



# Vehicle Procedures

## Purpose

The purpose of these procedures is to ensure:

- Unitec's vehicle fleet is safe, fit for purpose and cost effective, meeting Unitec's operational and organisational needs
- Drivers of Unitec fleet vehicles are aware of and understand their responsibilities relevant to managing and /or conditions of use of fleet vehicles.

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## Scope

These procedures apply to:

- Unitec's entire vehicle fleet (pool, tool of trade vehicles, and project vehicles)
- All Unitec staff, Council Members, authorised individuals and approved contractors who drive fleet vehicles
- The Assets and Logistics Manager and all personnel associated with managing the fleet
- The use of private vehicles while on Unitec business

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## Procedures

### 1. Managing Unitec Vehicle Fleet

1.1. Unitec's Goods and Transport Department will manage all operational aspects associated with Unitec fleet excluding project vehicles. This includes activities, costs and records related to:

- Purchasing, leasing and disposal
- Insurance claims
- Signage
- Road user charges, relicensing, warrants of fitness
- Servicing, repairs and maintenance
- Running costs including fuel
- Utilization and charge outs (includes the ability to charge for failure to cancel, or late cancellations)

1.2. All vehicles used on Unitec business are:

- 1.2.1. Maintained in a safe and roadworthy condition in order to ensure the safety of the drivers, occupants and other road users and to minimise vehicle impact on the environment

- 1.2.2. Supplied with a designated nationwide fuel card, which must be used to replenish fuel or oil, and / or a car wash
  - 1.2.3. Appropriately insured
  - 1.2.4. With the expect of project vehicles, must have a current registration and warrant of fitness.
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## **2. Vehicle Insurance Cover**

- 2.1. All Unitec fleet vehicles are appropriately insured, however:
    - 2.1.1. When there is an accident and the driver is found to be liable, the repair costs or excess up to \$1000 will be deducted from the department's cost centre
    - 2.1.2. Private vehicles used on Unitec business are not covered by Unitec's insurance policy
    - 2.1.3. Drivers of private vehicles on Unitec business cannot claim reimbursement for their insurance excess liability if their vehicle is involved in an accident
  - 2.2. Situations which risk voiding insurance  
To ensure insurance cover is not voided, drivers must comply with the following:
    - 2.2.1. Provide a copy of their current licence to the Goods and Transport Office
    - 2.2.2. Drivers must hold a current and full New Zealand licence, with appropriate endorsements, be competent to drive and drive within the law
    - 2.2.3. Advise their Manager and the Goods and Transport Department of any changes to the coverage of their drivers licence
    - 2.2.4. While in charge of a Unitec vehicle, drivers are not permitted to consume or be under the influence of alcohol, drugs, or intoxicating substances that may exceed the legal limit or may inhibit the ability to drive or work on the vehicle
    - 2.2.5. The use of prescription drugs by Unitec vehicle drivers is acceptable as long as the drugs do not impair the driver's ability to drive within the law. Drivers must check with their medical professional to ensure prescription drugs will not impair their ability to drive
    - 2.2.6. Drivers must not drive a Unitec vehicle if they are suffering from fatigue or any condition which inhibits their ability to drive safely or work on the vehicle
    - 2.2.7. Unitec vehicle drivers must not knowingly drive a Unitec vehicle when not authorised to do so
    - 2.2.8. In the event of an accident drivers must stop and remain at the scene until the required information has been exchanged (see Vehicle Accident).
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## **3. Vehicle Safety**

- 3.1. General safety information:
  - 3.1.1. Unitec fleet vehicles have adequate safety features and equipment including a

first aid kit

- 3.1.2. Drivers, on Unitec business, must not use a vehicle that they deem to be unsafe, or which has been withdrawn from use.
  - 3.1.3. Any modifications to a vehicle must comply with Land Transport Safety Regulations, be certified by an authorised vehicle inspector and be pre-approved by the Goods and Transport Department.
  - 3.1.4. If snow chains are required, the driver must ensure that chains are fitted correctly so as not to cause damage to the vehicle.
  - 3.1.5. Special vehicle use – i.e. Forklifts, trailer snorkels, tractors.
    - Only trained operators may operate these vehicles
    - Staff must undergo the appropriate training for such vehicle use and attend refresher courses as required
    - The relevant Head of School must organise training for their department's operators of any special vehicles and maintain training records
- 3.2. Safe transportation of goods while on Unitec business
- 3.2.1. All goods or equipment carried in a vehicle must be secured and stored safely so driver safety is not compromised in the event of an emergency stop
  - 3.2.2. When transporting hazardous substances, drivers must comply with the Land Transport Act 1998 and associated Rule: Dangerous Goods 1999 and NZS 5433:1999 – Transporting of Hazardous Substances on Land. For further information, refer to Land Transport New Zealand website.
- 3.3. Towing and trailer safety
- 3.3.1. Unitec vehicles are not routinely fitted with tow bars and requests for tow bars must be made to the Manager Goods and Transport
  - 3.3.2. Tow bars must be fitted, certified and tested to SAE J684, NZS5467:1993
  - 3.3.3. Towing of other vehicles must be done in accordance with vehicle specifications
  - 3.3.4. Before towing any trailer with a Unitec vehicle, drivers must ensure that the vehicle is capable of towing such a load and that the driver is competent in towing. Drivers must also check the trailer complies with all licensing and safety requirements.
  - 3.3.5. Vehicles and trailers must not be overloaded in weight or bulk.
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#### **4. Vehicle accident and breakdown accident procedures**

- 4.1. In the event of an accident the driver (if able to do so) must:
  - 4.1.1. Call the police if anyone is injured
  - 4.1.2. Record the name of the driver, vehicle registration, colour and make of any other vehicles involved in the accident
  - 4.1.3. Record details of what happened, including a diagram of the accident site (see Vehicle Accident investigation form on the Nest, (Unitec's intranet)
  - 4.1.4. Arrange for the vehicle to be towed if necessary
  - 4.1.5. Do not admit liability

- 4.1.6. Report the accident to the Goods and Transport Office at Unitec as soon as possible (09 892 7831)
- 4.1.7. Note: Drivers must stop, and, if necessary, remain at the scene of an accident until the required information has been exchanged. This is a legal requirement. Failure to stop may result in a traffic offence charge and also voids Unitec's insurance policy for loss, damage or liability arising from the accident.

#### 4.2. Breakdown procedure

In the event of a fleet vehicle breakdown the driver must report the breakdown to the Goods and Transport office 09 892 7831 who will arrange support and repair.

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### 5. Drivers Licences

#### 5.1. Drivers of Unitec fleet vehicles must hold a valid:

- 5.1.1. Class 1 (minimum) full New Zealand Driver licence, or
- 5.1.2. Overseas driver's licence/permit for cars
- 5.1.3. If the driver's licence is not in English, and they do not hold an international driver's licence/permit the driver must present an authorised translation or International driver's licence.
- 5.1.4. The licence holder must advise Unitec if at any time their licence becomes invalid as this prevents the licence holder from driving any Unitec owned vehicle. Renewed licences with a new expiry date must be advised to either the driver's Manager or the Goods and Transport Department.
- 5.1.5. All drivers must provide copies of their full NZ drivers licence (or international licence if the driver has been in New Zealand for under one year) to the Manager of Goods and Transport before being given access to Unitec fleet vehicles
- 5.1.6. The driver's licence (or international licence) must have photo identification.
- 5.1.7. Drivers must be 18 years old or over
- 5.1.8. The licence must be endorsed appropriately for the class of vehicle they are intending to hire
- 5.1.9. Drivers must immediately disclose to The Manager Goods and Transport any changes in the status of their driving licence
- 5.1.10. Only trained and certified 4WD drivers are permitted to drive 4WD vehicles off-road.

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### 6. Authorised Unitec Vehicle Drivers

#### 6.1. All drivers of Unitec vehicles must:

- 6.1.1. Be employed by Unitec, or be a nominated, authorised driver by the Assets and Logistics Manager

- 6.1.2. Be at least 18 years old
  - 6.1.3. Hold a current driver's licence (See: Driver Licences) of the appropriate class and a copy of this licence must be held by the Transport department
  - 6.1.4. Read, understand and comply with Unitec's Vehicle Policy and associated procedures.
  - 6.1.5. Must not allow a third party to drive a vehicle unless prior approval has been obtained from the Goods and Transport Department, except in an emergency (e.g. during an earthquake, potential flood, when life is at risk).
  - 6.1.6. Be subject to the same general conditions of use (see: Conditions of Use, below).
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## **7. Conditions of Use for Fleet vehicles**

### **7.1. General conditions**

- 7.1.1. Drivers should Plan their route and travel times appropriately, allowing sufficient time to reach their destination, and factor in driving conditions.
- 7.1.2. Drivers should aim to minimise cost and before requesting a pool vehicle, consider using, if cheaper:
  - Courier service for the delivery and pick up of goods.
  - Public transport.
  - Unitec's inter-campus shuttle bus service
- 7.1.3. Bookings for Pool vehicles can be made via the Online Vehicle Booking system, available through the Goods & Transport website, located on The Nest/Services/Goods & Transport. Requestors must upload their current drivers licence to the booking system in order for a booking to commence. For assistance please contact 09 8927831.
- 7.1.4. Drivers should consider the type of vehicle most suitable for the work and conditions likely to be encountered and use smaller vehicles for urban and shorter trips, if practicable.
- 7.1.5. Charges may be applied for failure to cancel or late cancellations of bookings (2 hours' notice required).
- 7.1.6. All pool vehicles are required to display the current logo, which must be permanently and prominently displayed on the exterior of the vehicle.
- 7.1.7. The use of all tool of trade vehicles is to be determined and approved by Head of Schools in accordance with Unitec's Vehicle Policy and these procedures
- 7.1.8. Unitec vehicles must be driven in compliance with the Road Code and NZ law, safely and with courtesy
- 7.1.9. Drivers of pool vehicles are liable for any traffic violations, speeding and/or parking tickets while a Unitec vehicle is in their charge. Unitec accepts no responsibility for these whatsoever. Such events will be recorded against driver's name, and regular offending may affect that driver's future use of Unitec vehicles.
- 7.1.10. Any faults, damage to a fleet vehicle or accidents must be reported to the office within 24 hours (ph. 09 8927831)
- 7.1.11. The relevant department is liable for the insurance excess of \$1000 or the cost of repair (whichever is lesser) in the event of an accidents.

- 7.1.12. A cleaning charge of up to \$150 will be added to the hire cost if a vehicle is returned in an unreasonably dirty condition.
- 7.1.13. The Assets and Logistics Manager or approved nominee (e.g. Goods and Transport Supervisor), may waive or vary the cleaning fees charged.

## 7.2. Housekeeping requirements

- 7.2.1. Smoking is not permitted in any Unitec vehicle.
  - 7.2.2. Unitec vehicles, apart from project vehicles, must be maintained in a clean and presentable condition at all times, with all rubbish removed before returning the vehicle. This includes tool of trade vehicles.
  - 7.2.3. When animals are to be transported they must be placed in an appropriate cage/container for transportation. Safety considerations
  - 7.2.4. Drivers of Unitec vehicles:
  - 7.2.5. Must not pick up hitchhikers
  - 7.2.6. Must not use a cell phone while driving, except via an approved hands-free / Bluetooth system.
  - 7.2.7. Must report any faults with Unitec fleet vehicles to the Goods and Transport Department as soon as possible
  - 7.2.8. Must ensure that the vehicle is parked legally at all times and all doors and windows are closed and locked. An exemption to this is when animals are transported, in which case, two windows must be lowered by 4cm and the vehicle and animal should not be left unattended for any longer than five minutes
  - 7.2.9. Should ensure, when parking a Unitec vehicle overnight, if at all possible, that it is not parked on the road.
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## 8. **Paying for fuel, car wash, tolls and fines**

### 8.1. Use of fuel card and associated procedures

- 8.1.1. The vehicle's fuel card may be used to purchase fuel, oil and / or a basic car wash by the authorised driver
- 8.1.2. Fuel and other costs incurred while driving must not be paid for using a Pcard
- 8.1.3. Drivers are not permitted to use the Unitec fuel card for fuelling any vehicle other than the vehicle to which the card is assigned
- 8.1.4. Managers of Departments in charge of fuel cards for pool vehicles must ensure the integrity of the fuel card pin number. This number should not be given to any other person other than the person responsible for refueling the vehicle.
- 8.1.5. The Assets and Logistics Manager will manage and monitor the use of fuel cards and report as required.
- 8.1.6. For private vehicles, used on Unitec business, the driver completes an expense claim and will be reimbursed for mileage at current IRD rates subject to:
  - o Having pre-approval from their line manager
  - o Provision of full details of the individual trips
  - o Submission of a Unitec Expense Claim Form

## 8.2. Toll road payment

- 8.2.1. The Assets and Logistics Manager will manage and monitor Toll Road usage.
- 8.2.2. All Unitec vehicles are registered for toll roads. (Northern Gateway & Tauranga - to Tauranga Eastern Link and Takatimu Drive Toll Roads)
- 8.2.3. Vehicles used on Unitec business will have the charge debited to their appropriate department.
- 8.3. Unitec does not reimburse costs of repairs to private vehicles or any costs associated with accidents or incidents.
- 8.4. Drivers of vehicles while on Unitec business are liable for any traffic violations, speeding tickets and/or parking tickets incurred. Unitec accepts no responsibility for these whatsoever.

## 9. **Unitec Vehicle Hire Rates and Conditions**

### 9.1. Internal charges

- 9.1.1. Fleet vehicles are available to Unitec staff for business use, an internal budget charge is made to cover running costs, against the requestor's department budget.
- 9.1.2. Staff must book a vehicle using the vehicle booking system on Unitec's Intranet (The Nest/Home/Services/Goods & Transport/Book a vehicle)
- 9.1.3. Vehicles are available on either full day, half day or hourly rate.
- 9.1.4. Rates are subject to change but are current as at 1 September 2016.

### Unitec Department Hire Rates

Rate	Commercial Vehicles	Cars	Conditions
Day	\$50	\$40	GST – Not applicable Includes Fuel and Insurance
Hourly	\$15	\$10	

In extenuating circumstances, the Assets and Logistics Manager may apply a discount on rates, (e.g. cleaning charges may be applied pro rata).

Term	Means
Authorised driver	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	Unitec owned, leased or hired vehicles that are available for business use by Unitec staff, approved contractor or nominated person. Unitec's fleet of vehicles consists of: <ul style="list-style-type: none"> <li>• Pool vehicles</li> <li>• Tool-of-trade vehicles</li> <li>• Licensed project vehicles</li> </ul>
Assets and Logistics Manager	The Unitec Manager responsible for efficient management of the vehicle fleet.
Pool vehicles	Unitec owned, leased, or hired vehicles that are available for business use.
Project vehicle	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 repair work assembly and disassembly are not registered or warranted. These vehicles are not driven on a public road. Project vehicles used for Warrant of Fitness training are registered, have WOFs and may be driven on a public road during training.
Tool of trade vehicles	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.
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.



## Approval Details

<b>Version number (this version):</b>	2.0	<b>Issue Date (this version):</b>	April 2019
<b>Version History (Amendments made to this version)</b>	Date of amendment/s: <ul style="list-style-type: none"> <li>16/06/2016</li> <li>22/06/2016</li> <li>07/07/2016</li> <li>11/07/2016</li> <li>March 2019</li> </ul>	<b>Amendment/s:</b>	<ul style="list-style-type: none"> <li>Split policy and procedures and review, add toll information</li> <li>Changes post review</li> <li>Review and included private vehicle procedures</li> <li>Review and accept changes for final draft</li> <li>Cyclic review resulting in minor amendments</li> </ul>
<b>Consultation Scope:</b>	Key stakeholders consulted in the review of this policy: <ul style="list-style-type: none"> <li>Selected Unitec managers and frequent vehicle fleet users</li> <li>Director – Infrastructure Operations</li> <li>Executive Director – People and Infrastructure</li> <li>Assets and Logistics Manager</li> </ul>		
<b>Approval authority:</b>	Executive Leadership Team	<b>Date of Approval</b>	April 2019
<b>Policy Sponsor (May have authority to approve minor amendments)</b>	Director – Infrastructure Operations	<b>Policy Owner:</b>	Assets and Logistics Manager
<b>Contact Person</b>	Assets and Logistics Manager	<b>Date of Next Review</b>	April 2022