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1. Objective

- 1.1. To provide a framework for the University's safety, environmental, cost effectiveness, and regulatory requirements relating to motor vehicles used for official University business.

2. Scope

- 2.1. This policy applies to all University staff, students and other individuals (specifically authorised by a Departmental Manager) with access to or responsibility for a vehicle used for University business.
- 2.2. University vehicles means cars (primarily people-carrying, including saloons, station wagons, hatchbacks, estate vehicles), vans (primarily not people-carrying, including single and double cab utilities) trucks, trailers, boat trailers, motorcycles, quad bikes, mini vans, and grounds maintenance equipment (including ride on mowers, tractors, flat deck mowers, etc).
- 2.3. Breaches of this policy are deemed serious misconduct and may result in disciplinary action - including dismissal.

3. Vehicle Allocation and Use

- 3.1. For administrative purposes, University vehicles will be nominally allocated to a particular Faculty or Service Division, however these vehicles may be available to authorised drivers from all other Faculties and Service Divisions upon request.
- 3.2. University vehicles are to be utilised for travelling on official University business where a pool vehicle is available and this is the most cost effective travel option.
- 3.3. Log books are to be maintained by drivers of all University vehicles. It is the responsibility of the Faculty or Service Division Manager to whom the vehicle has been nominally allocated to ensure that there is compliance with this requirement.
- 3.4. University vehicles will not be available for private use.
- 3.5. University vehicles are not to be made available for third-party hire.
- 3.6. Use of private vehicles for official University business is discouraged and will only be permissible in circumstances where all other requirements of this Policy have been met.

4. Authorised Drivers

- 4.1. No University staff member or other individual shall drive a University vehicle unless they have:
 - read, understood and accepted this Motor Vehicle Policy
 - a current, unrestricted, New Zealand Drivers Licence for the appropriate vehicle Class. It is the responsibility of the department to determine if other classes of licence are required and in place. Overseas licences will be accepted only in accordance with LTSA guidelines and with the approval of the Department Manager.
 - completed a Driver Agreement form (this form is available from the Travel page of the University's staff intranet) and had it authorised by the appropriate PAC Manager.

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- 4.2. It is the authorised driver's responsibility to advise the appropriate manager if their licence is cancelled or has penalties imposed, etc,
- 4.3. It is the authorised driver's responsibility to ensure they are familiar with the particular operating procedures for the vehicle, e.g. a manual or an automatic gearbox, and that they are competent in this regard.
- 4.4. The day-to-day administration of pool vehicles is the responsibility of the Faculty or Service Division to whom they have been notionally allocated but are the responsibility of the authorised driver when in use.
- 4.5. Students are permitted to drive University vehicles if they comply with clause 4.1.
- 4.6. Authorised service personnel from franchise dealers or repairers are able to drive University vehicles for servicing requirements, etc.
- 4.7. No person, other than those identified in clauses 2.1 and 4.6 above, is permitted to drive a University vehicle at any time.

5. Health and Safety

- 5.1. The University is committed to road safety. All authorised drivers and the vehicle must adhere to the following measures at all times:
 - Mobile phones are only to be used while operating a motor vehicle if the vehicle is stationary, even if a hands-free kit is installed
 - All vehicles must be fitted with an appropriate first aid kit, which should be checked every six months for completeness and expiry.
 - Motor vehicles must be fitted with an appropriate fire extinguisher, which must be checked and serviced regularly.
 - Additional safety features may be fitted to each vehicle as appropriate, such as bull bars, reversing beeper, cages, spot lights, etc.
 - Smoking is not permitted in any University vehicle at any time.
 - All drivers must be aware of safe driving practices in relation to:
 - travelling long distances
 - towing
 - stowage of equipment
 - driving in hazardous conditions
 - carriage of hazardous substances
- 5.2. It is the department's responsibility to ensure that vehicles are fit for purpose and training is provided when required for a particular type of vehicle, e.g. a quad bike.
- 5.3. Under no circumstances shall a University vehicle be operated while the driver is under the influence of alcohol or illegal substances, or where driving ability impairment has been indicated by a doctor, chemist or prescription and pharmaceutical guidelines.
- 5.4. No consumption of alcohol or illegal substances is permitted in any vehicle being used for official University purposes.
- 5.5. University vehicles may only be used if they are fit for purpose. University vehicles may not be suitable for the transportation of sensitive, expensive or hazardous equipment and materials.

6. Vehicle Sourcing

- 6.1. All University vehicles (primarily cars, vans, minibuses and utilities) will be sourced centrally.

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- 6.2. Financial Services will co-ordinate with faculties and service divisions twice per year regarding their requirements and will consolidate and co-ordinate vehicle sourcing with the Fleet Manager.
- 6.3. Financial Services will be responsible for coordinating budget decisions and funding to source vehicles, and for signing any leases.
- 6.4. The sourcing event will include Total Cost of Ownership (TCO) or Total Cost of Leasing (TCL) analysis which will assist in determining whether to purchase or lease for that particular sourcing event at that point in time. This analysis takes into consideration purchase price, environmental impacts, safety ratings, servicing costs, disposal costs, etc.
- 6.5. The sourcing event will consider a range of vehicles that would meet the requirements, and will also consider fit-out requirements.
- 6.6. Additional options may be fitted only if required to ensure that the vehicle is fit-for-purpose. If the vehicle is leased, approval must be obtained from the lease company prior to fitting.
- 6.7. As a general rule University vehicles will be replaced every three years or 60,000 kilometres whichever is the sooner.
- 6.8. All sourcing decisions will have regard to the need to ensure that vehicles are fit-for-purpose however as far as practical the University fleet will be standardised.

7. Fleet Management

- 7.1. All University vehicles, whether leased or owned, will be managed by a third party provider of Fleet Management services.
- 7.2. This service provider will be managed by Financial Services at the strategic relationship level and by departments at the operational level.
- 7.3. Specific Fleet Management services to be provided will be negotiated by the Financial Services Division but will include support with vehicle sourcing and disposals; managing fleet maintenance, servicing and repairs, registrations, WOFs, RUCs, etc, and paying all related invoices; assisting with accident management; providing 24-hour contact numbers for drivers; providing meaningful reports to Financial Services and departments.
- 7.4. No maintenance or repair work of any sort should be carried out on a University vehicle without first contacting the Fleet Management services provider.
- 7.5. With the exception of grounds maintenance equipment and trailers, University vehicles must have University signage permanently affixed to the vehicle. To ensure consistency of both the University brand and the location of signage the Fleet Manager will be responsible for organising signage.
- 7.6. University vehicles will be issued with a vehicle-specific fuel card which can be used to obtain a discount with a specific fuel provider. These cards will allow the purchase of fuel and oil only. These fuel cards will be administered by the Fleet Manager, who will provide regular usage and exception reports to departments.
- 7.7. Departments may request "wild card" fuel cards that are not associated with a specific vehicle however the issue and use of these cards must be carefully monitored by the relevant PAC Finance Manager.
- 7.8. Misuse of fuel cards constitutes serious misconduct that will result in disciplinary action.

8. Vehicle Disposal

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- 8.1. All University vehicles (primarily cars, vans, minibuses and utilities) will be disposed of centrally.
- 8.2. In conjunction with the sourcing events, Financial Services will co-ordinate with the Fleet Manager who will consult faculties and service divisions twice per year regarding vehicle disposals.

9. General Presentation

- 9.1. University vehicles must be maintained and presented at all times in a state that reflects the professional standards of the University and maximises resale value. Any faults or damage must be reported promptly.
- 9.2. All authorised drivers are responsible for ensuring their vehicle is in good and safe working condition for driving, and are additionally responsible for the safety of any passengers they may transport.
- 9.3. It is the Faculty or Service Division Manager's responsibility to ensure that all maintenance and servicing requests by the Fleet Manager are complied with and to ensure the vehicle is displaying current WOF and registration, etc.
- 9.4. The vehicle must be made available for inspection by the Fleet Manager or other nominated person as and when required.
- 9.5. Personal items should not be left in University vehicles. UOA will not assume responsibility for any loss or damage to personal items.

10. Fines and Infringements

- 10.1. It is the authorised driver's responsibility to hold a current and appropriate licence and to advise the authorising manager if their licence is cancelled or has penalties imposed, etc, where this will affect their ability to carry out their job.
- 10.2. Any penalties or fines imposed, including speeding, traffic infringements and parking ticket fines, are the responsibility of the authorised driver. Any further charges incurred by the University as a result of non-payment of fines are also the responsibility of the authorised driver.

11. Accidents and Insurance

- 11.1. All University vehicles are covered by the University's Insurance Policy, managed by the University's Risk Manager. A summary of this policy which includes motor vehicles can be found on the Financial Services website under Insurance.
- 11.2. Staff utilising private vehicles must have full insurance cover.
- 11.3. There is **no insurance cover for students using private vehicles** e.g. to attend field trips. Use of student vehicles for University field trips should therefore be viewed as the exception rather than the rule.
- 11.4. Any incident or accident involving a University vehicle where damage has occurred must be reported to the appropriate manager and to the Risk Manager, within 12 hours of the incident and comply with University Accident Reporting requirements. The Fleet Manager is also to be notified.
- 11.5. The driver must NOT admit liability for the accident.
- 11.6. The Vehicle Claim form is available from the Financial Services website.

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- 11.7. Where the damage involves another vehicle, the name and address of the other driver and details of the other vehicle should be obtained. Where damage involves other property, the identity of the property owner must be established.
- 11.8. Any accident where anyone is injured, or where there is doubt as to the circumstances, or where there may be doubt, or issue, over who is at fault, or where property is damaged and the owner has not been identified, should be reported to the Police within 24 hours.
- 11.9. No repairs should be undertaken without first contacting the fleet management services provider. Costs of a replacement vehicle are not covered by insurance.
- 11.10. Deductibles do apply for each claim and vary depending on the age of the driver. Please refer to the Insurance summary document as noted above or contact the University's Risk Manager.
- 11.11. If an accident occurs while the authorised driver is under the influence of intoxicating liquor or drugs, and/or not holding a valid appropriate licence for the vehicle type, and/or carrying unauthorised or dangerous goods inappropriately, the presence of which was the sole cause, or a material contributing cause, of the accident or damage, then the University's insurance is invalid and the driver will be held personally liable. This is also a matter constituting serious misconduct and will result in disciplinary action.

12. Car Parking and Security

- 12.1. Where possible, the University will provide secure lock-up garaging or parking, on University campuses. PAC Managers are to make appropriate arrangements for the security and parking of University vehicles where this is not possible.
- 12.2. University vehicles must be locked when parked. Under no circumstances are keys to be left in an unattended vehicle.
- 12.3. Drivers are to remove all valuable items from the vehicle whilst parked or ensure valuables are placed out of sight to remove temptation from would-be thieves.
- 12.4. If a University vehicle is stolen the theft is to be reported to the Police immediately and to both the University's Risk and Security Managers. A Vehicle Claim form is to be completed. The Fleet Manager must also be notified.

13. Pool Vehicles

- 13.1. Faculties and Service Divisions are to ensure that University vehicles are available for "pool use" both within each Faculty or Service Division and throughout the wider University.
- 13.2. Faculties and Service Divisions to whom University vehicles have been notionally allocated are responsible for facilitating these arrangements.

14. Rental Cars

- 14.1. A vehicle should be rented when it is the most cost effective way to achieve a transport requirement.
- 14.2. Before renting a vehicle consideration should first be given to:
 - utilising an existing University owned vehicle
 - utilising a taxi

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- 14.3. The University has a preferred supplier for rental vehicles, with preferred rates in place.
- 14.4. All bookings must be made through the University's preferred travel manager. The preferred rental rates are not available if booked via the Internet.

15. Taxis

- 15.1. A taxi should be utilised when it is the most cost effective way to achieve a transport requirement.
- 15.2. Pre-printed taxi vouchers or a Taxi card are available for a particular taxi company and should be used whenever possible in preference to a subsequent claim for reimbursement. A book of taxi vouchers can be obtained through Financial Services upon provision of a 4-digit Activity Centre, and approval from the appropriate manager.

16. Mileage Claims

- 16.1. Use of private vehicles for University business is not encouraged and is only an option if it is the most time and cost-effective method of travelling.
- 16.2. If a private vehicle is approved for use on University business it must have valid insurance cover for the intended use (minimum Third Party Liability), have a current WOF, be fit for the purpose, and carry a first aid kit. It is the PAC Manager's responsibility to ensure that there is full compliance with these requirements.
- 16.3. Mileage claims are to be submitted at department level for approval and payment. The rate of payment is as per the IRD Approved Motor Vehicle Mileage Rates, available on the Financial Services website.
- 16.4. Department managers are responsible for monitoring kms claimed by each individual on an annual basis.
- 16.5. These records must be available for the Director of Finance to review at any time.

17. Related Documents

- 17.1. There are a number of related documents that should be read in conjunction with this Motor Vehicle Policy:
 - Insurance Summary
 - University Mileage Policy
 - Driver Agreement Form