

QFleet Car Share User Guide

Making a booking

Log into the Car Share portal <https://qfleetcarshare.poolcar.com/SignIn.aspx> to:

- Find out which vehicles are available
- Make a new booking or share a ride
- View current bookings
- Edit or cancel a booking (making the vehicle available for other users)
- View your booking history.

Click the **New booking** tab on the green menu bar and select the date and location where you want to collect the vehicle.

To create a booking, click directly on any white space in a vehicle column in the calendar.

New Booking

New Booking

My Bookings **+ New Booking** Damage/Incident Sign Out

New Booking - Search for Availability - Mon 20/Jul/2020

Try an EV! Electric Vehicles by Nissan, Renault and Hyundai including the new Kona are available in the AM60 pool. Click on any white space under the vehicles below to begin your booking.

< Prev 7 asset(s) found for your search. Displaying 1 to 7. Share a Ride

Asset	Vehicle	Registration
1	Renault Zoe EV (Electric) Small Car	Rego: QGQ156
2	Mitsubishi Outlander PHEV Medium SUV	Rego: QGOM58
3	Nissan Leaf EV (Electric) Small Car	Rego: QGOV29
4	Hyundai Kona EV (Electric) Small SUV	Rego: QGQ504
5	Hyundai IONIQ EV (Electric) Small Car	Rego: QGPA06
6	Mitsubishi Outlander PHEV Medium SUV	Rego: QGOM59

Select date required and where you want to collect the vehicle.
Available vehicles will be displayed in the calendar.

To make a booking – click on an empty cell in a vehicle column.

Change this setting to show 10 or more assets per page to see all available vehicles.

Coloured boxes are existing vehicle bookings.

Advanced search options:
Time filter: [] - []
- Any body type -
- Any fuel type -
- Any transmission type -
- Keyword Tags -

Show 25 assets per page. Change this if you have a wide screen.
* denotes a provisional booking

- Not yet checked out
- Checked Out (In Progress)
- Checked In (Completed)
- Maintenance



Fill in booking details

New Booking, Thu 10/01/2019 2:00 PM

Booking Details [Passenger Manifest](#) [Telematics](#)

Rego: Booking type:

Reservation start:

Reservation end:

Purpose and destination:

This field must be at least 10 characters.

Will this booking be subject to FBT?:

By proceeding with this booking::

- I confirm that I have read the Queensland Government Policy "Use of Government Owned Motor Vehicles and Parking of Private Vehicles on Official Premises" (Policy) and understand the obligations imposed on me by the Policy.
- I hereby acknowledge that I, the driver, hold a driver's licence current and valid for the type of vehicle I will be driving and all areas and regions in which I will be driving it.

Recurring booking:

Booking Overview:

QGKT59 - Kia Cerato Hatch
 Bay 48, BL 2 AM60 42-60 Albert St
[QFleet Car Sharing](#) - 3008 2621

Driver Details

Name:

Email:

Mobile Phone Number:

Cost Centre/Business Unit:

Remember these settings for next time

Remember to click **Save Booking.**

1. In the **booking details** tab, select the travel date and start and end time.
2. Enter purpose and destination (these are mandatory fields required for FBT reporting).
3. Select if the booking will be **subject to FBT** (No = business use, Yes = private use).
4. You can use the **recurring booking field** if it's a regular booking. A summary of the recurring dates will appear on the right-hand side.
5. Confirm your details in the **driver details section** on the right-hand side:
 - a. Your name, or other driver's name if you are booking on behalf of someone else, and a mobile phone number
 - b. Cost centre (mandatory field)
 - c. Tick **Remember these settings** if you want to reuse these settings.
6. Click the **Save booking** button on the left. A message will display confirming if the booking was successful or unsuccessful based on vehicle availability.
7. A **confirmation email** will automatically be sent to your email address with the vehicle booking details and a booking number.

Important - Ensure you have the booking number handy when going to collect the keys because it is the pin to open the key cabinet.

Collect and return your vehicle

Key cabinet process

The location of the key cabinet is in your booking confirmation email.

Ensure you have the booking number handy on arrival at the key cabinet. The number is in your booking confirmation email and under **My Bookings** in the system.

On the front touchscreen, choose **Departing** or **Returning** and follow the prompts:

Departing

Enter booking number.

Agree to conduct pre-start checklist
Click YES or NO.

Open the door and remove **illuminated** key.
Then close the door.

You are now ready to collect your vehicle.
Drive safely!

Returning

Tap the car keys on the RFID reader

Damage/incident reporting required.
Click YES or NO.

Open the door and insert white key tag into **illuminated** slot.
Close the door.

Remember to lodge vehicle damage/incident report on Car Share booking system if required.

How to cancel a booking

1. Click the **My bookings** tab on the green menu bar.
2. Find the booking you wish to cancel in the list, click **Options** on the right and select **Cancel booking** from the dropdown menu.
3. A window will appear requesting you to confirm the booking cancellation – select **cancel booking**.

The screenshot shows the top navigation bar with 'My Bookings' highlighted. Below it is the 'My Bookings' section with a table of bookings. A callout box points to the 'Options' dropdown menu for a booking, highlighting the 'Cancel Booking' option.

Booking #	Approved?	Pickup	Return	Rego	Vehicle	Purpose/Destination	ODO Recorded?
35803	Approved	10-Jan-19 01:00 PM	10-Jan-19 01:45 PM	QGN179	-	car sharing testing	

1 records found. Displaying 10 records per page.

Select **Cancel Booking** from the options drop down menu.

Share a ride

The share a ride feature makes a booked vehicle available to more than one person per trip which improves vehicle availability and utilisation of the Car Share fleet.

You may consider booking a seat instead of a vehicle or accept a ride request from another government employee.

Request a seat

1. Click on the **New booking** tab and select the date and pool location. The share a ride yellow banner will appear.
2. Click on share a ride to view bookings by other staff and available seats.

7 asset(s) found for your search. Displaying 1 to 7. [Share a Ride](#)

Click on **Share a Ride**.

3. If an appropriate ride is available, click on **Request Seat**. A request email will be sent to the booking owner.
4. The driver will receive the request and approve or decline the request.
5. You will receive an email notification from the driver who booked the vehicle. The email will confirm if the share a ride request has been approved or declined.

Driver responsibilities

Reporting damage/incidents

It is your responsibility as a driver of a QFleet Car Share vehicle to report vehicle damage and incidents in the booking portal. Click on the **Damage/incident** tab on the green menu bar and complete the details.

My Bookings New Booking **Damage/Incident** Reports Sysadmin Sign Out

Report Damage/Incident

Please notify the administrator immediately if you have observed any damage or there has been an incident.

Rego: [My recent bookings](#)

Date of Damage/Incident (or date observed):

Your name:

Your contact number:

Inspection required?: No Yes

Description of damage or incident:

Pre and post vehicle checklist

You are required to complete a vehicle pre-start checklist prior to driving the vehicle. The checklist is in the dashboard of your vehicle.

If you are unsure if the vehicle is suitable for driving, please contact the QFleet Car Share team on (07) 3008 2621 or email qfleetcarshare@epw.qld.gov.au to confirm.

Any damage to the vehicle noticed prior to driving or incurred during your booking must be reported in the QFleet Car Share booking portal. Driving incidents must also be reported.

When returning the vehicle keys, the key cabinet touchscreen will prompt you if vehicle damage/incident needs to be reported.

Driver safety and responsibly

All Car Share vehicles are tracked by GPS via an In Vehicle Monitoring System (IVMS).

When driving a vehicle for work purposes you must drive safely and take reasonable care for your own health and safety as well as others.

Under the [Work Health and Safety Act 2011](#) a vehicle used for the purpose of work is described as a workplace and you are required to act accordingly and also adhere to your agency's WH&S policies and procedures. As a public servant, you must follow the [Queensland Government Code of Conduct](#) and demonstrate a high standard of workplace behaviour and personal conduct when driving a government vehicle.

Visit www.forgov.qld.gov.au/driver-responsibilities to learn more about your responsibilities when driving a vehicle for work.

Privacy Notice

The Department of Energy and Public Works is collecting personal information for the purpose of facilitating and administering the booking of a QFleet Car Share vehicle. Personal information will be used to provide information on a vehicle logbook and for billing purposes. Personal information may be disclosed to other agencies for the purpose of processing and issuing infringement notices and responding to any claims. Your personal information will be stored by a service provider, and accessible by the department in limited circumstances, in accordance with the Queensland Government information security policy. Limited personal information may be used for related research, reporting, policy or planning functions. Unless authorised or required by law, your personal information will not otherwise be disclosed to any other third party without your consent. More information about the Department's privacy policy is available on our website at www.epw.qld.gov.au.

More information

More information is located:

- On the key cabinet
- In the self-service links in the footer of the QFleet Car Share portal.

For further assistance with using the booking portal or vehicle collection/return please contact the QFleet Car Share team on (07) 3008 2621 or email qfleetcarshare@epw.qld.gov.au