

## Vehicle Use and Fleet Management Policy

<b>Last Modified</b>	September 2020
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<b>Approval Authority</b>	Executive Director – People, Culture and Campus
<b>Contact Officer</b>	Logistics & Operations Manager – People, Culture and Campus

### Introduction

This document details the conditions of use and management of University owned vehicles, and outlines the responsibilities for users of University fleet vehicles.

### Definitions

**Fleet pool vehicle** – any vehicle available for use through the fleet booking office.

**Fringe benefit tax (FBT)** – tax imposed on non-cash benefits provided to past, present and future employees. FBT is, generally, payable if the University provides an employee with a non-cash benefit. The conditions under which FBT is payable vary widely, but generally apply in circumstances such as

- Private use or enjoyment of a motor vehicle, or its availability for such use;
- Subsidised transport;
- Gifts, prizes and gift vouchers;
- Entertainment.

**Law** – refers to the laws of New Zealand.

**University fleet vehicle** – a motor vehicle (including motor bikes, golf carts, and power boats) registered, leased or rented in the name of the University of Canterbury.

**Vehicle user** – the person authorised to be the driver in charge of a particular University fleet vehicle at any given time.

## Policy Statements

This policy applies to all University fleet vehicles.

All vehicles owned by the University will be treated as University fleet vehicles. These are also “fleet pool vehicles”.

### Responsibility for Procurement and Management of University Fleet Vehicles

1. Facilities Management is responsible for procurement and the overall management of the University fleet vehicles to maximise utilisation, deliver and maintain a **safe, environmentally friendly, cost effective, fit for purpose** means of transportation to support the University.
  - a) The procurement of vehicles may only be initiated by the Support Services Manager, Facilities Management, as per the University’s [Procurement Policy \(PDF, 194KB\)](#).
  - b) All University fleet vehicles are maintained in a safe and roadworthy condition in order to ensure the safety of the driver, occupants and other road users at all times.
2. Colleges, Departments, and Service Units managing a dedicated pool of fleet vehicles must have a **suitable system of vehicle booking** that ensures the following:
  - The vehicle user for a particular fleet vehicle is known;
  - The purpose and the period for which the fleet vehicle is used is understood and agreed;
  - The vehicle user is made aware of all terms and conditions as set out in this policy (see [Use](#) for further requirements).
3. All University fleet vehicles (including those purchased with grants) have been transferred to Facilities Management for management. This has been in effect since 1 August 2008.
4. As part of their system of risk management, it is expected that the Colleges, Departments and Service Units undertake periodic checks that fleet vehicle users are complying with the terms and conditions of this policy.

The University put measures in place to ensure all of its legal obligations with regard to [fringe benefit tax \(Inland Revenue website\)](#) (as it relates to motor vehicles), registration of vehicles, and the lawful operation of all University fleet vehicles.

### Use

5. Staff are encouraged to consider alternate forms of transport before booking University fleet vehicles.

6. All University fleet vehicles will be available for **business use only** and charged to the vehicle user's department as per this policy.
7. All users of University fleet vehicles must agree to comply with the [Terms and Conditions \(see Appendix\)](#) for use of University vehicles, **before** being allowed to book a vehicle.
6. Authorised drivers of University fleet vehicles must have a full current driver licence, and demonstrate safe driving habits, which will be monitored via the EROAD system to ensure compliance and safety.

Where driving practices are demonstrated to be unsafe, the driver will be referred to Human Resources and the Health and Safety Manager, for appropriate action to be taken.

## Access to information

All operating procedures for University vehicles will be made available via the [Security webpages \(University website\)](#) Vehicles webpage.

## Related Documents and Information

### Legislation

- [Health and Safety at Work Act 2015 \(New Zealand Legislation website\)](#)
- [Land Transport Act 1998 \(New Zealand Legislation website\)](#)
- [Land Transport Rule: Dangerous Goods 2005 \(NZ Transport Agency website\)](#)

### UC Policy Library

- [Procurement Policy \(PDF,194KB\)](#)
- [Purchasing Card Policy \(PDF,797KB\)](#)
- [Smoke-Free Policy \(PDF,283KB\)](#)
- [Taxes Policy \(PDF,294KB\)](#)
- [Travel Policy \(PDF,673,KB\)](#)

### UC Website and Intranet

- [Security webpages \(University website\)](#)

### External

- [EROAD U Book it \(Ubookit website\)](#)
- [Fringe Benefit Tax \(FBT\) \(Inland Revenue Website\)](#)
- [Health and Safety at Work Act 2015 \(WorkSafe New Zealand website\)](#)

- [NZS 5433:2012 Transport of Dangerous Goods on Land \(Standards New Zealand website\)](#)
- [NZS 5467:1993 \(Standards New Zealand website\)](#)
- [SAE J684 \(SAE International website\)](#)

## Appendix

### [Appendix: Terms and Conditions for Use of University Vehicles](#)

<b>Document History and Version Control Table</b>			
<b>Version</b>	<b>Action</b>	<b>Approval Authority</b>	<b>Action Date</b>
<i>For document history and versioning prior to 2013 contact <a href="mailto:ucpolicy@canterbury.ac.nz">ucpolicy@canterbury.ac.nz</a></i>			
1.00	Converted document to new template.	Policy Unit	Jun 2013
1.01	Document review date pushed out.	Policy Unit	Feb 2014
1.02	Review date pushed out.	Policy Unit	Sep 2014
1.03	Hyperlinks updated.	Policy Unit	Sep 2014
1.04	Review date pushed out due to vehicle review.	Contact Officer	Jan 2015
2.00	Scheduled Review by Contact Officer. Amended by AH, Approval Authority	Executive Director, Human Resources	October 2017
3.00	Scheduled review by Contact Officer, major changes to content layout and content location	Executive Director, People, Culture and Campus	Sep 2020

**This policy remains in force until it is updated**

## Appendix

### Terms and Conditions for Use of University Vehicles

1. All vehicle users must be employed by, or enrolled as a student of, the University of Canterbury, or otherwise approved by the Security Manager.
2. All vehicle users must have a full current driver licence of the appropriate class for the vehicle being hired and this licence must be available for inspection. Only driver licences that are valid in New Zealand will be approved.
  - All vehicle users must notify the [Security Office \(University website\)](#) of any traffic related convictions which would prevent them from driving a University vehicle.
3. A vehicle user must not have any medical condition that exempts them from driving a motor vehicle.
4. University vehicles must only be used for University business.
5. University vehicles must be returned to their correct parking space after use. If, for any reason, this is not possible the [Security Office \(University website\)](#) must be given advanced notification, where practicable.
6. No vehicle user shall be in excess of the legal drug or alcohol limit while in charge of a University vehicle, or drive the vehicle if suffering from fatigue or any medical condition which inhibits the ability to drive safely.
7. Vehicle users are responsible for any traffic or parking infringements associated with a University vehicle while in their charge.
8. Vehicle users must return University fleet vehicles in the same condition as when the vehicles were issued. The fuel card supplied with the vehicle may be used to pay for a car wash of the vehicle if it has become excessively dirty during the hire period.
9. Vehicle users must report any vehicle faults to the [Security Office \(University website\)](#).
10. Vehicle users must ensure that a vehicle is not overloaded at any time.
11. Vehicle users must ensure that no domestic animals are allowed inside the vehicle at any time. University animals must be placed in the appropriate container/cage for transport.
12. Vehicle users must not allow a third party to drive a University fleet vehicle (except in an emergency) unless prior approval has been obtained from the Security Office.
13. Smoking and vaping in vehicles is strictly prohibited.

14. No fare-paying passengers shall be permitted to ride in a University fleet vehicle. A pooling of the rental is not fare-paying.
15. The picking up of hitchhikers is not permitted.
16. When towing, it is the driver's responsibility to ensure that the tow ball and coupling are compatible.
17. Transporting of materials in a vehicle or trailer must be secured against movement.
18. Before towing any trailer, etc., with a University vehicle (owned or leased) the driver must ensure that the vehicle is capable of towing the unit to be towed. Also, prior to towing, the driver must have experience in towing.
19. Use of chains – it is the vehicle user's responsibility to ensure that chains are fitted correctly so as not to cause damage to the vehicle. The cost of hiring chains remains with the hirer.
20. Fringe benefit tax – the University vehicles are subject to fringe benefit tax and are therefore not for private use, unless arranged in advance.
21. In the event of a motor vehicle crash, the driver (if able to do so) is required to
  - notify the Police if anyone is injured, as soon as possible and no later than 24 hours after the crash;
  - obtain the name, vehicle registration, colour and make of any other vehicle involved regardless of fault;
  - record details of what occurred, including a plan of the accident site; and
  - report the accident to the UC Security on **0800 823 637** as soon as possible, including all information relating to the motor vehicle crash for insurance claim and incident reporting reasons.

All arrangements for the vehicle to be removed, if necessary, will be made by the UC Security.

**Do Not Admit or Discuss Liability with ANY Other Parties Involved in the Incident.**

- If the driver fails to stop or fails to remain at the scene following the occurrence of a motor vehicle crash where required to do so by law, the University's insurance policy covering motor vehicles will not insure against loss, damage or liability arising.

**Further information is available by ringing 0800 823 637.**

22. If you no longer require your booking, please cancel using the online booking tool – [EROAD U Book it](#). If you require further assistance, contact the Security Office on Ext 92888 or 0800 823 637.

23. The type of vehicle used should be suitable for the work and conditions you are likely to encounter.
24. When transporting hazardous substances, as a minimum standard, you will need to ensure that you comply with the following Act, associated Rule and NZ Standard:
  - [Land Transport Act 1998 \(New Zealand Legislation website\)](#)
  - [Land Transport Rule: Dangerous Goods 2005 \(NZ Transport Agency website\)](#)
  - [NZS 5433:2012 Transport of Dangerous Goods on Land \(Standards New Zealand website\)](#).

This Act, Rule and NZ Standard must be consulted prior to the transportation of any dangerous goods or hazardous substance.
25. The use of mobile devices while driving is illegal. Before using these devices, drivers must pull over to the side of the road (when it is safe to do so).
26. Vehicles, including 4WD, must not be taken off road. They are only to be used on sealed roads, gravel roads and farm tracks. Should a vehicle be required to go off road, please speak to the Security Manager before making a booking. Certain vehicles within the College of Science have been equipped with full protective armour to operate off road and are therefore exempt from this requirement.
27. The vehicle user must be authorised to use a University fleet vehicle and will meet the charges associated with this hire.
28. The driver of the vehicle must ensure that the vehicle is parked legally at all times and that all doors and windows are locked when unattended. If the vehicle is out overnight it should not be parked on the road.
29. If during their booking period, for any reason a registered driver can no longer meet the conditions of this policy or the Terms and Conditions for Use of University Vehicles, they must notify the Security Office immediately on 0800 823 637.
30. The fleet/fuel card must only be used for fuel, oil purchases and car washes (if required) for the vehicle.