

Motor vehicle fleet – Management and use

Policy

QH-POL-270:2015

1. Statement

Queensland Department of Health vehicles are provided to support the efficient and effective delivery of Queensland Department 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.

2. Purpose

The intent of this policy is to ensure Queensland Department of Health vehicles are provided, managed and used in a manner that:

- facilitates efficient and effective delivery of Queensland Department of Health services
- promotes the accountable and cost effective use of resources
- supports safety in Queensland Department of Health work environments

3. Scope

This Policy applies to all employees, contractors and consultants and authorised drivers within the Department of Health divisions, agencies and commercialised business units using official vehicles including any vehicle owned, leased, hired, donated to Department of Health or registered in the name of Queensland Health.

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

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

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

4. Principles

Queensland Department of 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.

5. Legislation

- *Transport Operations (Road Use Management) Act 1995*
- *Traffic Regulation 1962*
- *Transport Operations (Road Use Management – Drivers Licensing) Regulation 2010*
- *Transport Operations (Road Use Management – Road Rules) Regulation 2009*
- *Transport Operations (Road Use Management – Vehicle Standard and Safety) Regulation 2010*
- *Workplace Health and Safety Act 2011*
- *Workplace Health and Safety Regulation 2011*
- *Motor Accidents Insurance Act 1994*

6. Supporting documents

Queensland Department of Health documents:

- Code of Conduct for the Queensland Public Service
- Financial Management Practice Manual (FMPM)
- Fraud Control Policy
- Human Resource Policy C15 – Allowances
- Human Resource Policy G6 – Orientation, Induction and Mandatory Training
- Human Resources Guideline for Compensation for loss of, or damage to, private property and personal effects of employees and for damage to visitor's vehicles
- Motor Vehicle Fleet – Vehicle Management Standard
- Motor Vehicle Fleet – Driver Standard
- Motor Vehicle – Implementation Standard for Vehicle Management
- Motor Vehicle – Implementation Standard for Drivers
- Occupational Health and Safety Incident Reporting, Investigation and Recording Implementation Standard
- Occupational Health and Safety Policy
- Use of Mobile Phones Policy

Queensland Transport and Main Roads

- "Your Keys to Driving In Queensland"
- Queensland Department of Housing & Public Works
- Procurement Transformation Division, Category management
- Agreement 370 – Card Fuel and Associated Services
- Agreement - QGCPO792-10 Tyres & Associated Products

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 – Use of Government Owned Vehicles and Parking of Private Vehicles on Official Premises.
- Public Service Commission Policy – Executive Remuneration Package – Motor Vehicle

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- Public Service Commission Chief Executive Directive: Executive Remuneration Package – Motor Vehicles and Allowances 13/13
- Public Service Commission Senior Executive Service – Employment Conditions Directive No: 03/14

7. Definitions

Term	Definition
Official Premises	Premises owned or leased by the Department of Health
Private Vehicle	Personal vehicle
Delegate	Officer with authorisation to permit parking
Entitlement	Allowable to access car park as part of contract. Only at an agreed level
Visitor Parking	Parking provided for personnel external to a site or for an employee up to a one week period

8. Version Control

Version	Date	Comments
Version 1.	10 November 2014	New policy.
Version 1.1	22 June 2015	Policy Rationalisation Project – Minor editorial changes. Migration of content.