

## Vehicle Use Guide

The following guide applies primarily to the use of School of Environment vehicles and is in accordance with University policy relating to all University owned vehicles and vehicles hired or leased by the University (**Vehicles – March 2008**).

Breaches of [the University] policy are deemed serious misconduct and may result in disciplinary action - including dismissal.

*(UOA Vehicle Policy 2.3)*

### Use of University vehicles

University vehicles are to be utilised for travelling on official University business ONLY

*(UOA Vehicle Policy 3.2)*

University vehicles will not be available for private use or third party hire.

*(UOA Vehicle Policy 3.4, 3.5)*

### Eligible Drivers

- University of Auckland academic and general staff,
- University of Auckland PhD students (with approval of the respective supervisor),
- School of Environment Masters students (with approval of the respective supervisor),
- Visitors and other drivers as approved by the Director or delegated authority.

**No University staff member or other individual shall drive a University vehicle (whether owned, hired, or leased by the University) unless they have:**

1. read, understood and accepted this Vehicle Use Guide and the University Vehicle Policy,
2. a current, unrestricted, New Zealand Drivers Licence for the appropriate vehicle Class. Overseas licences will be accepted only in accordance with LTSA guidelines<sup>1</sup> and with the approval of the School Manager.
3. completed a Driver Agreement form and had it authorised by the School Manager.

*(UOA Vehicle Policy 4.1)*

<sup>1</sup>Overseas licenses – refer to **LTSA Factsheet 56 - New residents and visitors – driving in New Zealand**  
(see [www.ltsa.govt.nz/factsheets/index](http://www.ltsa.govt.nz/factsheets/index))

It is the authorised driver's responsibility to advise the appropriate manager and amend their Agreement if their licence is changed, cancelled or has penalties imposed, etc.

*(UOA Vehicle Policy 4.2)*

ALL drivers seeking to transport more than 4 passengers are required to be formally assessed by a licensed driving instructor and gain special signed authorisation on the Driver Agreement.

ANY vehicle with more than 12 seating positions is deemed a Passenger Service Vehicle and may only be driven by a P endorsed driver.

Many offroad situations are suitable only for 4WD vehicles and drivers with offroad experience and training. Students requiring offroad vehicle use must first discuss the field work with their supervisor and School of Environment Technical Manager.

## Safe Operation of Vehicles

The University is committed to road safety. All vehicles are to be operated carefully and in accordance to New Zealand law and other required procedures.

Vehicles must be operated within their specifications, especially in regard to passenger capacity, load capacity, and designed purpose.

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.

*(UOA Vehicle Policy 5.5)*

Vehicles must not be used when known to be in an unsafe condition or where continued use may exacerbate existing damage or faults. Any problems or faults must be notified immediately to the Technical Manager.

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.

*(UOA Vehicle Policy 9.2)*

While technical staff are responsible for ensuring that the School fleet is maintained, it is the driver's responsibility to conduct pre-trip checks prior to use. This involves checking;

- the warrant of fitness, road user charges and registration are current and will last the duration of the trip,
- tyres are correctly inflated (including the spare),
- mirrors and seats are correctly adjusted,
- all loads are securely restrained or fastened.

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.

*(UOA Vehicle Policy 4.3)*

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.

*(UOA Vehicle Policy 5.3)*

No smoking or consumption of alcohol or illegal substances is permitted in any vehicle being used for official University purposes by drivers or passengers.

*(UOA Vehicle Policy 5.1,5.4)*

Reports of dangerous driving or poor driving ability will be dealt with seriously. The School will exercise measures to monitor driving behaviours and reserves the right to restrict vehicle access to any driver in the interest of safety.

Drivers are not to use mobile phones unless the vehicle is stationary.

*(UOA Vehicle Policy 5.1)*

Any use of the first aid kit or fire extinguisher must be reported to the Technical Manager.

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

*(UOA Vehicle Policy 5.1)*

A copy of relevant LTSA publications is available on the LTSA website

**[www.ltsa.govt.nz/factsheets/index](http://www.ltsa.govt.nz/factsheets/index)**

### **Administrative Matters**

Vehicle use will be charged out to all except School internal operations and teaching;

- MSc thesis work – charged to the research allocation at School rates,
- PhD thesis work – charged to the PReSS and School research funds at School rates,
- Academic internal research - charged to research fund or allocations at School rates,
- Academic external research – charged to research funds at EFR rates,
- Commercial work – charged to Uniservices projects or client at market rate.

These rates apply to similarly to use by other Departments.

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.

*(UOA Vehicle Policy 10.2)*

### **Vehicle options**

Choice of vehicle for a particular trip must be based on fitness for purpose and the most cost effective option available.

### **University vehicles**

The School runs a small fleet of vehicles of varying types and the wider University has pool vehicles available through numerous departments and service divisions. These options must be explored first before considering the other external options.

*(UOA Vehicle Policy 13)*

### **Taxis**

A taxi should be utilised when it is the most cost effective way to achieve a transport requirement. 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.

*(UOA Vehicle Policy 15)*

### **Rental Cars**

A vehicle should be rented when it is the most cost effective way to achieve a transport requirement. Consideration should first be given to:

- utilising an existing University owned vehicle
- utilising a taxi

The University has a preferred supplier for rental vehicles, with preferred rates in place. All bookings must be made through the University's preferred travel manager.

*(UOA Vehicle Policy 14)*

## Use of Private Vehicles

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 and all other requirements of the University Vehicle Policy have been met.

*(UOA Vehicle Policy 16.1)*

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.

*(UOA Vehicle Policy 16.2,11.2)*

Mileage claims [by staff] 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.

*(UOA Vehicle Policy 16.3)*

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.

*(UOA Vehicle Policy 11.3)*

## Booking, Use, and Return of School Vehicles

School vehicles must be booked prior to use. Advance bookings for can be made through the School Reception. Do not take a vehicle without confirming that the vehicle is available. After hours return of the vehicle should be arranged prior to taking the vehicle.

University vehicles are issued with a vehicle-specific fuel card. These can be used to obtain a discount from Caltex or BP but are valid at all service stations. These cards will allow the purchase of fuel and oil only. Misuse of fuel cards constitutes serious misconduct that will result in disciplinary action. Please retain all receipts in the Fleetcard envelope.

*(UOA Vehicle Policy 7.6,7.8)*

Drivers and passengers are reminded that School vehicles display the University insignia and therefore represent the University of Auckland at all times whilst on excursions. Drivers and passengers must exhibit responsible and respectable conduct.

University vehicles must be locked when parked. Under no circumstances are keys to be left in an unattended vehicle. 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. Personal items should not be left in University vehicles. UOA will not assume responsibility for any loss or damage to personal items.

*(UOA Vehicle Policy 9.5, 12.2, 12.3)*

Vehicles must be returned on or before the time as arranged during booking. Please ensure that;

- the log book has been filled out fully and legibly *(UOA Vehicle Policy 3.3)*
- the vehicle is clean and in sound condition,
- the fuel tank is at least 1/2 filled
- all windows and doors are securely locked and all lights are off,
- the keys, fuel card and log book are returned to Reception.

Return of a vehicle in dirty condition may incur a \$60 cleaning fee.

Any problems with the vehicle must be reported promptly to the Technical Manager.

## Accidents and Insurance

*(UOA Vehicle Policy Section 11)*

All University vehicles are covered by the University's Insurance Policy, managed by the University's Risk Manager.

Any incident or accident involving a University vehicle where damage has occurred must be reported to the Technical Manager and to the Risk Manager, within 12 hours of the incident. The Technical Manager will report the accident to the Fleet Manager immediately.

In the event of an accident,

- the driver must NOT admit liability for the accident.
- record details of how the accident happened, the weather, the time, date and location,
- get contact details of any witnesses,
- exchange details with any Third Party (name, address, vehicle details)
- establish the owner of any damaged property.

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.

An insurance claim form will need to be completed and submitted to the Risk Manager and the Insurer. This is available from the Financial Services website.

No repairs should be undertaken without first contacting the fleet management services provider. Costs of a replacement vehicle are not covered by insurance.

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.

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.