

VEHICLE POLICY

Taratahi Agricultural Training Centre QMS Component

Category:	STAFF AND STUDENTS	Policy Number:	QMS 27
Title:	Vehicle Policy	Date Approved:	12 Oct 2006
Prepared by:	Quality Manager	Date of Last Revision:	21 May 2010
Authorised by:	Taratahi Academic Committee	Next Review Date:	Feb 2012

1. PURPOSE

The purpose of this policy is to ensure the safe, legal use of Taratahi Agricultural Training Centre (TATC) vehicles and to ensure that resources allocated to travel are used in the most efficient way.

2. ORGANISATIONAL SCOPE

This policy applies to

- TATC pool vehicles, Department Vehicles, and vehicles supplied as part of an Employment Package
- the use of private vehicles for TATC business
- the hiring of vehicles for TATC business.

3. DEFINITIONS

Pool vehicles Vehicle such as cars, vans, minibuses, buses, trailers owned by TATC. These vehicles are eligible for booking by all staff.

Department Vehicles Vehicles managed by various departments. These vehicles are eligible for booking by all staff.

Staff vehicles. Vehicles supplied as part of an Employment Package.

4. RESPONSIBILITIES

The Corporate Services Manager is responsible for the purchase and management of TATC vehicles

Responsibility for the day to day management of pool and department vehicles is delegated to the Budgetary Manager of each vehicle.

5. THE PROCEDURE

In order to maximise the efficient use of TATC resources, staff are required to use TATC owned pool vehicles for TATC business. Use of TATC vehicles is governed by the stated procedures. Failure to comply may result in the cancellation of the right to future use.

5.1. Eligibility

- 5.1.2. All staff members, full time and part time, with the correct license are eligible to use TATC owned vehicles for TATC business.
- 5.1.3. Students can be approved to drive TATC vehicles. Before they drive a TATC vehicle they must present for viewing each time they drive a vehicle the appropriate drivers license.

5.2. Legal Requirements

- 5.2.1. The person driving the vehicle must hold a valid licence appropriate to the particular vehicle booked
- 5.2.2. A copy of the current license must be held on file before any vehicle can be used. Any changes to a licence must be notified immediately.
- 5.2.3. The Road Code must be obeyed at all times.
- 5.2.4. Speeding, parking tickets and other traffic offences are the driver's responsibility to pay; they are not condoned and will not be covered by TATC.
- 5.2.5. Vehicles must be locked when unattended.
- 5.2.6. General misuse, including the unauthorised use of vehicles for non TATC activities, allowing anyone other than the approved staff member the use of any vehicle and regular late returning of booked vehicles, may result in the cancellation of the right to use TATC vehicles in the future.

5.3. Conduct

- 5.3.1. Drivers and passengers are reminded that TATC vehicles display the Taratahi name and therefore represent TATC at all times whilst on excursions. Drivers and passengers must exhibit responsible and respectable conduct.
- 5.3.2. There is to be no smoking, in TATC vehicles by drivers or passengers.
- 5.3.3. Reports of dangerous driving or poor driving ability will be dealt with seriously.

5.4. Booking, Collecting and Returning of Vehicles

- 5.4.1. Pool vehicles are booked using an in-house booking system.
- 5.4.2. Department Vehicles are booked through the relevant department manager.
- 5.4.3. Vehicles require the vehicle log completed at the end of the booking
- 5.4.4. Keys must be immediately returned to the relevant place/person at the completion of the booking
- 5.4.5. Departure and return times must be adhered to and advised at the time of booking. .

5.5. Purchase of Fuel

- 5.5.1. Fuel for TATC vehicles must be obtained by one of the following options
 - Use of approved fuel cards –Only applicable to specific holders. See QMS policy 22.
 - Refuelling at TATC petrol/diesel bowser. Log book to be completed after each fill.
 - In specific circumstances refuelling may need to occur when work vehicles are at a distance from the Taratahi base. In such cases fuel payments will be reimbursed if prior approval has been sought or cash advances/petrol vouchers may be obtainable from the office prior to trip commencement.
- 5.5.2. Vehicles should be refuelled when below ¼ tank prior to returning the vehicle.
- 5.5.3. Where an approved fuel card is used for the purchase of fuel, all receipts must be presented to the office as soon as possible.

5.6. Responsibility for Maintenance

- 5.6.1. A maintenance programme for pool vehicles is managed by the Ag Tutor.
- 5.6.2. Minor problems with pool vehicles should be recorded to the Ag Tutor either directly or through the office.
- 5.6.3. Minor problems identified in department vehicles must be notified to the relevant manager.

- 5.6.4. Major problems must be reported immediately to the Ag Tutor or manager in charge and a notice placed on the vehicle so that it is not used again until fixed.
- 5.6.5. The cleaning of pool vehicles is the responsibility first of the user. Designated pool vehicles (e.g. Mangarata Van) are the responsibility of the section where the vehicle is in use. All other pool vehicle cleaning will be managed by the Ag Tutor. Department vehicle cleaning is the responsibility of the relevant department manager.
- 5.6.6. Vehicles supplied as part of an Employment Package are the responsibility of the employee in regards to repairs, maintenance, and cleaning

5.7. Damage or Accidents

- 5.7.1. All accidents or damage must be reported to the Corporate Services Manager or the Budgetary Manager immediately.
- 5.7.2. All accidents or damage must be recorded onto the Accident Register Form which is then forwarded and held at head office.
- 5.7.3. In the event of an accident where TATC is found to be responsible, then TATC shall be liable for the insurance excess.

5.8. Private use TATC Vehicles

- 5.8.1. Any specific requests for private use of a TATC vehicle must be approved by the Corporate Services Manger or delegate using the correct request form prior to its use.
- 5.8.2. Charges and regulations for the use of TATC vehicles are set down by the Corporate Services Manager. These must be adhered to as part of the terms of use.

5.9. .Use of Private vehicles for TATC Business

- 5.9.1. Private vehicles may only be used for TATC business when a pool vehicle is unavailable or it is impractical to use one.
- 5.9.2. Private vehicle use must be authorised by the Corporate Services Manager.
- 5.9.3. The use of personal vehicles for TATC business will not generally be reimbursed, unless no appropriate alternative is available. Public transport or TATC vehicles are preferred options..
- 5.9.4. Insurance cover, damage and fines on private vehicles is the staff member's responsibility, even if the vehicle is being used for approved TATC business.
- 5.9.5. Rates for approved use of private vehicles will be paid at \$0.70/km. If the employee is expected to travel in excess of 5000km in a calendar year Taratahi will negotiate a pre km rate.

5.10. Rented Vehicles, and Taxis

- 5.10.1. Rented vehicles are only used when other means of transport are unavailable, impractical or more costly. The use of rented vehicles must be justified as a business need, rather than a personal preference, and authorised by the Management
- 5.10.2. All rentals should be for small (Group B 1.3L) or intermediate (Group C & D 1.6L) sized vehicles. If three or more passengers are travelling together, a larger car may be necessary (Group E 2.0L).
- 5.10.3. For rented vehicles within New Zealand, optional insurance coverage should be declined as TATC has pre-arranged such cover with our insurer. Outside of New Zealand, full coverage should be purchased.
- 5.10.4. Under no circumstances may a rented vehicle be driven by anyone other than the hirer or an alternative driver recorded on the vehicle rental contract. All drivers must be TATC employees.

- 5.10.5. TATC staff should re-fuel rented vehicles before returning them to the supplier to avoid surcharges and high fuel costs. The original vehicle rental agreement must be returned with any expense report or reconciliation.
- 5.10.6. TATC will meet the cost of taxi fares and other local transport costs when used for business purposes. Taxis are to be used judiciously and staff are expected to share taxis wherever possible. Taxi charges should be paid by the employee and claimed back.

5.11. TATC vehicles supplied as part of Employment Package.

- 5.11.1. In specific circumstances a vehicle may be provided as part of an employee's remuneration package.
- 5.11.2. The rationale for supply of a vehicle will be held on file and will be reviewed if the job is reviewed.
- 5.11.3. All policies and procedures pertaining to use of TATC fleet vehicles applies.
- 5.11.4. The TATC employee is responsible for ensuring vehicle is clean, maintained and serviced at appropriate intervals.
- 5.11.5. The vehicle must be available for staff use if insufficient fleet vehicles are available.
- 5.11.6. Whilst family members may use the vehicle occasionally, the vehicle remains the responsibility of the delegated driver. Any liability resulting from a family member where insurance cover is not provided will be the responsibility of the delegated driver.
- 5.11.7. Private use of these vehicles is not allowed without prior authorisation from the Corporate Services Manager. Private use does not include the use of the vehicle when travelling to and from work to the drivers home residence.

5.12. Purchase of TATC vehicles

- 5.12.1. Guide lines for the purchase of replacement and new vehicles are managed by the Corporate Services Manager. These guidelines cover areas such as timing, condition, mileage and budget.