Queensland Health Vehicles – Management and Use

Policy Statement
Queensland Health vehicles are provided to support the efficient and effective delivery of Queensland Health Services. To achieve this, the organisation will effectively manage the administration and use of official vehicles owned, leased, hired, donated to Queensland Health or registered in the name of Queensland Health.

Intent of this policy
To ensure Queensland Health vehicles are provided, managed and used in a manner that:
- facilitates efficient and effective delivery of Queensland Health services
- promotes the accountable and cost effective use of resources
- supports safety in Queensland Health work environments
- meets Queensland Health commitments under the Queensland Government’s ClimateSmart initiatives through responsible vehicle selection and use

Scope
This Departmental policy is not mandatory for the management and use of vehicles owned, leased or registered in the name of Health Service Districts from 29 June 2012.

This policy covers the management and use of all official vehicles including any vehicle owned, leased, hired, donated to Queensland Health or registered in the name of Queensland Health.

Additional 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.

This policy excludes the management and use of hospital-based ambulances.

Principles
Queensland Health is committed to managing and using its vehicles in accordance with the following principles:
- Demonstration of need: the purchase, lease, replacement and use of vehicles shall be based on a demonstrated service delivery need.
- Maximum efficiency and public defensibility: Vehicles shall be pooled, garaged and generally used in a way that maximises operational efficiency and demonstrates defensible use of publicly funded property in the public interest.
- **Environmental sustainability**: compliance with obligations under whole-of-Government policies including the Climate Smart Policy and Fleet Efficiency and Utilisation Policy.

- **Compliance with relevant traffic, transport and safety regulations, legislation and local ordinances**.

- **Promotion of safe work practices and equipment**: compliance with obligations under the Department of Justice and Attorney General, Workplace Health and Safety Queensland – Safer and Healthier Workplaces Performance Standard 5 (a). Ensure vehicles are safe and fit for their intended purpose.

- **Benefits outweigh costs**: decisions shall be based on a cost-benefit analysis.

### Legislative or other Authority

- Transport Operations (Road Use Management) Act 1995
- Traffic Regulation 1962
- Transport Operations (Road Use Management – Drivers Licensing) Regulation 1999
- Transport Operations (Road Use Management – Road Rules) Regulation 2009
- Transport Operations (Road Use Management – Vehicle Registration) Regulation 1999
- Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 1999
- Transport Operations (Road Use Management – Fatigue Management) Regulation 2008
- Workplace Health and Safety Regulation 2008
- Department of Justice and Attorney General, Workplace Health and Safety Queensland – Safer and Healthier Workplaces Performance Standard 5(a)
- Dangerous Goods Safety Management Act 2001
- Motor Accidents Insurance Act 1994
- Attorney-General and Minister for Industrial Relations Directive No. 14/10 – Motor Vehicle Allowances
- QFleet Fleet Efficiency and Utilisation Policy for the Queensland Government Motor Vehicle Fleet
- Queensland Ethanol Industry Action Plan
- Queensland Government Insurance Fund (QGIF) Insurance Policy
- Queensland State Archives – General Retention and Disposal Schedule for Administrative Records

### Related Policy or Documents

Queensland Health documents:

- People and Culture, Executive Policy and Contracts Team – Health Executive Service – Terms and Conditions of Employment
- Human Resource Policy C15 - Allowances
- Human Resource Policy C18 – Motor Vehicle Entitlement – Senior Medical Officers (new reference)
- Human Resource Policy C24 – Motor Vehicle Entitlements – District or Executive Directors of Nursing – Nurse Grade 11 Band 4 and Nurse Grade 12 (new reference)
Queensland Health Vehicles – Management and Use

- Human Resource Policy G6 – Orientation and Induction
- Human Resource Policy I4 – Compensation for loss or damage to private property and personal effects of employees and for damage to visitor’s vehicles
- Occupational Health and Safety Policy (OHSMS 2#21)
- Financial Management Practice Manual (FMPM)
- Code of Conduct
- Use of Car Hire, Taxi and Cabcharge Policy
- Use of Mobile Phones Policy
- Fraud Control Policy (under review)
- Occupational Health and Safety Incident Reporting, Investigation and Recording Implementation Standard (OHSMS 1-7#21)

Queensland Transport and Main Roads
- “Your Keys to Driving In Queensland”

QFleet
- Driver Companion Handbook
- Guide to fair wear and tear booklet
- QFleet Road Safety Manual for the Queensland Government motor vehicle fleet

Public Service Commission
- Public Service Commission Policy – Executive Remuneration Package – Motor Vehicle
- Public Service Commission Senior Executive Service – Employment Conditions Directive No: 05/09

Queensland Government Chief Procurement Office
- Agreement 370 – Card Fuel and Associated Services

Supporting Documents
- Queensland Health Vehicles – Implementation Standard for Vehicle Management
- Queensland Health Vehicles – Implementation Standard for Drivers

Review
This policy will be reviewed at least every two years, but a review can be triggered at any time by changes in the policy environment.

Date of Last Review: 25/3/2011

Supersedes:
- QHEPS 15090 (V3) Queensland Health Vehicles – Management and Use - approved 21/09/2002
Policy Custodian
Executive Director, Policy, Planning and Asset Services, Health Planning and Infrastructure Division

Responsible Executive Management Team member
Deputy Director-General, Health Planning and Infrastructure Division

Approval and Implementation

Approving Officer: Deputy Director-General, Health Planning & Infrastructure

Approval Date: 25 March 2011
Implementation Date: 25 March 2011
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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| Authorised driver             | ▪ An employee authorised by their manager or supervisor  
▪ A contractor, volunteer, or student working under the direction of Queensland Health authorised by their Queensland Health Supervisor and the responsible delegate  
▪ A private consultant authorised by their consultancy agreement and the responsible delegate  
▪ A Health Community Council member authorised by the responsible delegate  
▪ Other public servants (state or commonwealth) accompanying Queensland Health employees on official duty authorised by the appropriate delegate.  
▪ Motor trade employees, including those from QFleet, authorised by the appropriate delegate, or authorised under leasing and/or maintenance arrangements.  
▪ For a vehicle provided as part of an executive’s remuneration package, any responsible licensed person including immediate family may be an authorised driver, at the executive’s discretion.  
▪ For a vehicle provided as part of a Senior Medical Officer’s remuneration package, any responsible licensed person including immediate family may be an authorised driver, at the executive’s discretion. | Queensland Health Vehicles – Management and Use Policy                                       |
| Base models                   | The most basic model in a particular range in the standard factory build that does not include any extra cost options or additional accessories.                                                               | Divisional Property and Facilities Management                                                |
| Decals                        | A design prepared on special paper for durable transfer on to another surface.                                                                                                                           | Oxford dictionary                                                                        |
| Executive Contract Officers   | Executives employed on Contract, including Senior Executive Service (SES), other contract employees employed under Section 122 (formerly Section 70) of the Public Service Act 2008, Health Executive Service (HES), District Executive Service (DES) and other contract employees employed under Section 24 of the Health Services Act 1991. | People and Culture Strategic Services Queensland Health                                    |
| Fair wear and tear           | Includes stone chips on paint and windscreens. Comprehensive details can be found in the QFleet Guide to fair wear and tear booklet. Available through QFleet. www.qfleet.qld.gov.au | QFleet Guide to fair wear and tear booklet                                                  |
| QG Plated Vehicles            | Includes vehicles that have a QG number plates and specifically approved private plated vehicles that are not provided as part of a remuneration package                                                                 | Divisional Property & Facilities Management                                                  |
| Health Community Councils    | Health Community Councils are advisory bodies that undertake community engagement activities about the health of or health care for, the community.                                                        | Health Services Act 1991 - Part 3b                                                        |
| Home Garaging                 | **Long Term Home Garaging** Long term overnight garaging of an official vehicle at private premises                                                                                                       | Queensland Health Vehicles – Management and Use Policy                                       |
|                               | **Temporary Home Garaging** Any overnight garaging of an official vehicle at private premises approved for a short period                                                                                   | Queensland Health Vehicels                                                               |
| Insurance excess              | An excess is an amount paid to the insurance company, where required, when an insurance claim is made.                                                                                                    | QFleet insurance provider                                                                 |
| Hospital based ambulance      | A hospital based ambulance service is where the ambulance vehicle is provided by the Queensland Ambulance Service for the retrieval and transport of sick or injured persons. The service is operated by Queensland Health staff with vehicles driven by volunteers and/or Queensland Health staff and the clinical response is generally provided by Queensland Health nursing staff. | Queensland Health Integrated Patient Transport Unit                                      |
| Public Defensibility          | Ensuring the course of action chosen is:  
▪ Within your authority to make  
▪ Legal and in line with the Code of Conduct  
▪ Fair and able to be justified to your manager and the public  
▪ Documented, so that a statement of reasons could be supplied if required                                                                 | Code of Conduct – Ethical decision making                                                  |
<p>| Queensland Health vehicle     | Includes any vehicle - owned, leased, hired, donated to Queensland Health or registered in the name of Queensland Health.                                                                               | Queensland Health                                                                       |</p>
<table>
<thead>
<tr>
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<tr>
<td>Reportable damage value threshold</td>
<td>This is the value of damage sustained to a vehicle involved in a traffic accident that would require notification to Queensland Police Service.</td>
<td>Queensland Health Vehicles – Management and Use Policy</td>
</tr>
<tr>
<td>Road Toll</td>
<td>Road toll relates to any road toll and/or account including but not limited to e-Toll, GoviaTag</td>
<td>Divisional Property and Facilities Management</td>
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<tr>
<td>Unbranded vehicle</td>
<td>A vehicle without Queensland Health decals and with non-QG license plates</td>
<td>Queensland Health Vehicles – Management and Use Policy</td>
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<tr>
<td>Unfair wear and tear</td>
<td>Includes dents and breakages. Comprehensive details can be found in the QFleet Guide to fair wear and tear booklet. Available through QFleet. <a href="http://www.qfleet.qld.gov.au">www.qfleet.qld.gov.au</a></td>
<td>Queensland Health Vehicles – Management and Use Policy and QFleet</td>
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<td>Vehicle Administrator</td>
<td>Relates to the officer with administrative responsibility for the management of Queensland Health vehicles. This officer may be a Fleet Manager, Vehicle Administrator or Administration Officer.</td>
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| Workplace Incident          | An incident resulting in a person suffering –  
  - a work injury; or  
  - a work caused illness  

An incident resulting in a dangerous event; or near miss.  
(In addition, the Minister for the Department of Justice and Attorney General, has authority under the Act to declare events to be a workplace incident). | Workplace Health and Safety Act 1995                                                                                                                  |