

Fleetscape – Access authorisation



Nominated Officer (<i>Officer requiring Fleetscape access</i>)			
Title	Given name	Surname	
Work title			
Email		Phone	
Department		Region	
Postal address			
Does the nominated officer replace another Fleetscape user?			
Fleetscape username to be removed			
Fleetscape access required/updated: New user?		If no, provide existing username	
Fleetscape access level required (<i>Please tick</i>)			
Vehicle selection	Ordering Officer (<i>Operational Officer</i>)	Order replacement or additional vehicles to meet departmental service deliverables. (<i>View lease rates, vehicle and fleet information, obtains quotations</i>)	
	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 (<i>Dept</i>)	Manages and creates policies to match departmental service deliveries and fleet outcomes. Can only be a department officer	
FBT	BASIC user only	Enters full log, private log only, expenses (<i>Will have read-only access to forecasting, vehicle utilisation and other reports</i>)	
	ADVANCED user	Has full access including set calculation parameters, perform calculations, lockdown entries, monitoring and reporting	
	Driver administrator	Has access to driver management module (<i>upload employees, add individual employees, search/edit/delete employees</i>)	
Nominated Client range (<i>List client codes or business groups that you require access to</i>)			
Nominated Officer's Declaration			
<p><i>I agree that:</i></p> <ol style="list-style-type: none"> <i>The personal information contained in, or collected for input into, Fleetscape is confidential and I will maintain the confidentiality of this personal information.</i> <i>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: https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/I/InfoPrivA09.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.</i> <i>If nominating as Authorising Officer, I declare I have the financial delegation to approve lease expenditure on behalf of the Department.</i> 			
Nominated Officer's signature		Date	
Authorising Officer's Declaration <i>I authorise the Nominated Officer to have access to Fleetscape on the terms set out in this form</i>			
Title	Given name	Surname	
Work title			
Email		Phone	
Authorising Officer's signature		Date	
Email to Qfleet-BusinessSystems@hpw.qld.gov.au			
Office use only: Distribution and Authorisation			
Business Groups to access			
Endorsing Officer		Date	
Actioned by		Date	
Client username		Emailed	