

Vehicle Use



"Vehicles are handled responsibly and carefully."

Intent

Vehicles must be used carefully and responsibly at all times. Those using organisational vehicles must assist with maintenance by reporting and following up on repairs and servicing.

If use of a private vehicle is authorised for work purposes, reimbursement for mileage will be available.

Requirements

Drivers must be authorised

Only staff and volunteers who are authorised to drive by management may drive an organisational vehicle.

Criteria relating to job, level of position, driver age and traffic history may also apply.

Driver responsibilities

When using vehicles for our mahi, authorised drivers must:

- exercise all due care with driving to ensure their own and others' safety
- ensure they carry a current driving licence for the vehicle they drive
- check the vehicle has a current warrant of fitness
- check the vehicle is in a safe operating condition

- ensure the vehicle is locked and parked overnight, and on weekends and holidays, in a reasonably secure place
- record travel and mileage in the vehicle log book or other agreed record
- not commence major repairs, repaints or bodywork without prior authority of management
- look after and keep the vehicle clean, inside and outside
- use the fuel card solely for refuelling and oil changes of the organisational vehicle
- notify management of any change to their driving status without delay.

Drivers must pay for expenses associated with fines or impoundment connected with wrongdoing in the vehicle. If necessary, these can be deducted and paid from an employee's salary.

Drivers must not:

- smoke/vape while driving or allow passengers to smoke or vape in the vehicle
- be affected by alcohol or drugs while driving a vehicle
- allow unauthorised people to drive an organisational vehicle except in an emergency
- use an organisational vehicle to teach someone how to drive unless specifically allowed (eg for Driver Training)
- not allow passengers to consume alcohol or drugs in the vehicle.

Maintenance and upkeep

We maintain the organisation's vehicle(s) to a high standard so they are safe to drive. This will include a minimum of:

- current warrant of fitness
- regular maintenance by an authorised service agent
- a complete and well-maintained breakdown kit.

If a vehicle develops a fault or is damaged in a way that the driver believes is unsafe to drive, the driver should:

- call for breakdown assistance

- contact management for assistance or advice
- arrange to stay in a safe location and if necessary, to be collected from that location.

If a vehicle develops a fault or is damaged in a way that means it is still drivable but is of concern, the driver should:

- report it to management or the allocated primary driver, or
- contact breakdown assistance for advice and assistance.

Use of Own Car

Sometimes kaimahi and volunteers will use their personal vehicle for work purposes. This must be authorised first by management.

Mileage will be [reimbursed](#) at the Inland Revenue declared Mileage Rate unless another prescribed rate is set.

A more prolonged usage allowance may be negotiated if the use of a private vehicle is likely to be required on an ongoing basis.

Health and Safety

Our Health and Safety policies and procedures will apply when using vehicles on business.

Withdrawal of vehicle

The [Misconduct](#) policy will be applied where an employee:

- mis-uses or carelessly uses an organisational vehicle or
- drives the vehicle while under the influence of alcohol or drug, or
- drives a vehicle in breach of this or our other policies.

Consequent disciplinary action may involve withdrawal of permission to use an organisational vehicle on a permanent or temporary basis or the imposition of conditions on continued use of a vehicle.

Return of vehicles

Vehicles must be returned in a tidy condition ready for others to use.

Failure to return a vehicle in a reasonable and tidy condition will be treated as misconduct.

Accidents & incidents

Accident

If there is an accident/incident:

- immediately stop the vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic. Ensure your own safety first. Help any injured people and call for assistance if needed.
- try to get the following information from the other part(ies):
 - details of the other vehicle(s) and registration number(s)
 - name(s) and address(es) of the other vehicle owner(s) and driver(s)
 - name(s) and address(es) of any witness(es)
 - name(s) of insurer(s).
- give your name, address, contact and insurance details to the other part(ies)
- do not make any admission of liability.

If you damage a vehicle that is unattended, leave a note on the vehicle with your contact details.

The [Incident management](#) policy must be complied with (eg report incident to management).

We will pay the excess and/or costs of repairs but may seek to recover the costs of the insurance excess or repairs from any kaimahi who is deemed to have been at fault and caused the cost of repairs.

Helpful links

[Health and safety](#)

[Transport](#)

[Compliance](#)

Social Sector Accreditation Standards- Level 2, Health and safety 1.0-2.0

Health and Safety at Work 2015

Review

Date: June 2020

Next date: June 2022