



**THE UNIVERSITY
OF AUCKLAND**

NEW ZEALAND

Te Whare Wānanga o Tāmaki Makaurau

School Of Environment Vehicle Guide

Minibus

Toyota Hiace ZX (FAH692)



School of Environment Vehicle Guide

Minibus ZX (FAH692)

Warnings!

- This vehicle runs on **Diesel**.
- This is a tall vehicle. **Do not attempt to enter the Chemistry Building underground car park (Car Park 36) in this vehicle.** Care should also be taken when entering other underground car parks, car-washes, etc.

Vehicle Specifications

- Maximum towing capacity –braked = 1400kg, unbraked = 700kg.
- Tyre inflation pressure (cold) = 44 psi (front) & 44 psi (rear). **Note; these tyres are inflated with nitrogen.**
- Length = 5380mm.
- Width = 1880mm.
- Height = 2285mm.
- Maximum Seating Capacity = 12 persons.

Vehicle Charge-out Rates

Department vehicles are subject to charge-out rates, which differ depending on the purpose they are being used for. These are as follows:

- ENV internal operations = \$60.00/day + 10 cents/km
- For externally funded research = \$90.00/day + 10 cents /km
- For commercial purposes = \$110.00/day + 10 cents/km

How to Book & Collect Vehicles

- To book vehicles please send an email to env-vehiclebookings@auckland.ac.nz. Alternatively, vehicles can be booked by some Admin or Tech staff.
- The vehicle keys can be collected from reception on level 6 of the Human Sciences Building (HSB).
- Env vehicles are parked in the Wynyard Street Car Park, between the History Department and the Marae (See Map 1 below). Vehicles are usually parked in front of garages 1,2,3,9 or 11.



Map 1: University of Auckland, Geo-graphics Unit, SGGES, 2007.






Log-book & Fleet Card








- All vehicles are allocated their own log-book folders, which are collected (along with the vehicle keys) from (HSB), level 6 Reception.
- Within this folder (on the sheet provided) please record the kilometres you have travelled in the vehicle, noting the odometer reading at the beginning and end of your journey.
- This folder also contains a Fleet Card, which can be used to purchase fuel (**strictly for this vehicle**) from participating petrol stations. **It does pay to check that the petrol station accepts the fleet card before you put any diesel in the vehicle.**
- When purchasing fuel, make sure to give the current odometer reading to the attendant, and place the receipt back in the folder.

Breakdown Contact

- In the unfortunate event of a breakdown, contact GSB (24 hr emergency assistance service) on 0508 472 2273.
- Once contacted, quote the following:
 - (1) Fleet Card number.
 - (2) Type of service required.
 - (3) Your location.
 - (4) Vehicle registration number, make, colour and model.

Dash Lights & Indicators (Toyota Motor Corporation, Owner's Manual, 2008)

	Fill up tank.
	Door open. Check all doors.
	Anti-lock brake system warning light. Take vehicle to Toyota dealer.
	Problem with airbag. Take vehicle to Toyota dealer, immediately.
T-BELT	Timing belt replacement warning light. Take vehicle to Toyota dealer.
	Fuel system warning light. Take vehicle to Toyota dealer.

	Parking brake is on. If it is faulty, stop and contact Toyota dealer.
 (indicator and buzzer*)	Fasten driver's seat belt.
PASSENGER  (indicator and buzzer*)	Fasten front passenger's seat belt.
	Charging system warning light. Stop immediately and contact Toyota dealer.
	Low engine oil pressure. Stop and check oil.
	Low engine oil. Add engine oil.
	Malfunction indicator lamp. Take vehicle to Toyota dealer.

Fuel Tank

The fuel tank flap and cap are situated between the side and front doors, on the left-hand passenger side of the vehicle (Figure 1, A). To release the flap there is a tab located on the underside of the dash, to the right of the steering wheel (Figure 2, B).

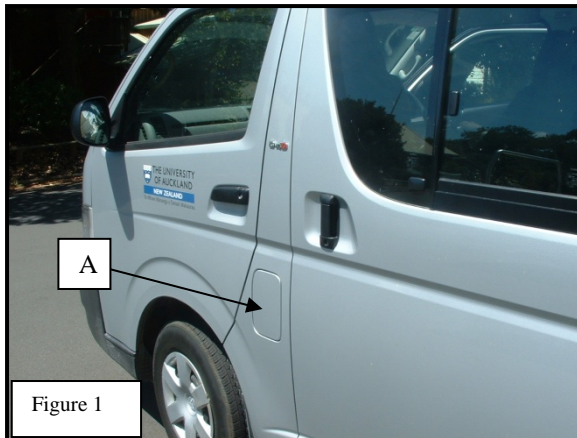


Figure 1

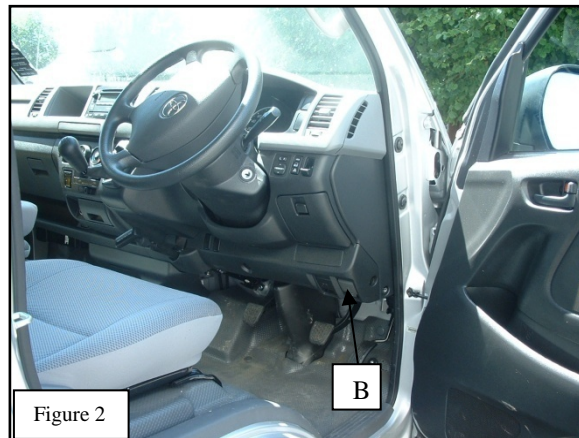


Figure 2

Jumper Leads & Battery Location

- Jumper leads are located on the utility shelf, in the far rear compartment of the van, (Figure 5, G).
- The vehicle's battery is located beneath the front passenger seat (Figure 4, D). To access, pull floor vinyl seams aside (situated in front of passenger seat and middle console), and locate metal fastening clamps (Figure 3, C). Flip clamps over and lift the base of the seat towards the rear of the vehicle. Clip in place using the strap on the left-hand side of the front passenger seat (Figure 4, E).

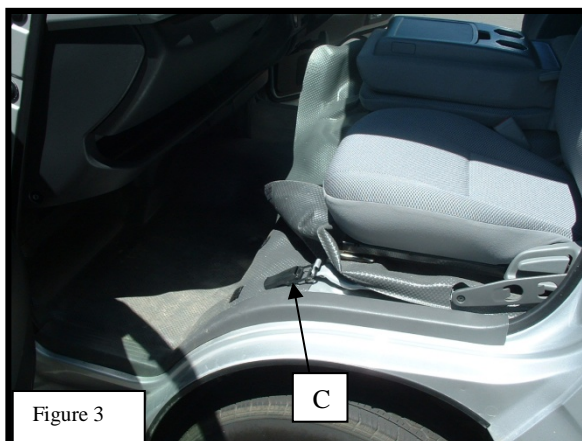


Figure 3

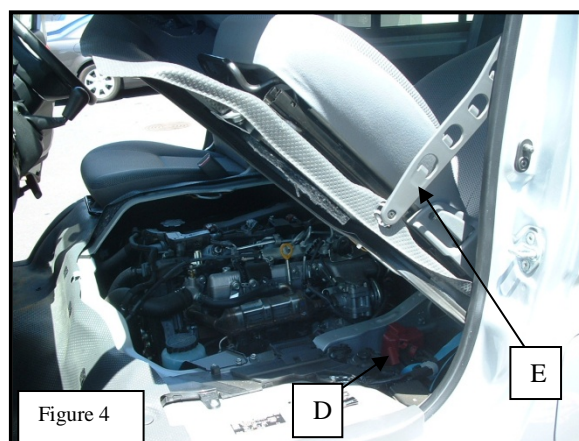


Figure 4

Jump Starting Vehicle (Information sourced from Toyota Corporation, Owner's Manual, 2008)

- To jump start the vehicle from another vehicle, or vice versa, park the vehicles alongside each other (**ensuring that the vehicles are not touching**) so that both batteries are within close proximity, allowing the jumper leads to span from battery to battery.
- The cable connections between the two batteries should be completed in the following order:
 - (1) Connect the red lead (positive) to the positive (+) terminal of the flat battery.
 - (2) Connect the opposite end of the red (positive) lead to the positive (+) terminal on the booster battery.
 - (3) Connect the black lead (negative) to the negative (-) terminal of the booster battery.

(4) Connect the other end of the black (negative) lead to a solid, unpainted and stationary metallic point on the vehicle with the flat battery. **Do not attach to any part of the vehicle or engine that will move once the vehicle is started.**

- Once the leads are correctly in place, the vehicle supplying the charge should be started and allowed to idle before, and whilst, the other vehicle with the flat battery is started.
- For diesel vehicles it is recommended that the flat battery is charged for approximately 5 minutes, with the jumper leads connected. During this time run the engine at approximately 2000rpm (on the vehicle with the booster battery) holding the accelerator slightly depressed.
- To disconnect the jumper leads, do so in the exact reverse order as above. Starting with the negative lead, and then the positive.
- **Warning!** To avoid serious harm or death, when attaching the jumper leads, do not lean over the battery or allow the jumper leads or clamps to come into contact with anything except the correct terminals.

Fire Extinguisher,

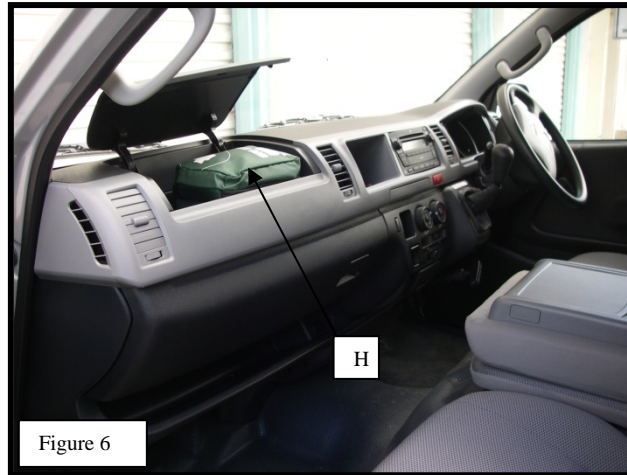
- The fire extinguisher is mounted on the cage in the far rear compartment of the van, above the utility shelf (Figure 5, F). To detach and use, pull down tabs on mounting bracket (to remove extinguisher) and follow instructions on the side of bottle.



Figure 5

First Aid Kit

- The first aid kit (H) is located in the top hatch of the dashboard, on the passenger side (Figure 6).



Map & Torch

- These items are located in the glove-box. **These items must always be returned to the vehicle after use.**

Spare Tyre

- The spare tyre is located in a bracket beneath the floor, at the rear of the vehicle. To access, locate the bung (I) (marked by the arrow) beneath the vinyl flap at the rear of the van (Figure 7).
- Remove the rubber cap and turn the bolt anticlockwise (using wheel nut wrench from tool bag) to release the tyre from the bracket (Figure 7).



Tool Bag & Jack

- The vehicle tool bag (J) and jack (K) are located on the foot-board of the rear side-door, on the passenger side of the van (Figure 8).

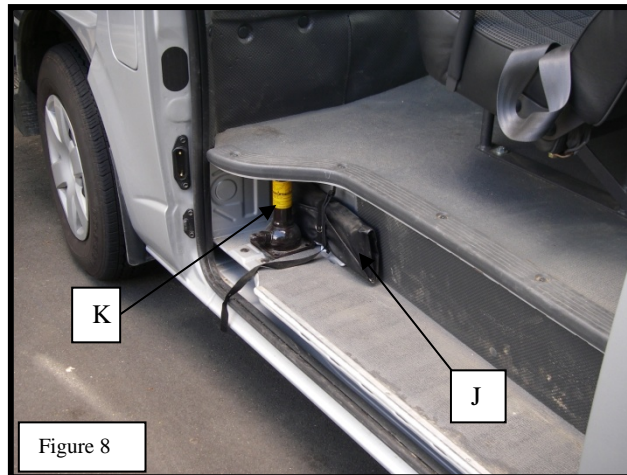


Figure 8

Towing

- Should the vehicle become stuck or require towing, there is a screw-in eyelet (L) (located in the vehicle tool bag) which can be inserted into tow-rods (M), located just beneath the lowest bulbar (Figure 9). **Do Not Attach Tow Rope Directly To Bullbar!**
- The ends of the tow-rods are covered by an ornamental cap, which can be removed with the pliers from the vehicle tool bag (Figure 10).
- Once the cap has been removed the towing eyelet can be screwed in clockwise to the tow-rod, and tighten using a wheel nut wrench from the tool bag (Figure 11).
- A tow rope is located on the utility shelf, in the far rear compartment of the van.



Figure 9



Figure 10



Figure 11

