

1. Title: Use of Government Owned Motor Vehicles and Parking of Private Vehicles on Official Premises

2. Application:

This policy, approved by the Premier on 1 May, 2002, applies to employees of Queensland Government departments, public service offices and public sector units.

Persons allocated private-plated government vehicles as part of their conditions of employment (i.e. Senior Executive Service or certain employees engaged under s 122 of the *Public Service Act 2008*) are not subject to this policy (unless otherwise indicated), provided that such vehicles are available at an agency's work location for official use during normal working hours.

It is the responsibility of each chief executive to allocate their agency's government motor vehicles and to ensure adherence to all sections of the policy.

3. Policy:

Use of Government Owned Motor Vehicles:

Government owned motor vehicles are to be used only where integral to the effective delivery of government services and in accordance with the following principles:

1. Government owned motor vehicles are purchased or leased by agencies on the basis of the demonstrated need for the use of that vehicle to pursue normal day-to-day government business.
2. Government owned motor vehicles are to be pooled by agency location or operation and are to be available for official use in circumstances approved by the chief executive.
3. Government owned motor vehicles are not to be used for private purposes. It would, however, be acceptable for an exemption to this principle to occur in emergency circumstances where the health or safety of an employee is concerned. In cases where approval for garaging of official vehicles at private residences has been given, journeys to and from work which include short detours where considered reasonable, may be allowed subject to the approval of the chief executive.
4. Except as provided in this policy, government owned motor vehicles are to be garaged at official premises.
5. Approval for the garaging of government owned motor vehicles at private residences is not to be given unless:
 - a. improved operational effectiveness for the agency can be demonstrated; or
 - b. suitable garaging facilities are not available at official premises.

6. Requests for government owned motor vehicles to be garaged at private residences are to be submitted to the chief executive for approval and are to be subject to periodic reviews (at least every 12 months).
7. In considering any request for garaging of government owned motor vehicles at private residences, the following factors, among others that may be relevant, are to be taken into account by the chief executive:
 - a. any additional costs accruing to the agency by way of additional fuel, fringe benefits tax or other expense;
 - b. facilitation of the work to be performed, e.g. to carry essential equipment or personnel;
 - c. any requirement to work outside normal hours or for emergencies and other official purposes;
 - d. the efficiency, effectiveness and practicality of the use of taxis and/or the agreed use of an employee's private motor vehicle, subject to a kilometrage allowance.
8. Access to home garaging arrangements is not to form part of the recruitment process; nor may it be used as a condition of employment.
9. Where approval is given to garage a government owned motor vehicle at a private residence, the agency is to ensure that:
 - a. the vehicle will be adequately protected and securely parked behind the property line and not left in the street;
 - b. alternative garaging arrangements are made during any leave taken by the officer concerned;
 - c. where official garaging facilities are available and vehicles are not officially required, they are returned to the official premises, including at weekends and on public holidays;
 - d. all journeys undertaken must be suitably recorded;
 - e. users ensure that vehicles are securely locked when not in use.
10. Agencies are to ensure that procedures for vehicle use in a particular region or centre are consistent where possible with those of other agencies with a presence in the region.
11. The use of the Queensland Government logo, shall be used on government owned motor vehicles. The chief executive may exempt the requirement to use the logo on specific vehicles where there is a demonstrated operational need for confidentiality.
12. "Smart State" licence plates are to be fitted to all government owned motor vehicles including privately plated vehicles, except where the Premier otherwise agrees.
13. No private stickers, commercial logos or other advertising material are to be displayed on government owned motor vehicles.
14. The driver of a government owned motor vehicle shall hold a relevant driver's licence.
15. Employees operating government owned motor vehicles are to comply with traffic laws, vehicle manufacturer's specifications and accident reporting requirements as specified by the agency.

16. Drivers are to be personally responsible for all penalties incurred whilst driving a vehicle, including those for parking infringements. When advice of infringements is received, agencies are required to notify the relevant traffic authority of the names of the offending driver or, if appropriate, make arrangements for payment of fines.
17. Details of vehicle registration are to be kept in the glove box of official vehicles.
18. The 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 while:
 - a. under the influence of substances in contravention of the law;
 - b. not currently licensed to operate a vehicle of that classification;
 - c. driving without proper authority.

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

19. All traffic accidents involving official vehicles or where police or legal action is instituted against the driver in respect of an incident arising out of the use of an official vehicle, are to be immediately reported to the chief executive and where required by law to the Queensland Police Service.

Under no circumstances must liability for an accident be admitted.

20. Each agency is to ensure that adequate care and maintenance procedures are followed and ensure that employees who are home garaging a vehicle are responsible for maintaining its basic upkeep and cleanliness.
21. It is the responsibility of the chief executive to ensure that all employees are conversant with this policy.
22. Any breach of this policy may result in disciplinary action at the discretion of the chief executive.

Parking of Private Vehicles on Official Premises:

23. An approval for providing parking of private vehicles on official premises shall be at the discretion of the chief executive.
24. In considering any request to allow parking of private vehicles on official premises, the following factors, among others that may be relevant, are to be taken into account by the chief executive:
 - An employee has a demonstrated business need to use his or her vehicle for official purposes and/or improved operational effectiveness for the agency can be demonstrated;
 - An employee has a disability that makes public transport impractical;
 - An officer has been granted approval to use his/her private vehicle for official duties;
 - Where public transport is not reasonably available to an employee required to work beyond his or her normal hours of duty;
 - Where an employee is required to regularly work extended hours of duty to effectively perform his or her official role;

- Where an employee would otherwise be subject to the risk of violence travelling to and from work.

25. Parking of private vehicles on official premises shall be at the owner's risk and no liability will be accepted by the Crown for any damage sustained to the employee's vehicle whilst parked or driven on official premises.