
Procedures Manual

Use of

Government-Owned

Motor Vehicles

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Released

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1. Application

- 1.1 These procedures govern the use of Government-owned vehicles and apply to all persons authorised to use a Government motor vehicle including Ministers, Assistant Ministers, permanent and temporary staff.

2. Responsibilities

- 2.1 The procedures are designed to ensure the effective, efficient and equitable use of Government motor vehicles in accordance with the Queensland Ministerial Handbook.
- 2.2 The prime responsibility for the allocation of Government motor vehicles to Ministerial staff rests with each respective Minister.
- 2.3 The Premier has the overriding authority for allocation of the number of vehicles allocated to each respective Ministerial Office.

3. Principles

- 3.1 A Government-owned vehicle is not an individual entitlement but a resource to be used in the effective and efficient delivery of Government services.
- 3.2 Government-owned vehicles are at all times to be used strictly in accordance with the following principles:
- 3.2.1 Motor vehicles are an asset;
 - 3.2.2 A vehicle is acquired on the basis that a Ministerial Office needs use of that vehicle to pursue normal day-to-day Government business; and
 - 3.2.3 All vehicles are available for official use by any licensed driver for the Ministerial office.

4. Procedures for General Use

- 4.1 Driver's Licence

To be eligible to drive an Official vehicle, you must first hold a current driver's licence issued by a State or Territory of the Commonwealth permitting you to operate the relevant class of vehicle. It is your responsibility to advise your Minister and Ministerial Services if your licence lapses, has some restriction imposed on it, or is cancelled.

4.2 Access to Vehicles

Ministerial staff vehicles are to be made available for official use during working hours.

4.3 Private Use

Private use includes travelling to and from your place of work, after hours use and use of the vehicle during periods of paid leave.

4.4 Use of Motor Vehicles

4.4.1 Vehicles are **not** to be used for private business purposes.

4.4.2 Vehicles which are unattended must be **locked** at all times.

4.4.3 Tools supplied by the manufacturer should be checked regularly. Tools must not be removed from the motor vehicle. Any losses must be immediately reported to the vehicle officer, Ministerial Services on 3003 9077.

4.5 Driver's Personal Liability

4.5.1 The State Government's insurance policy does **not** protect the driver against claims for injury to persons or damage to property if:

- the driver operates the vehicle under the influence of intoxicating liquor or drugs; or
- without a licence to operate a vehicle of that classification; or
- Without proper authority.

4.5.2 Under these circumstances all claims for vehicle and property damage together with injury to persons may have to be met by the driver.

4.6 Penalties for Unauthorised Use of Vehicle

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- 4.6.1 Unauthorised use of ministerial vehicles may result in disciplinary action at the discretion of the Director-General or Premier.
 - 4.6.2 Some matters of discipline may be referred to the Crime and Misconduct Commission (CMC) for investigation.

4.7 Compliance with Traffic Laws

- 4.7.1 Drivers of State Government vehicles **must** observe and adhere to all national traffic laws and Municipality laws of operation.
- 4.7.2 Failure to observe these provisions will result in the driver being held personally responsible for penalties or payment of fines including those for parking infringements.
- 4.7.3 When notice of an infringement is received, the office will notify the relevant Traffic Authority of the full name and residential address of the offending driver or, if appropriate, make arrangements for the payment of fines. Only in exceptional circumstances and with the Premier's approval will a fine be an official expense of the Ministerial office.

4.8 Care of Vehicles

- 4.8.1 Drivers are expected to ensure that adequate care and maintenance are provided to any vehicle placed under their care and to ensure that the vehicle is kept in a clean and presentable condition both internally and externally.
- 4.8.2 It is Government policy that smoking is prohibited in all Government-owned buildings and vehicles.
- 4.8.3 Car washing is the responsibility of the custodian of the relevant vehicle and is not to be claimed as an official expense except in case of Ministers and Parliamentary Secretaries.
- 4.8.4 Toll charges for staff members are to be charged to a personal account, if reimbursement is sought for official travel, a claim to Ministerial Services is to be submitted.

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- 4.8.5 Performance of basic maintenance keeps the vehicle safe to drive, in good running order and maintains the value of the asset. Please ensure that:
- (a) tyres are in good condition (with an adequate depth of tread and undamaged side walls) and tyre pressures are maintained regularly at the correct level;
 - (b) lights and turn indicators are working;
 - (c) the cooling system is kept filled to the required level; and
- 4.8.6 A vehicle **must not be driven** while a defect exists which would render it unsafe or cause further mechanical damage.
- 4.8.7 Consideration must be given at all times to your own safety and the safety of fellow officers. If a mechanical problem is suspected, you should immediately **report** any concerns to the vehicle officer, Ministerial Services on 3003 9077.

4.9 Replacement of Vehicles

A Vehicle requisition is forwarded by Ministerial Services to the custodian of the vehicle 150 days prior to the End of Lease.

4.10 Servicing of Vehicles

4.10.1 The servicing requirements of each vehicle are monitored by the Vehicle Officer, Ministerial Services but it is the responsibility of custodian of the vehicle to make the necessary arrangements for the servicing of the vehicle.

4.10.2 Services can be carried out by any vehicle dealership. Costs can be charged back to QFleet as part of the lease cost.

4.11 Reporting of Accidents

4.11.1 Drivers of official vehicles must comply with the relevant Traffic Acts and/or Regulations concerning notification to the Police.

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- 4.11.2 The Government insurer requires that **under no circumstances should liability for an accident be admitted.**
 - 4.11.3 All accidents involving official/staff vehicles must be reported to the vehicles officer, Ministerial Services 3003 9078, as soon as possible so appropriate repair arrangements can be made
 - 4.11.4 Where damage is caused to an unattended vehicle of a third party, a written incident report showing the particulars (your vehicle registration number, your name and your phone number) should be affixed to that vehicle.
 - 4.11.5 In the event of any accident involving another vehicle, person(s) or property, the driver must supply particulars (your vehicle registration number, your name and your phone number) to any person involved in the accident or having reasonable grounds for requiring information (full details of vehicle registration will be found in glove box of vehicle).
 - 4.11.6 Where police or legal action is instituted against the driver in respect of an accident, the matter should be immediately reported to the vehicles officer, Ministerial Services 3003 9078, who will ensure the required action is taken and if necessary inform the Premier or Director-General of the Department of the Premier and Cabinet.
 - 4.11.7 The cost of insurance excess will generally be a cost of the Office of the Minister. However unless exceptional circumstances exist, the cost of insurance excess when a vehicle is damaged whilst being used for private purposes will be a **private** cost and **not** a cost to the Office of the Minister.

4.12 Garaging of Vehicles

Vehicles should not be parked overnight on the street or median strip. Parking of the vehicle behind the property line is sufficient, although extra protection or security is recommended.

4.13 Locking of Vehicles

- 4.13.1 Ignition keys are **not** to be left in vehicles and vehicles should be locked when not in use.
- 4.13.2 Valuables and equipment should be secured, preferable out of sight when the vehicle is unattended.

4.14 Use of Staff Vehicles during Working Hours

- 4.14.1 It is recommended that custodians of staff vehicles keep a log book in their vehicle to be completed when other staff members use their vehicle. This will ensure the correct allocation of Reportable Fringe Benefits and assist if accidents occur.

5. Vehicle Accessories

- 5.1 Accessories such as towbars and roof racks are **not** to be added to the vehicle without the written approval of Ministerial Services. Any supply and fitting and removal or restoration costs relating to accessories requested by an officer are to be met by the officer.
- 5.2 Seat covers may be fitted to a vehicle, they can be purchased and fitted at the officer's expense and will remain the property of that person.

6. Alterations

- 6.1 Vehicles remain the property of the Government and therefore no alterations can be made to the vehicles without the written approval of QFleet management.

7. Fuel

- 7.1 A fuel card is issued for the exclusive use of the vehicle. Fuel costs are charged directly to the Minister's office.
- 7.2 Vehicles should be re-fuelled with the appropriate type and grade of fuel in line with manufacturer's specifications. Premium unleaded fuel should **not** be used unless specified by the manufacturer.
- 7.3 A correct odometer reading **must** be entered at time of purchase of fuel to assist Ministerial Services in gauging the related lease parameter and all round performance of vehicle.
- 7.4 If a vehicle is taken on leave, fuel costs are a personal cost and are not to be charged to the fuel card.
- 7.5 If a card is found to be faulty the matter should be referred to the vehicles officer, Ministerial Services 3003 9078. In the case of your fuel card being lost the matter must be reported to Ministerial Services as soon as possible.

8. RACQ Membership

- 8.1 RACQ membership is organised by QFleet on all government vehicles. All membership costs are passed on to the Ministerial Office as part of lease costs.

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