

VEHICLE USE AND MONITORING POLICY AND PROCEDURES

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Part One: Vehicle Policy

1. Introduction

This policy applies to all Waimate District Council employees, elected members and approved contractors driving Council vehicles.

Council owns and manages a fleet of vehicles to ensure the efficient and effective transaction of Council business and to meet the operational and transport needs of the organisation.

2. Purpose

To specify the conditions that apply to the use of any Waimate District Council vehicle on Council business.

To provide Council employees, elected members and approved contractors with clear guidance for the safe and efficient use of Council vehicles.

3. Definitions

For the purposes of this policy:

authorised driver(s) or **driver(s)** are defined as:

- any full-time, part-time, permanent, fixed-term or casual employee of Council;
- any current elected member of Council;
- any contractor employed by Council when given express permission by the relevant manager;
- agents engaged and authorised by Waimate District Council for reasons such as vehicle servicing and repairs;
- any person lawfully able to drive the vehicle in an emergency situation where the authorised driver has become incapacitated to a degree that it is unsafe for him/her to drive the vehicle, or where the vehicle presents a significant risk to health and safety or property;

holding a valid New Zealand Driver Licence for the class of vehicle they are driving.

Fleet vehicle: The use of fleet vehicles will generally be determined by the operational requirements. In general, fleet vehicles will be allocated to the holder of a particular position that requires regular vehicle use.

Pool vehicles: Pool vehicles can be booked for employee and elected member use as required.

4. Policy Objectives

To ensure that authorised drivers of Council vehicles are aware of expectations of a safe driving manner and good road safety habits.

To ensure that the Council vehicle fleet is used in an effective, efficient and safe manner.

To maintain the Council vehicle fleet in a safe, clean and roadworthy condition to ensure the maximum safety of drivers, occupants and other road users.

To ensure suitable training is provided to assist drivers in the correct operation of vehicles and improve driver behaviour where required.

To ensure that effective health and safety driving strategies are adopted.

To ensure all drivers are aware of Council procedures surrounding the use, booking and monitoring of vehicles.

5. Lawful and Responsible Use

Drivers are to comply with New Zealand traffic laws, rules and regulations at all times.

Vehicles are to be used in a responsible manner.

Drivers are not to use vehicles in any way which might bring the Council in to disrepute.

Any person who does not hold a current, valid New Zealand driver licence is not permitted to drive a Council vehicle.

Drivers shall hold the appropriate driver licence for the class of vehicle being driven.

A copy of each employee's and elected member's driver licence shall be retained by the Human Resources Manager.

Employees shall advise both the Human Resources Manager and their manager if the driver licence is no longer current, has been revoked or updated for any reason.

Elected members shall advise the Human Resources Manager if their driver licence is no longer current, has been revoked or updated for any reason.

Any infringement of traffic laws and regulations is the responsibility of the driver. Council will not meet any fines or penalties imposed.

Note: The official New Zealand Road Code provides a user-friendly guide to New Zealand's traffic laws. The Road Code can be found at: www.nzta.govt.nz/resources/roadcode/

6. Safe Driving

Any employee, elected member or approved contractor driving any Council-owned vehicle or driving any vehicle whilst on Council business shall:

- allow ample time for the journey and drive within the speed limits set;
- not be under the influence of alcohol, illegal drugs or medication that might impair driving ability;
- if driving continuously for more than two hours, Council suggests drivers take a ten minute break;
- pull over to the side of the road to take any call, unless the vehicle is fitted with "hands-free" equipment; (Note: if the vehicle is fitted with "hands-free"

equipment, drivers must make themselves familiar with the “hands-free” capabilities before driving.)

- take into account and drive to suit the road surface and climatic conditions;
- if involved in an accident, follow the procedure specified in the Vehicle Accident Procedure section of this document (located in glove box of vehicles);
- ensure that the vehicle is in a safe, roadworthy condition, with a current warrant of fitness, the windscreen is clean, oil and water levels are sufficient and there is ample fuel for the journey;
- not leave heavy or hard items loose in the vehicle, or use tie downs and cargo restraints when these are available to secure loose goods as these can become projectiles in the event of a sudden stop or accident;
- familiarise themselves with the location of the fire extinguisher and first aid kit;
- report to the Fleet Manager any fault with the vehicle and/or equipment so that the Fleet Manager may determine if the vehicle is safe to use and if necessary identify the appropriate action to be taken to rectify the fault; and
- not operate a vehicle if suffering from fatigue according to health and safety practices. See Health and Safety Manual for further information.

7. Management Responsibilities

The management of all Council vehicles sits within the Corporate Services Group.

The Chief Executive will appoint a Fleet Manager.

Fleet Manager

The Fleet Manager is responsible for the management of all Council vehicles.

This includes, but is not limited to:

- ensuring the fleet is managed in accordance with Council’s legal responsibilities;
- promoting the safe, efficient and effective use of the fleet resource;
- approving all maintenance and alterations to, and cleaning of, fleet vehicles;
- monitoring vehicle log books;
- ensuring that first aid kits and fire extinguishers are provided in vehicles and arranging for these to be checked on a regular basis and updated as necessary;
- ensuring that all new employees, elected members and contractors are fully informed of the Vehicle Use and Monitoring Policy and Procedures, including being shown the location of fleet vehicles, log books, first aid kits, fire extinguishers, fuel cards and pins (in collaboration with the Human Resources Manager);
- overseeing all matters relating to the insurance of Council vehicles; and
- responsibility for the management of the EROAD fleet management system, including:
 - monitoring dates of expiry of warrants of fitness and registration;

- organising registration renewal and new registration stickers prior to expiry of current registration;
- paying road user charges and maintaining a schedule indicating the dates on which road user charges have been paid in respect of each vehicle;
- checking vehicles have adequate oil, water and tyre pressure on a regular basis;
- ensuring maintenance checks are completed on operational vehicles; and
- producing reports as required relating to fleet management.

Managers

Managers are responsible for:

- ensuring employees are provided with the necessary and appropriate driver training when using operational vehicles;
- advising Notional Drivers (those employees who have the authority to take Council vehicles home at night and at weekends) of their responsibilities (see Section 9 – Notional Drivers).

8. Driver Responsibilities

All Council employees, elected members and approved contractors must abide by the lawful and responsible use and safe driving conditions detailed in sections 5 and 6 above.

Smoking is not permitted in any Council vehicle at any time.

All drivers shall complete log books detailing vehicle usage. Log books are found in the glove box or centre console of the vehicle.

All drivers shall take appropriate steps to safeguard Council vehicles and contents, including ensuring:

- vehicles are locked when unoccupied; and
- where practicable, valuables left in vehicles are stored out of sight.

Pool vehicle drivers are responsible for ensuring that they return any pool vehicle in the same condition as it was in on collection and that vehicles have at least $\frac{3}{4}$ tank of fuel.

In certain circumstances, in support of the need to work outside normal business hours, drivers are able to take a vehicle home.

Where a driver's itinerary does not allow vehicles to be returned to the office by 5pm, or the driver must leave Waimate earlier than 8.00am, that driver may take the vehicle home. In all cases, vehicles taken home must be returned as soon as is practical on the next working day, unless the driver has received a specific prior approval from the appropriate manager for use of a vehicle for an extended period.

In the event that the vehicle is unacceptably dirty, the driver should advise the Fleet Manager.

In the event that the vehicle is involved in an accident, incident, or near miss, the Vehicle Accident Procedure (attached) shall be followed.

Any defects, scratches, or bumps, whether or not caused by the driver, must be reported to the Fleet Manager as soon as practicable.

9. Notional Drivers

Some employees have the authority to take Council vehicles home at night and on weekends. These employees are known as Notional Drivers, and they undertake some responsibilities in return for the privilege.

Notional Drivers are responsible for:

- ensuring vehicles are available for Council use during regular working hours and, where arranged in advance through the pool system, at other times;
- cleaning the vehicle inside and out in their own time;
- ensuring the vehicle has a current warrant of fitness and is in a warrantable condition at all times, and advising Fleet Manager appropriately;
- monitoring the general condition of the vehicle and advising the Fleet Manager if the vehicle appears to need maintenance, e.g. a bald tyre or vehicle underperforming;
- ensuring that the vehicle has adequate oil, water and tyre pressure; and
- checking the first aid kit and requesting additional first aid supplies in the event that supplies are depleted.

10. Operational Vehicles

Employees who are required to use operational vehicles, including mowers, tractors and diggers, will be provided with the necessary training to ensure vehicles are operated safely and efficiently.

Maintenance checks on operational vehicles are the responsibility of relevant managers, under the direction of the Fleet Manager.

11. Withdrawal of Vehicle Use

With regard to Council employees, Managers, in consultation with the Chief Executive, may withdraw the use of Council vehicles on a temporary or permanent basis from any person who:

- fails to abide by this policy;
- fails to drive to the necessary health and safety standard required by Council;
- is in the process of being assessed by a qualified medical practitioner to ascertain whether or not they are fit to drive on health grounds;
- is deemed by a qualified medical practitioner to be unfit to drive on health grounds;
- knowingly drives a vehicle that is unsafe to drive;
- is convicted of dangerous, reckless, careless or negligent use of a vehicle; or
- has their driver licence revoked or suspended.

Failure to abide by the conditions of this policy or the misuse of a Council vehicle may be considered serious misconduct and is likely to result in disciplinary action in accordance with the Waimate District Council Disciplinary Procedure.

The Mayor, in consultation with the Chief Executive may withdraw the use of Council vehicles from an elected member for any of the aforementioned reasons.

12. Private Use of Council Vehicles

Vehicles are not available for private use (including travel between work and home for lunch) except where a Notional Driver's vehicle use agreement allows for this.

13. Private Vehicle Use

Waimate District Council vehicles should be used for all Council business. Where this is not practicable employees and elected members may use private vehicles.

Prior approval for the use of a private vehicle for Council business must be sought from the employee's manager. Council will pay mileage for private vehicle use at the current IRD mileage rate.

Elected members' mileage reimbursement is covered by the Waimate District Council Elected Member Reimbursement and Expenses Policy.

Private vehicles used for Council business must have full comprehensive insurance. Drivers must make their insurance company aware that the vehicle may be driven for work. Waimate District Council will not be responsible for accident/claim costs incurred by any driver of an uninsured vehicle.

Claims shall be settled through the driver's own insurance policy. Council will reimburse any insurance related excess costs.

In dealing with any insurance issues, Waimate District Council's intent is that driving fully-insured private vehicles under approved conditions should be no different from using a Waimate District Council vehicle. The vehicle must be driven in accordance with this policy, in particular:

- the driver is on Waimate District Council business and has the approval of their manager;
- the driver was not impaired by alcohol, illegal drugs or medication at the time of the accident;
- the driver was driving lawfully, responsibly and safely;
- the reason for the use of a private car is recorded on the reimbursement sheet;
- the private vehicle is registered and warranted;
- the driver has a current New Zealand driver licence; and
- the vehicle was driven by an approved driver at the time of the accident.

Part Two: Vehicle Procedures

1. Vehicle Accident Procedure

In the event of an accident while using a Council vehicle and/or driving on Council business, the following process should be used:

- Ensure your own safety and the safety of any passengers or pedestrians first.
- If necessary, call for an ambulance and/or seek or offer first aid.
- If you, or another person is injured the Waimate District Council Health and Safety Accident Reporting Procedure must be followed.
- Contact the Police and advise them that an accident has occurred. The Police should be asked to attend all accidents where there is more than one vehicle involved except where:
 - the accident is minor; and
 - no one has been injured; and
 - both vehicles remain roadworthy; and
 - it is unlikely that there will be any subsequent dispute regarding responsibility of the accident.
- Do not admit liability for the accident or damage.
- Provide the driver of any other vehicle involved with your name and contact details, and advise the driver of any other vehicles involved that the vehicle is owned by the Waimate District Council and is insured by Council's insurers.
- Before travelling further, consider whether you and/or the vehicle are in a safe driving condition. If there is any doubt about this, request assistance, from your Group Manager, the Fleet Manager or emergency services depending on the nature of your concern.
- Advise the Fleet Manager of the accident as soon as possible. Let the Fleet Manager know the location and condition of the vehicle.
- Complete an Accident Registration Form as soon as possible and supply a copy to the Human Resources Manager and Fleet Manager.
- On receipt of an Accident Registration Form, the Fleet Manager shall:
 - inspect the vehicle;
 - be responsible for the completion of insurance claim forms; and
 - if necessary, advise Corporate Services staff that the vehicle requires withdrawal from the vehicle pool.

2. Vehicle Breakdown Procedure

In the event of a mechanical breakdown drivers should:

- ensure the vehicle is safely off the road and visible to other drivers;
- contact the Fleet Manager to advise them of the breakdown; and
- contact your Group Manager to advise them of your location.

3. Pool Vehicle Procedure

Corporate Services staff are responsible for managing the booking of pool vehicles.

4. EROAD

A number of Waimate District Council vehicles are fitted with the fleet management system, EROAD. EROAD tracks and monitors individual vehicle routes taken, including but not limited to; location visited, speed of the vehicle at any time during the journey, duration of operation and ignition status.

Data from the tracking device is deemed by Council to be reliable and Council may use this data to make informed decisions regarding fleet management and driver behaviour.

Drivers must not tamper with the EROAD system fitted in vehicles.

Benefits of Monitoring

- Safety monitoring for when an employee, elected member or contractor travels alone;
- Identification of last recorded position;
- Identification of fleet vehicles in an emergency, eg Civil Defence emergency;
- Assistance with reporting vehicle accidents and near misses;
- Data about fleet utilisation to help fleet management decisions;
- Tracking off-road vehicle use for purposes of refund of road user charges;
- Ability for the Council to know where its vehicles are located;
- Insurance premium benefits;
- Security benefits, eg in the event of the theft of a vehicle;
- Alerts when servicing, vehicle registration and warrant of fitness are due;
- Ability to rapidly and accurately allocate an officer in the vicinity of an incident;
- Efficient driver behaviour;
- Ensure driver compliance with New Zealand driving laws as set by the Land Transport Act 1998 and Traffic Regulation 1976; and
- Meeting Council's obligations under the Health and Safety at Work Act 2015.

Council reserves the right to monitor business activities including the location of drivers and vehicles. This will occur during normal business hours or at any time when work-related activities are being undertaken.

Information gathered by EROAD will be used by the Council in the following manner:

- Fleet Manager will monitor the use of all vehicles to ensure Council vehicles are being used in accordance with the Vehicle Use and Monitoring Policy. If a circumstance arises when it appears the vehicle has not been used appropriately, or in accordance with the Vehicle Use and Monitoring Policy, the Fleet Manager will provide the information to the appropriate Group Manager for review. The Group Manager, on review of the information, may choose to

discuss these results with the driver in order to understand the reasons for a particular trend in behaviour. This may result in:

- no further action;
 - corrective action required by the driver to improve their behaviour;
 - a plan that would include further monitoring and/or training;
 - a request to the Chief Executive for the temporary removal of vehicle privileges until training and/or action plan has been completed; or
 - formal investigation of the behaviour trend in conjunction with Council's Disciplinary Procedure.
- Group Managers and their delegates will have access to the fleet management system so that they may determine 'real-time' vehicle location. This will provide health and safety benefits as well as administrative aid to help prompt responses to work needs.
 - Analysis and reporting to the Leadership Team of overall vehicle activity (without reference to individuals) will occur periodically to ascertain overall fleet utilisation and driver characteristics. Summaries of such information may be reported on an organisation-wide basis. Such information may be subject to official public information requests.
 - The Human Resources Manager will monitor EROAD to ensure compliance with health and safety procedures.

5. Fuel Card

A fuel card is provided for each vehicle. The card:

- must remain with the vehicle or the driver of the vehicle at all times;
- must only be used for the vehicle designated on the fuel card;
- must not be used for personal use;
- can only be used for the purchase of fuel, oil or carwashes; and
- can only be used at the service station that retains the brand name, or one of the brand names, printed on the fuel card.

All drivers must provide vehicle kilometres when the fuel card is used.

PIN numbers are required when fuel is purchased.

Any loss or damage of a fuel card is to be reported immediately to the Fleet Manager so that cancellation and replacement can be organised.

6. Further Information

For further information regarding vehicle use please see the Fleet Manager or the Corporate Services Manager.

For all matter relating to health and safety procedures when using a Council vehicle please see the Health and Safety Manual or the Human Resources Manager.