

## Motor vehicle fleet - Driver

### 1. Statement

This Implementation Standard identifies the minimum (and auditable) requirements for the implementation of the Motor Vehicle Fleet – Management and Use Policy and identifies accountabilities and responsibilities in relation to drivers of official vehicles.

### 2. Scope

Compliance with this standard is mandatory.

This Standard applies to all employees, contractors, 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.

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

### 3. Requirements

#### 3.1 Entitlement

- 3.1.1 Home garaging must not be offered as a benefit or entitlement during the recruitment process for any employee, consultant or contractor.
- 3.1.2 All instances of home garaging are at the discretion of the approved delegate.
- 3.1.3 Allocation of a home garaged vehicle is dependent upon availability and may be reviewed and rescinded at any time.

#### 3.2 Authorised drivers

Only authorised drivers, as defined in the governing policy document, shall drive Department of Health vehicles.

#### 3.3 Approval Delegation

The Chief Legal Counsel is the delegated approving officer. Applications must be supported by relevant Deputy Director-General/Chief Executive Officer for the applicant.

#### 3.4 Driver licence provisions

- 3.4.1 A driver of a Department of 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.
- 3.4.2 The driver shall notify their manager/supervisor as soon as possible of any changes to their driver's licence condition.

#### 3.5 Log Books

- 3.5.1 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 Department of Health financial policy.
- 3.5.2 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
- Employee Number
- Driver's work area/project Cost Centre
- 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 HHS Allied Health Manager. Non-specific statements like "business use" or "meeting" are not acceptable.

### **3.6 Safe vehicle use and driving behaviour**

- 3.6.1** Department of Health vehicles shall be operated in a lawful manner. Authorised drivers shall:
- observe all relevant legislation, regulations and ordinances;
  - comply with the Queensland Government Code of Conduct and behave with courtesy whilst operating Department of 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.
- 3.6.2** Officers shall be given access to QFleet Safe Driver Manual for the Queensland Government Motor Vehicle Fleet.
- 3.6.3** Officers shall not contravene the law by operating a Department of Health vehicle whilst under the influence of liquor or a drug.
- 3.6.4** Employees shall not use vehicles in an unauthorised or inappropriate manner. Unauthorised use of Department of Health vehicles may result in disciplinary action.
- 3.6.5** 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.

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

### **3.7 Accidents, incidents and apparent defects**

- 3.7.1** Drivers of Department of Health vehicles shall:
- report accidents, incidents and/or apparent defects to the relevant Fleet Administrator as soon as possible. Drivers without access to a Fleet 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.
- 3.7.2** Vehicles shall not be driven with any known defect that would render the vehicle unsafe to operate or cause further mechanical damage
- 3.7.3** 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.
- 3.7.4** 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.
- 3.7.5** Under no circumstances shall liability for an accident be admitted.
- 3.7.6** 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.

### **3.8 Breakdowns**

- 3.8.1** In the event of breakdown of a Department of Health motor vehicle the RACQ breakdown service shall be used.
- 3.8.2** Where RACQ advises the motor vehicle requires towing, the motor vehicle shall be towed to the nearest QFleet approved service provider.

### **3.9 Driving and parking related penalties or fines**

- 3.9.1** Drivers of Department of Health vehicles shall be personally responsible for any penalties or fines, including parking infringement notices issued while operating Department of Health vehicles.
- 3.9.2** A driver wishing to dispute an infringement notice on the basis that the infringement necessarily occurred whilst delivering essential services on behalf of Department of Health should make an appeal directly to the authority that issued the notice. Department of Health may assist the appeal by providing written confirmation of the circumstances of the infringement.

### **3.10 Driver's personal liability**

- 3.10.1** 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.
- 3.10.2** Department of Health accepts no liability for loss of personal items from vehicles.

### **3.11 Fuel and Fuel cards**

- 3.11.1** Users of Department of 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.
- 3.11.2** Fuel shall not be removed from official vehicles and used for private purposes.
- 3.11.3** Ethanol blend (E10) fuels shall be used wherever possible for petrol fuelled vehicles.
- 3.11.4** Premium unleaded fuel shall not be used unless specified by the vehicle manufacturer as the preferred fuel.
- 3.11.5** Official vehicles shall not be returned with the fuel tank below quarter capacity.
- 3.11.6** The following documentation must be provided:
  - Dockets and invoices for the purchase of fuel, including through the use of the Fuel Card, shall be returned with the log sheets
  - Odometer reading recorded at the point of purchase.
- 3.11.7** This documentation shall be submitted to the local Fleet Administrator or other appropriate person.
- 3.11.8** 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;
- 3.11.9** Car washing services, except where approved by the appropriate delegate.
- 3.11.10** Any loss of equipment (including fuel cards) shall be reported immediately to the local Fleet Administrator.
- 3.11.11** Loss or theft of cards shall be reported to Fleet Administrator as soon as possible after driver becomes aware of the loss or theft.

### **3.12 Unauthorised use of official vehicles**

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

### **3.13 Home garaging of government owned vehicles at private residences**

- 3.13.1** An authorised driver shall obtain approval from the appropriate delegate for home garaging of any official vehicle.
- 3.13.2** Requests shall be made on the Approval Application for Long Term Home Garaging. A detailed statement of the perceived benefits to Department of Health is to be attached and submitted with this form.
- 3.13.3** Requests for long term home garaging shall be submitted through the Fleet Administrator to enable verification of the availability of a vehicle prior to submission for approval.
- 3.13.4** 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.

### **3.14 Private use of Official vehicles**

- 3.14.1** Authorised drivers shall obtain approval from the appropriate delegate for any private or non-official use of an official vehicle.
- 3.14.2** 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.

### **3.15 Passengers**

- 3.15.1** Department of Health vehicles shall be used for the efficient and safe transportation of Department of Health employees.
- 3.15.2** Authorised drivers shall obtain approval from the appropriate delegate for the carriage of non-Department of Health employees as passengers in Department of Health vehicles.
- 3.15.3** Unauthorised passengers shall not be carried in Department of Health vehicles.
- 3.15.4** Drivers shall not carry passengers in the non-passenger compartments of motor vehicles, including utilities, vans and trucks.
- 3.15.5** Department of Health QG plated vehicles shall not be used for the general transportation of non-employees unless that vehicle is designated for that specific purpose.
- 3.15.6** Where a Department of 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.
- 3.15.7** 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 Fleet Administrator in such instances.
- 3.15.8** In all cases passengers are to comply with the Department of Health Vehicles – Management and Use Policy and Implementation Standards.

### **3.16 Security of vehicles**

- 3.16.1** Ignition keys shall not be left in vehicles at any time.
- 3.16.2** Vehicles left unattended shall be locked at all times and ignition keys be appropriately secured.
- 3.16.3** Tools, spare tyres, batteries and other items/components supplied with or in official vehicles shall not be removed for private purposes.

### **3.17 Cleaning of vehicles – interior and exterior**

- 3.17.1** Food and drink (with the exception of water to avoid dehydration) shall not be consumed in Department of Health QG plated vehicles.
- 3.17.2** Drivers and passengers shall not smoke in Department of Health vehicles.
- 3.17.3** Drivers returning vehicles shall ensure the interior of the vehicle is in a clean and tidy state. All rubbish and belongings must be removed.
- 3.17.4** 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.

## 4. Legislation

- Motor Vehicle Fleet – Management & Use Policy
- Motor Vehicle Fleet – Driver Standard

## 5. Supporting documents

- Human Resource Policy C15 – Allowances
- Human Resource Policy G6 – Orientation, Induction and mandatory Training
- Human Resource Policy I4 – Compensation for loss or damage to private property and personal effects of employees and for damage to visitor's vehicles
- Work Incident Reporting Guideline
- Financial Management Practice Manual (FMPM)
- Queensland Government Code of Conduct for the Queensland Public Service
- Use of Mobile Phones Policy
- Fraud Control Policy
- Application for official use of departmental motor vehicle (Attachment A)
- Utilisation Management System on line booking or other online application
- Any insurance forms required for accident reporting
- Form - Application for official use of departmental motor vehicle
- Form - Utilisation Management System on line booking or other online application
- Form - Application for Home Garaging
- Form - Workplace Incident Report
- Any insurance forms required for accident reporting
- Queensland Transport and Main Roads
- "Your Keys to Driving In Queensland" (Queensland Transport and Main Roads)
- Safe Driving Guide (Queensland Transport and Main Roads)
- Driver Companion Handbook (Queensland Transport and Main Roads)
- Guide to fair wear and tear booklet (Queensland Transport and Main Roads)
- Use of Government Owned Vehicles and Parking of Private Vehicles on Official Premises. (Public Service Commission)
- Public Service Commission Executive remuneration package - Motor vehicles and allowances
- Public Service Commission Senior Executive Service - Employment Conditions

## 6. Definitions

Term	Definition
Authorised Driver	<p>An employee authorised by their manager or supervisor</p> <p>A contractor, volunteer, or student working under the direction of Department of Health authorised by their Department of Health supervisor and the responsible delegate</p> <p>A private consultant authorised by their consultancy agreement and the responsible delegate</p> <p>A Health Community Council member authorised by the responsible delegate</p> <p>Other public servants (state or commonwealth) accompanying Department of Health employees on official duty authorised by the appropriate delegate.</p> <p>Motor trade employees, including those from QFleet, authorised by the appropriate delegate, or authorised under leasing and/or maintenance arrangements.</p>
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.
Decals	A design prepared on special paper for durable transfer on to another surface.
Executive Contract Officers	Executives employed on Contract, including Senior Executive Service (SES), other contract employees employed under Section 122 (formerly Section 70) of the <i>Public Service Act 2008</i> , Health Executive Service (HES), District Executive Service (DES) and other contract employees employed under Section 24 of the <i>Health Services Act 1991</i> .
Fair wear and tear	Includes stone chips on paint and windscreens. Comprehensive details can be found in the QFleet <i>Guide to fair wear and tear</i> booklet. Available through QFleet <a href="http://www.hpw.qld.gov.au">www.hpw.qld.gov.au</a>
Fleet Administrator	Relates to the officer with administrative responsibility for the management of Department of Health vehicles. This officer may be a Fleet Manager, Vehicle Administrator or Administration Officer.
QG Plated Vehicles	Includes vehicles that have a QG number plates and specifically approved private plated vehicles.
Home Garaging	<p>Long Term Home Garaging</p> <p>Long term overnight garaging of an official vehicle at private premises</p> <p>Temporary Home Garaging</p> <p>Any overnight garaging of an official vehicle at private premises approved for a short period</p>
Insurance excess	An excess is an amount paid to the insurance company, where required, when an insurance claim is made.
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 Department of Health staff with vehicles driven by volunteers and/or Department of Health staff and the clinical response is generally provided by Department of Health nursing staff.



Term	Definition
Public Defensibility	Ensuring the course of action chose 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
Department of Health Vehicle	Includes any vehicle - owned, leased, hired, donated to Department of Health or registered in the name of Queensland Health.
Reportable damage value threshold	This is the value of damage sustained to a vehicle involved in a traffic accident that would require notification to Queensland Police Service.
Road Toll	Road toll relates to any road toll and/or account including but not limited to e-Toll, Govia Tag
Unbranded vehicle	A vehicle without Department of Health decals and with non-QG license plates
Unfair wear and tear	Includes dents and breakages. Comprehensive details can be found in the QFleet <i>Guide to fair wear and tear</i> booklet. Available through QFleet <a href="http://www.hpw.qld.gov.au">www.hpw.qld.gov.au</a>
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).

## Version Control

Version	Date	Comments
1.1	10 June 2015	Updated to reflect Department of Health instead of Queensland Health. Update of Delegation to Chief Legal Counsel. References to private use entitlement removed.
1.2	24 June 2015	Policy Rationalisation Project – Minor editorial changes. Migration of content.