administrator to enable verification of the availability of a vehicle prior to submission for approval.
5.11.4 Where approval has been given for long term home garaging, the authorised driver shall:

- adequately protect and securely park the vehicle behind the property line and not in the street;
- return the vehicle to official premises, (where official premises are available) when the vehicle is not required for official purposes, including on weekends and public holidays;
- arrange alternative garaging during periods of leave taken by the employee concerned;
- record all journeys undertaken in the vehicle log book;
- securely lock the vehicle when not in use;
- maintain the vehicle’s basic upkeep.

5.12 Private use of official vehicles

5.12.1 Authorised drivers shall obtain approval from the appropriate delegate for any private or non-official use of an official vehicle.

5.12.2 Authorised drivers who have been granted long term home garaging approval and who wish to transport partners, or other persons to their places of work, or other destinations, shall obtain prior approval.

5.13 Passengers

5.13.1 Queensland Health vehicles shall be used for the efficient and safe transportation of Queensland Health employees.

5.13.2 Authorised drivers shall obtain approval from the appropriate delegate for the carriage of non Queensland Health employees as passengers in Queensland Health vehicles.

5.13.3 Unauthorised passengers shall not be carried in Queensland Health vehicles.

5.13.4 Drivers shall not carry passengers in the non-passenger compartments of motor vehicles, including utilities, vans and trucks.

5.13.5 Queensland Health QG plated vehicles shall not be used for the general transportation of non-employees unless that vehicle is designated for that specific purpose.

5.13.6 Where a Queensland Health vehicle is a specified patient transport vehicle, patients shall only be transported if it is determined that their clinical condition does not require ambulance care. If ambulance care is required the patient shall be transported by the Queensland Ambulance Service.

5.13.7 Emergency transportation of members of the public or employees may occur without prior authorisation only where a legitimate emergency exists. A report shall be made to the relevant Vehicle Administrator in such instances.

5.13.8 In all cases passengers are to comply with the Queensland Health Vehicles – Management and Use Policy and Implementation Standards.
5.14 Security of vehicles
5.14.1 Ignition keys shall not be left in vehicles at any time.
5.14.2 Vehicles left unattended shall be locked at all times and ignition keys be appropriately secured.
5.14.3 Tools, spare tyres, batteries and other items/components supplied with or in official vehicles shall not be removed for private purposes.

5.15 Cleaning of vehicles – interior and exterior
5.15.1 Food and drink (with the exception of water to avoid dehydration) shall not be consumed in Queensland Health QG plated vehicles.
5.15.2 Drivers and passengers shall not smoke in Queensland Health vehicles.
5.15.3 Drivers returning vehicles shall ensure the interior of the vehicle is in a clean and tidy state. All rubbish and belongings shall be removed.
5.15.4 Where commercial car washing services are approved for use, the authorised person using the service may charge such service to the authorised fuel card, or meet the cost and seek reimbursement through petty cash or via submission of a general purpose voucher.

6 Review
This Standard is due for review on: March 2013

7 History

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<tr>
<th>Standard approved</th>
<th>Amended to</th>
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<td>25 March 2011</td>
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### 8 Responsibilities

<table>
<thead>
<tr>
<th>Position</th>
<th>Responsibility(ies)</th>
<th>Accountabilities/Audit Criteria</th>
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<tbody>
<tr>
<td>Drivers</td>
<td>Comply with requirements of this standard.</td>
<td>Completion of vehicle log books</td>
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<tr>
<td></td>
<td>Hold a current driver’s licence considered valid for use in Queensland and that permits the driver to operate the relevant class of vehicle and comply with any conditions associated with that licence.</td>
<td>Declaration of licence validity</td>
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<td>Obtain appropriate authority to drive a Queensland Health vehicle</td>
<td>Declaration of manager’s/supervisor’s authority</td>
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<td>Operate official vehicles in a lawful, safe and courteous manner</td>
<td>Declaration of appropriate authority</td>
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<td>Obtain approval from the appropriate delegate</td>
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<td></td>
<td>• to transport non Queensland Health Employees</td>
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<td>• prior to long term home garaging</td>
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<td>• prior to any private or nonofficial use of an official vehicle</td>
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<td>Report accidents to the Vehicle Administrator as soon as possible or in those areas where Vehicle Administrators do not operate, report accidents to the vehicle insurer as soon as possible where appropriate.</td>
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<td>Demonstrate payment or waiver of any parking or traffic penalties</td>
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<td>Complete log book entries for each journey as described in the Queensland Health Vehicles – Implementation Standard for Drivers.</td>
<td>Annual audit of log books for FBT purposes.</td>
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**Approval Officer:** John Glaister, Deputy Director-General, Health Planning and Infrastructure

**Approval Date:** 25 March 2011

**Implementation Date:** 25 March 2011