**APPLICATION FOR LONG-TERM HOME GARAGING**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee details** | | | | | | | | | | |
| **First Name** | | |  | | **Surname** | | |  | | |
| **Position** | | |  | | **Employee no.** | | |  | | |
| **Business unit/School** | | |  | | | | | | | |
| **Phone no.** (work) | | |  | | **Mobile no.** | | |  | | |
| **Private residential address where vehicle will be home garaged** | | | | | | | | | | |
| **Address** | |  | | | | | | | | |
| **Suburb** | |  | | | | | | | **Postcode** |  |
| **Does this address comply with the** [**conditions**](https://www.forgov.qld.gov.au/__data/assets/pdf_file/0031/188419/official-motor-vehicles-use-and-private-parking-policy_0.pdf) **for garaging of government owned motor vehicles at private residences? (adequately protected and securely parked behind the property line and not left in the street)** | | | | | | | | | |  |
| **Dates required**  (maximum 12 months) -end date must not be later than the following 31 March | | **From** | | **/ /** | | **To** | **/ /** | | | |
| **Journey** | | | | | | | | | | |
| * Journey is described as the most direct route from the workplace to the private residential address indicated above. * Approval is required for any regular deviation from this journey. * ***Provide details of a regular deviation below:*** | | | | | | | | | | |
| 1 |  | | | | | | | | | |
| 2 |  | | | | | | | | | |
| **Authorised Passengers** | | | | | | | | | | |
| * Approval is required for passengers transported on a regular basis. * ***Provide details of these passengers below:*** | | | | | | | | | | |
| 1 |  | | | | | | | | | |
| 2 |  | | | | | | | | | |
| **Operational effectiveness**  The Public Sector Commission Policy, “[Use of Government Owned Motor Vehicles and Parking of Private Vehicles on Official Premises](https://www.forgov.qld.gov.au/__data/assets/pdf_file/0031/188419/official-motor-vehicles-use-and-private-parking-policy_0.pdf)” describes the circumstances under which the long term home garaging of a government vehicle can be considered. These are:   * where improved operational effectiveness for the agency can be demonstrated * where suitable garaging facilities are not available on official premises.   The following supporting statements demonstrate the improved operational effectiveness to the department of the requested long-term home garaging arrangements. ***Tick below those which apply to this application:***  **Role Related**  Role is listed as a field-based role eligible for long-term home garaging as per the [DoE Fleet management Handbook](https://ppr.mpe.qed.qld.gov.au/attachment/fleet-management-handbook.docx).  *(If the role is not listed, long-term home garaging will only be approved in exceptional circumstances – details of the circumstances justifying this approval should be provided on page 4 of this application)*  **Productive Factors**  Regularly and consistently (at least twice weekly over a three-month period) works outside normal business hours (i.e. on-call requirements, work commitments or regular meetings attended in the evenings and on weekends).  Regularly and consistently (at least three times weekly over a three-month period) attends first location and/or last location of the workday at a site other than regular workplace (excluding instances where the employee is working from home).  Saves time by eliminating regular trips to place of work to collect government vehicle.  Enables work to be carried out on route between home and the workplace through detours to work sites.  Use home as a base of operation and require a vehicle to perform duties at multiple work locations.  **Convenience Factors (affecting productivity)**  Facilitates attendance at meetings scheduled outside normal working hours.  Allows flexibility for meeting times and locations to be changed.  Allows for on-call and/or on standby commitments outside of normal working hours.  Enables transport of equipment necessary to undertake role.  **Financial Factors**  More cost-effective than providing suitable official garaging facilities.  More cost-effective than use of alternative transport e.g. taxi vouchers. | | | | | | | | | | |
| **Supporting Documentation** | | | | | | | | | | |
| * Business case is completed below. * Documentation to substantiate this business case or as evidence of business use of a motor vehicle must be included with this application. * Appropriate documentation may include logbooks, diaries and/or meeting agendas. * ***Provide details of the documentation provided below:***  |  |  | | --- | --- | | 1 |  | | 2 |  |   . | | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee’s Declaration**   * I have read the relevant sections of the Department of Education’s (the department) Fleet Management procedure and supporting documentation relating to home garaging a vehicle and agree to comply with them. * I acknowledge and undertake to conform with the requirements for the entire period requested should approval be granted. * I also undertake to maintain adequate records to allow the improved operational effectiveness for the department to be assessed either during or at the end of the approved period. * I understand and agree that the department may use data from the In Vehicle Monitoring System (IVMS) for safety purposes and to confirm vehicle usage is consistent with the information in this application. * I acknowledge that allocation of a vehicle is not a condition of my employment and approval may be revoked by the department at any time. | | | | |
| **Signature** |  | | **Date** | **/ /** |
| **Regional Director Approval**  I  do not approve this long-term home garaging application. See comments below  approve this long-term home garaging application.  In approving, I:  certify that this arrangement is not a condition of employment for this employee  am satisfied that there are no suitable garaging facilities on official premises  am satisfied that the improved operational effectiveness of this arrangement to the department has been demonstrated  am satisfied that there are no other officers living in closer proximity to the workplace who could achieve the same level of effectiveness  am satisfied that the documentation provided demonstrates the operational need for regular use of a vehicle outside normal working hours  endorse the journey as described above, including detours  endorse the carriage of passengers. | | | | |
| **Full Name** | |  | | |
| **Region** | |  | | |
| **Signature** | |  | **Date** | **/ /** |
| **Comments** | |  | | |
| **Original document:**   * Scan, File as “Sensitive” in Content Manager CM ref (220/10/5). | | | | |

|  |
| --- |
| **Summary Business Case** |
| 1. **Vehicle Costs Saved / (Added)**  |  |  | | --- | --- | | * Average number of kilometres saved / (added) per week vs regular pick up and drop off of the vehicle at a DoE location **(only include travel in a DoE fleet vehicle i.e. exclude private vehicle travel)** |  | |  | **X** | | * Period of home garaging requested in weeks |  | |  | **=** | | * Total number of kilometres saved / (added) |  | |  | **X** | | * Standard cost per kilometre  (do not change) | **$1.10** | |  | **=** | | * **Total vehicle costs saved / (added)** |  | |  |  | |
| 1. **Labour Costs Saved / (Added)**  |  |  | | --- | --- | | * Average number of hours saved / (added) per week vs commencing and finishing at a DoE location **(only include standard work hours i.e. exclude commute to and from workplace)** |  | |  | **X** | | * Period of home garaging requested in weeks |  | |  | **=** | | * Total number of hours saved / (added) |  | |  | **X** | | * Standard cost per hour  (do not change) | **$65.00** | |  | **=** | | * **Total labour costs saved / (added)** |  | |  |  | |
| |  |  | | --- | --- | |  |  | | **Total Costs Saved / (Added) (A+B)** |  | |  |  | |

|  |
| --- |
| **Exceptional Circumstances** |
| *If you are not in a role listed as a field-based role eligible for long-term home garaging, please explain below the exceptional circumstances supporting your application (e.g. project requirement).* |