

FLEETSCAPE - Access Authorisation Form

Nominated Officer (the officer requiring Fleetscape access)			
Title:	Given name:	Surname:	
Email:	Work title:		
Department		Region / District	
Postal Address			
Phone: ()		Fax: ()	
Does this officer replace another Fleetscape user? Yes / No		Username of officer to have Fleetscape access removed:	
Fleetscape access required / updated: New user? Y / N If No, please provide existing username:			
Fleetscape access level required (please tick)			<input checked="" type="checkbox"/>
Vehicle Selection	Ordering Officer (Operational Officer)	Orders replacement or additional vehicles to meet departmental service deliverables. (Views lease rates, vehicle and fleet information, obtains quotations)	
	Authorising Officer Level 1	Has delegation to authorise replacement and additional vehicles. Reviews, approves or denies vehicle selection orders and exercises financial delegation for the department when no L2 Authorising officer is requisite.	
	Authorising Officer Level 2	Has final delegation to authorise replacement and additional vehicles. Reviews, approves or denies vehicle selection orders and exercises financial delegation for the department	
	Policy Manager (Dept)	Manages and creates policies to match departmental service deliveries and fleet outcomes. CAN ONLY BE A DEPARTMENT OFFICER	
Vehicle Returns	RVIR (return agents only)	Return agents have access to Vehicle Returns	
FBT	BASIC user	Enters Full Log, Private Log Only, Expenses (Will have read-only access to forecasting, vehicle utilisation and all other reports)	
	ADVANCED user	Has full access including: set calculation parameters, perform calculations, lock down entries, monitoring and reporting	
	Driver Administrator	Has access to Driver Management Module (upload employees, add individual employees, search/edit/delete employees)	
Nominated Client Range (List client codes or business groups that you require access to).			
Nominated Officer's Declaration I agree that:			
<ol style="list-style-type: none"> The personal information contained in, or collected for input into, Fleetscape is confidential and I will maintain the confidentiality of this personal information. I will manage personal information contained in, or collected for input into, Fleetscape in accordance with the Information Privacy Act 2009. A copy of the Act can be downloaded from the Internet at: http://www.legislation.qld.gov.au/LEGISLTN/ACTS/2009/09AC014.pdf QFleet has the right to withdraw my access to Fleetscape at any time for any reason without notice to me or consultation with me. If nominating as Authorising Officer, I declare I have the financial delegation to approve lease expenditure on behalf of the Department. 			
Nominated Officer's signature:		Date:	
Authorising Officer's Declaration I authorise the Nominated Officer to have access to Fleetscape on the terms set out in this form			
Title:	Given name:	Surname:	
Department Email:		Work title:	
Phone: ()		Fax: ()	
Authorising Officer's signature:		Date:	
FAX or EMAIL BACK TO QFLEET on 32246242 / Qfleet-BusinessSystems@hpw.qld.gov.au			
Office Use Only: Distribution & Authorisation			
Business Groups to access:			
1	Endorsing Officer:	Date:	
2	Actioned by:	Date:	
3	Client username:	Emailed : YES / NO	