



Vehicle Use Policy

Purpose

The purpose of this policy is to set expectations for staff when using vehicles for Unitec business.

The implementation of the policy and procedures will help ensure:

- Unitec's vehicle fleet is fit for purpose and optimised effectively
- the conditions of use and staff responsibilities are clearly stated
- transparency regarding use of vehicles when on Unitec business

Scope

This policy encapsulates the nature of Unitec's vehicle fleet and the use of private vehicles.

This policy applies to:

- All Unitec staff, Council Members, authorised individuals / groups and approved contractors who are users of the vehicle fleet
- The management and use of Unitec's vehicle fleet
- The use of private vehicles while undertaking business for or on behalf of Unitec

Policy Statements

- Unitec operates a fleet of vehicles that aligns with its operational and organisational needs
- There are no remuneration vehicles within the Unitec fleet as Unitec does not offer vehicles as part of total remuneration
- Unitec's vehicle fleet will be of a size and functionality to optimize usage
- Wherever possible, vehicles purchased will comply with ANCAP 5-star safety rating and as applicable have at least a 4-star fuel efficiency rating, supporting Unitec's 'One Planet' policy
- Only authorised drivers are permitted to drive fleet vehicles
- Usage charges will apply to recover operational costs
- Unitec's vehicle fleet is not available for private use or external hire
- Unitec will ensure:
 - Vehicles are procured, managed and disposed of in accordance with Unitec's Policies and Procedures
 - Authorised drivers read, understand and acknowledge their obligations set out in Unitec's Vehicle Policy and Procedures
- Drivers of Unitec fleet vehicles, undertaking business for or on behalf of Unitec must:
 - Hold a full New Zealand Driver's Licence
 - Adhere to the NZ Road Code and other relevant NZ legislation
 - Drive safely and with courtesy
 - Advise of any fines and/or infringements incurred noting that these will be the responsibility of the driver

- Use of private vehicles
 - Heads of Schools and supervisors must ensure their staff and students have access to appropriate cost effective transport when on Unitec business
 - The use of private vehicles can be approved if the following options are not available or feasible:
 - Unitec inter-campus shuttle (runs between Mt Albert and Waitakere Campuses)
 - Unitec fleet vehicle
 - Suitable public transport
 - Taxi
 - Rental vehicle
 - Staff who have approval for using a private vehicle on Unitec business will be reimbursed at current IRD rates
 - When Unitec utilises private vehicles for business purposes they must ensure the vehicle:
 - Has a current registration and Warrant of Fitness
 - Is being driven by an authorised and appropriately licensed driver for the purposes agreed

Associated Procedures

Unitec Vehicle Fleet Procedures provide information on day-to-day operational matters.

Responsibilities

Role	Responsibilities
Council Chairperson	<ul style="list-style-type: none"> • Approves Council Member requests to use private vehicles on Unitec business where the members intend to seek reimbursement for mileage.
Executive Leadership Team	<ul style="list-style-type: none"> • Approves policy
Director – Infrastructure Operations	<ul style="list-style-type: none"> • Sponsor Unitec Vehicle Policy • Approves procedure • Ensures all fleet vehicles have appropriate insurance cover • Ensures this policy complies with other Unitec policies and procedures
Assets & Logistics Manager	<p>Manages Unitec's Vehicle Fleet, including:</p> <ul style="list-style-type: none"> • Fleet optimisation • Transport service budget • Fleet renewal schedule • Purchasing and disposal of fleet vehicles • Maintaining records, monitoring and reporting

Role	Responsibilities
	<ul style="list-style-type: none"> • Servicing, repairs, road worthiness, road user charges (RUC), relicensing, warrants of fitness • Vehicle insurance and claims • Approves / rejects requests for contractors to drive fleet vehicles • H & S relevant to the vehicle fleet.
Heads of Schools	<ul style="list-style-type: none"> • Approve or reject requests for use of private vehicles on Unitec business
Unitec staff	<ul style="list-style-type: none"> • Comply with Unitec's Vehicle Policy and Procedures • Responsible for contractors and subcontractors working for or on behalf of Unitec and ensuring they understand their obligations and comply with Unitec's Vehicle Policy and Procedures.

Definitions

Term	Means
Authorised driver	<ul style="list-style-type: none"> • An approved Unitec employee or contractor or nominated person deemed to be the driver in charge of a Unitec vehicle at any given time • The Authorised driver will have a current licence
Fleet vehicles	<p>Unitec owned, leased or hired vehicles that are available for business use by Unitec staff, approved contractor or nominated person.</p> <p>Unitec's fleet of vehicles consists of:</p> <ul style="list-style-type: none"> • Pool vehicles, including those allocated to departments • Tool-of-trade vehicles • Licensed (NZ registered with Warrant of Fitness) project vehicles
Assets and Logistics Manager	<ul style="list-style-type: none"> • The Unitec employee responsible for efficient management of the vehicle fleet
Pool vehicles	<ul style="list-style-type: none"> • Unitec owned, leased, or hired vehicles that are available for business use
Project vehicle	<ul style="list-style-type: none"> • Unitec owned, leased, or hired vehicles that are for student teaching, repair work, assembly and disassembly, and Warrant of Fitness training • Project vehicles used for Warrant of Fitness training are registered, have WOFs and may be driven on a public road during training • Project vehicles used for repair work assembly and disassembly are not registered or warranted. These vehicles are not driven on a public road and fall outside of the scope of this policy
Tool of trade vehicles	<ul style="list-style-type: none"> • Unitec owned, leased, or hired vehicles that are assigned to individual staff members who require the use of the vehicle as basic equipment for a particular occupation or role

Term	Means
Unitec Business	Activities undertaken for or on behalf of Unitec
Vehicle	In the context of this policy and the associated procedures, a vehicle is: A vehicle that is NZ registered, has a current a warrant of fitness, is insured, and is in a safe, drivable condition. It may be a fleet vehicle, or one that is privately owned, and may include: cars, mini-buses, private cars, tractors, forklifts, trailers, utility trailers and trucks.

Reference Documents

- Land Transport Act 1998
- Land Transport Rules and safety information including:
 - Traffic and Travel
 - Commercial Driving
 - Driver Licenses
 - Safety
 - Vehicles
- NZ Road Code
- NZTA Regulations 2009
- Health and Safety at Work Regulations 2016
- Vehicle Fleet Procedures
- Procurement policy and Procedures
- Travel Policy
- Code of Conduct

Approval Details

Version number (this version):	2.0	Issue Date (this version):	April 2019
Version History (Amendments made to this version)	Date of amendment/s: <ul style="list-style-type: none"> • 15/06/2016 • 07/07/2106 • 11/07/2016 • 10/09/2016 • 09/01/2017 • 31/01/2019 	Amendment/s: <ul style="list-style-type: none"> • Split policy and procedures and review • Review and include Private Vehicle Policy • Review and accept changes for final draft • Audit review and inclusion of recommendations • Role amendments • Cyclic full review 	
Consultation Scope:	Key stakeholders consulted in the review of this policy: <ul style="list-style-type: none"> • Assets and Logistics Manager • Director – Infrastructure Operations • Selected Unitec managers and frequent vehicle fleet users • Facilities Management 		

Approval authority:	Executive Leadership Team	Date of Approval	April 2019
Policy Sponsor (Will have authority to approve minor amendments)	Assets and Logistics Manager	Policy Owner:	Assets and Logistics Manager
Contact Person	Assets and Logistics Manager	Date of Next Review	April 2022
