

Vehicle Use and Fleet Management Policy

Nōnahea i Whakarerekē Last Modified	October 2023
Rā Arotake Review Date	October 2027
Mana Whakaae Approval Authority	Kaihautū Matua Pūmanawa Tangata Executive Director of People, Culture and Campus
Āpiha Whakapā Contact Officer	Pouārahi Mahi Team Leader Fleet & Operation – People, Culture and Campus

Kupu Whakataki | Introduction

This policy sets out the standards and procedures for Fleet Vehicle use and Fleet Vehicle Lifecycle Management at the Te Whare Wānanga o Waitaha | University of Canterbury.

Kaupapa Here | Policy Statements

Scope

This policy applies to:

- All Fleet Vehicles (including Department Vehicles regardless of funding source);
- All University Staff Members as well as Students who use or authorise the use of use Fleet Vehicles.

Key Responsibilities and Functions

1. Facilities Management is responsible for the lifecycle management of Fleet Vehicles. All Fleet Vehicles (including those purchased with grants or other funding) are and must be managed by Facilities Management.
2. The Relevant Manager is responsible for authorising Staff to be Vehicle Administrators who manage the usage and maintenance of the Department Vehicles.
3. Vehicle Administrators, who authorise the use of Department Fleet Vehicles, are responsible for ensuring the Vehicle Users meet the criteria set by this policy.
4. Facilities Management is responsible for procurement and disposal of Fleet Vehicles.

5. The Support Services Team is responsible for the maintenance of all Fleet Vehicles to ensure they are roadworthy and meet relevant standards and in-service certifications.
6. Fleet Vehicle bookings are charged at the prevailing University rates and reviewed annually and may change. The rate charged will cover all expenses and costs to the Fleet Vehicle including fuel and insurance, but excluding additional cleaning, which will only be levied if required.

Fleet Management

7. The University fleet comprises the following:
 - Fleet Vehicles that are available for use through the fleet booking system BookIt.
 - Department Vehicles that are allocated to a Department/School, Faculty, or Service Unit.
8. The Support Services Team, within the Facilities Management, has expertise in and carries out Fleet Vehicle Lifecycle Management activities which include:
 - Fleet booking system management
 - Fleet maintenance management
 - Servicing and repairs
 - Vehicle signage
 - Vehicle compliance management – registrations, warrants of fitness, road user charges and vehicle insurance.
 - Assistance with accident management
9. Fleet Vehicles are fitted with Ehubo 2 GPS tracking units to log the driver details, travel details and vehicle speed.

Procurement and Disposal of Vehicles

10. All Fleet Vehicles are to be procured centrally by the Support Services in accordance with the [Procurement Policy \(PDF, 227KB\)](#).
11. The Support Services Team shall consult with UC Procurement and Relevant Manager(s) for analysing the following:
 - The total cost of ownership or leasing which considers the purchase price, environmental impacts, safety ratings, and servicing and disposal costs
 - The record of the distance travelled by the existing vehicle. The University Fleet Vehicles are usually replaced every four years, except for Faculty of Sciences and Service vehicles which are usually replaced every six and twelve years, respectively

- The special or fit-out requirements arising from the intended use of the vehicle.
12. The cost associated with the special requirements for the Department Vehicles shall be incurred by the respective Faculty, Department/School or Service Unit. The Support Services Team shall cover these costs for other Fleet Vehicles.
 13. All Fleet Vehicles will be purchased through the Government approved scheme. Approval from the Procurement Manager must be obtained when planning to purchase a vehicle outside this scheme.
 14. A Fleet Vehicle is deemed eligible for disposal by the Support Services Team. The disposal of vehicles will be via a licensed motor vehicle trader approved by the University.

Signage

15. University signage must be permanently affixed to and prominently displayed on the exterior of all Fleet Vehicles and trailers. Magnetic or removable signs are not permitted, and neither is signwriting on a removable part (e.g., spare wheel cover) of a Fleet Vehicle.
16. The Support Services Team is responsible for organising all signage and ensuring the University logo's consistency and the signage's location.

Vehicle Booking System

17. Before using a Fleet Vehicle, consideration should be given to using a courier service to deliver and pick up goods.
18. Users of the Fleet Vehicles must use the online booking system to book a vehicle. The system can be accessed via <https://bookit.eroad.com/> (*University website*).
19. When booking a Fleet Vehicle, an Oracle Code and driver's licence must be supplied before the vehicle booking process can be completed.
20. Fleet Vehicles are available 24/7, once a booking is made the keys can be collected from the Security Office at 114 Ilam Road. When collecting the Fleet Vehicle, the driver must present their current valid driver's licence and valid University of Canterbury Card.
21. A Fleet Vehicle may only be allocated to a driver or task if the vehicle is fit for purpose.
22. When booking Fleet Vehicle, the Fleet Vehicle must only be booked for the required time and official University purpose.
23. Departments/Schools, Faculties and Service Units authorising Department Vehicles must have a suitable system of vehicle booking that ensures the requirements in this policy are met.

Vehicle Users

24. All Vehicle Users must be employed by the University or enrolled as a Student at the University of Canterbury, or otherwise approved by the Team Leader Fleet and Operations.
25. All Vehicle Users must have a clean, current, and full New Zealand driver's licence of the appropriate class or endorsement for the Fleet Vehicle being hired and this licence must be available for inspection.
26. Overseas licences or endorsements will be accepted only in accordance with NZTA guidelines ([Driving on New Zealand Roads \(NZTA website\)](#)).
27. The Vehicle User is responsible for the following:
 - Maintaining the custody and condition of the Fleet Vehicle while it has been allocated to them
 - Ensuring their competency in the safe operation of the vehicle
 - Ensuring the Fleet Vehicle is in safe working condition and suitable for the purpose and conditions likely to be encountered
 - Advising the Support Services Team if their licence has been cancelled or has restrictions imposed
 - Ensuring they are in a fit state to drive and comply with any licence conditions
 - Ensuring the specialist and safety equipment are checked and loaded before setting out
 - Ensuring appropriate breaks are taken
 - Driving in a manner that will not discredit the University of Canterbury. Where driving practices are demonstrated to be unsafe, the Vehicle User will be referred to Pūmanawa Tangata | People and Culture for appropriate action to be taken.
 - Ensuring the Fleet Vehicle is returned in a clean and tidy condition.
28. All Vehicle Users must have read, understood, and accepted this policy.
29. If any faults occur during the operation of the vehicle, the Vehicle User is to take appropriate action.
30. The Vehicle Users are responsible for reporting maintenance needs, faults, or damages to the Support Services Team as soon as possible at vehiclemaintenance@canterbury.ac.nz.
31. Before towing a trailer, the Vehicle User must ensure that the vehicle has the correct towing capacity for the total maximum trailer and load and that the tow ball and coupling are compatible.

32. In the case of long-distance driving, the Vehicle User must ensure any co-drivers are competent to operate the vehicle and comply with all the requirements in this policy.

Maintenance of University Fleet Vehicles

The Support Services Team is responsible for maintaining Warrant of Fitness, Certificate of Fitness, and servicing of all Fleet Vehicles to ensure they are roadworthy and meet relevant standards and in-service certifications.

33. Vehicle licensing (Registration and Road User Charges) and insurance of all Fleet Vehicles are the responsibility of the Support Services Team.
34. Any tow bars fitted must be certified and tested to meet all relevant New Zealand Standards, including [SAE J684 \(SAE International website\)](#) and [NZS 5467:1993 \(Standards New Zealand website\)](#).
35. Any modifications to a Fleet Vehicle must be approved by the Support Services Team in advance of any work being carried out. Work must be carried out by the University's authorised supplier only.
36. Departments/Schools, Faculties, or Service Unit Vehicle Administrators are responsible for arranging any special equipment such as snow chains, personal protective equipment, etc. required for safe driving of the Fleet Vehicle.

Other Vehicles

37. Staff or Students using their own vehicles for official University purposes are not covered by the [Motor Vehicle Insurance \(University SharePoint\)](#).
38. [University travel \(University SharePoint – Staff Access Only\)](#) covers all travel by Staff and Students who have been approved as travelling for a University purpose.
39. If a Fleet Vehicle is not available due to circumstances beyond the University's control, every effort will be made to find a replacement vehicle from the fleet.
40. All costs of the rental will be the responsibility of the hirer.
41. If a vehicle is rented through the University's preferred supplier, a P-Card should be used for re-fuelling.
42. Rental car conditions may differ from this policy. Drivers should ensure that they are clear about their obligations under the Rental Contract.

Transportation of Dangerous Goods

43. All classes of dangerous goods are described in the [Land Transport Rule: Dangerous Goods 2005 \(NZTA website\)](#).
44. Some Fleet Vehicles may not be suitable for carrying goods that are classified as dangerous for transport. Depending on the nature and quantity of the dangerous

goods, a dangerous goods (D) endorsement on the Vehicle User's driver's licence might be required.

45. Any transportation of dangerous goods in a Fleet Vehicle is prohibited. Other options for transportation of dangerous goods can be discussed with the Support Services Team at vehiclebookings@canterbury.ac.nz.
46. Departments/Schools, Faculties, or Service Units Vehicle Administrators are responsible for ensuring the Vehicle Users and Department Vehicles meet the criteria for the transportation of dangerous goods set by this policy.

Purpose and Use

47. The University is required to meet its legal obligations as defined by the [Income Tax Act 2007 \(New Zealand Legislation website\)](#).
48. The fringe benefits tax arises when a Fleet Vehicle is used by an employee or their associate for private purposes or is available for such use.
49. Private or personal use of a Fleet Vehicle is prohibited. Fleet Vehicles may only be used for official University purposes and business. However, under some circumstances, personal or private use is permitted, if arranged in advance and approved by the Vehicle User's Line Manager.
50. Vehicle Users are required to be fully aware of their tax obligations defined by the [Inland Revenue Department \(Inland Revenue Department website\)](#).

Fuel

51. Each Fleet Vehicle is allocated fuel cards for fuel, oil, and vehicle wash.
52. Fuel may only be purchased using these cards at approved service stations where the University has negotiated discounts. Other suppliers can only be used in the event of an emergency.
53. The Vehicle Users are prohibited to use the allocated fuel card for fuelling any vehicle other than the Fleet Vehicle assigned to them.
54. Lost, stolen, or damaged fuel cards must be reported to the Support Services Team as soon as possible.

Electric Vehicle Charging

55. The electric vehicle charging stations are available on the University campus and meet the NZTA requirements of safe, reliable, and interoperable stations.
56. Each electric vehicle is allocated a [ChargeNet fob card \(ChargeNet website\)](#) for charging the vehicle off campus. The ChargeNet fob card can only be used on the [ChargeNet Network \(ChargeNet website\)](#) for charging University owned electric vehicles.

Fines and Infringements

57. The Vehicle User is responsible for any penalties or fines they incur, including but not limited to, speeding, traffic infringements, and parking tickets, and any further charges incurred by the University because of non-payment of fines or towing of the vehicle.

Parking and Security

58. The University will provide secured parking for all fleet vehicles, where possible, on the University campuses
59. Fleet pool vehicles are parked in a central location in the Erskine Car Park at the corner of Science and Engineering Road. All vehicles must be returned to this location.
60. The approved users are responsible for the following:
- Ensuring the vehicle is locked when parked
 - Ensuring the keys are not left in an unattended vehicle
 - Ensuring the valuable items are either removed or kept out of sight to avoid temptation from prospective thieves. The University will not be responsible for any loss or damage to personal items
 - Reporting the theft or damage to the fleet vehicle to the Support Services team at vehiclemaintenance@canterbury.ac.nz

Health, Safety and Wellbeing

61. The Vehicle User is responsible for following the road rules for their safety and the safety of the others.
62. Under the [Health and Safety at Work Act 2015 \(New Zealand Legislation website\)](#) all Fleet Vehicles are deemed to be a place of work and all Vehicle Users must comply with the [Health, Safety and Wellbeing Policy \(PDF, 197KB\)](#).
63. All Fleet Vehicles are equipped with a first aid kit and a fire extinguisher.
64. Smoking and vaping are strictly prohibited in any Fleet Vehicle at any time.
65. A Vehicle User must not have any medical condition that exempts them from driving a motor vehicle.
66. No Vehicle User is permitted to drive the Fleet Vehicle under the influence of a legal or illegal drug or alcohol, or if suffering from fatigue or any medical condition which inhibits the ability to drive safely.
67. Hitchhikers and fare-paying passengers are not permitted to ride in a Fleet Vehicle.

68. The Vehicle User must be competent, aware of the Fleet Vehicle's capability and comply with safe driving practices in relation to:
- Driving in hazardous conditions and extreme weather
 - Driving on gravel or unsealed road
 - Driving off-road
 - Level crossings
 - Use of snow chains
 - Transporting dangerous goods
 - Stowing equipment and securing loads
 - Towing of trailers or another vehicle

Emergency

69. In the event of a motor vehicle accident, the Vehicle User (if able to do so safely) is required to:
- Stop or remain at the scene following a motor vehicle accident. Failure to do so may void the University's insurance cover. In the event, that a Vehicle User leaves an accident without following this policy, and where the University's insurer declines to provide cover because of obligations not met by the Vehicle User, costs may be recovered from the Vehicle User
 - Notify the Police if anyone is injured, as soon as possible and no later than 24 hours after the crash/accident
 - 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
 - Report the incident to UC Security on 0800 823 637 as soon as possible and also on the Assura system (University website) and at vehiclemaintenance@canterbury.ac.nz; including all information relating to the motor vehicle crash for an insurance claim and triage
 - Do not admit or discuss liability with any other parties involved in the incident
70. All arrangements for the vehicle to be removed, if necessary, will be made by the Support Services Team.

Tautuhinga | Definitions

Booking system – The online system to book a Fleet Vehicle and it can be accessed via <https://bookit.eroad.com/>

Dangerous Goods – Substances with explosive, flammable, toxic, infectious, corrosive or environmentally hazardous properties, and containers that have held dangerous goods.

Department Vehicle(s) – Any vehicle allocated to a Department/School, Faculty or Service Unit and managed by the Vehicle Administrator or Relevant Manager.

Ehubo 2 – A distance recorder and speed recorder with a driver-facing touchscreen display.

Fleet Lifecycle Management – The process of procuring, monitoring, using, replacing, and disposal or de-fleeting of vehicles.

Fleet Vehicle(s) – All motor vehicles including cargos, passengers, service vans, trucks, forklifts, all-terrain vehicles, golf carts, motorbikes, and power boats registered, leased, or rented in the name of the University of Canterbury. For the avoidance of doubt, it includes Department Vehicles.

Vehicle Administrator(s) – The role authorised by the Relevant Manager as the Department Vehicle ‘caretaker’. This role is responsible for managing the Department Vehicle and ensuring that the requirements under this policy are met.

Vehicle User - The Staff Member or Student authorised to be the driver in charge of a particular Fleet Vehicle at any given time.

He kōrero anō | Related Documents and Information

Whakaturetanga | Legislation

- [Health and Safety at Work Act 2015 \(New Zealand Legislation website\)](#)
- [Income Tax Act 2007 \(New Zealand Legislation website\)](#)
- [Land Transport Act 1998 \(New Zealand Legislation website\)](#)
- [Land Transport \(Road User\) Amendment Rule 2009 \(New Zealand Legislation website\)](#)

Te Pātaka Kaupapa Here | UC Policy Library

- [Health, Safety and Wellbeing Policy \(PDF, 197KB\)](#)
- [Procurement Policy \(PDF, 227KB\)](#)
- [Travel Policy \(PDF, 295KB\)](#)

Te Pae Tukutuku me te Ipurangirotu o UC | UC Website and Intranet

- [Booking System](#) (BookIt)

- [Assura system \(University website\)](#)
- [Motor Vehicle Insurance \(University SharePoint\)](#)
- [University travel \(University SharePoint\)](#)

Mōwaho | External

- [ChargeNet Fob Card \(ChargeNet website\)](#)
- [ChargeNet Network \(ChargeNet website\)](#)
- [Driving on New Zealand Roads \(NZTA website\)](#)
- [Inland Revenue Department \(Inland Revenue Department website\)](#)
- [Land Transport Rule: Dangerous Goods 2005 \(NZTA website\)](#)
- [New Zealand Road Code \(NZTA website\)](#)
- [NZS 5467:1993 \(Standards New Zealand website\)](#)
- [SAE J684 \(SAE International website\)](#)
- [Safe Driving Practices \(NZTA website\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz			
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	Oct 2017
3.00	Scheduled review by Contact Officer, major changes to content layout and content location	Executive Director, People, Culture and Campus	Sep 2020
4.00	Scheduled review by Contact Officer; comprehensive review and major changes to incorporate fleet lifecycle management	Executive Director, People, Culture and Campus	October 2023

This policy document remains in force until it is updated.