

Vehicle use: Policies and booking.

For Postgraduate thesis-related field work there will in all likelihood be mileage charges; please ensure this detail is sorted between you and your supervisor before field work begins.

1. Bookings can be made with [Fleet vehicle booking](#) at that time you will be expected to read and sign-off the UC **rules for vehicle use**. You will also need to present and have held a full NZ Drivers Licence (it must have no endorsements) or, an International Driver's Licence (which with respect to UC vehicle use will be recognised as valid for 1 year after the date of issue).
2. A number of different types of vehicle are available from the University of Canterbury Vehicle Pool. You will be required to read and sign the **University of Canterbury The [Vehicle Use and Fleet Management Policy](#)** document details the University policy, conditions of use and responsibilities for users of University owned vehicles. It also provides information on how to book a University vehicle, reimbursement of costs and how vehicle will be disposed and procured. Mileage charges for use of these vehicles are also incurred; as a result you will need to ensure you have funds available to cover those costs. Keys may be picked up from the Facilities Management reception desk, you will be required to present a valid driver's licence and your Canterbury Card before the keys will be issued.
3. With respect to both School and UC regulation, four-wheel driving is defined as using a 4 wheel drive vehicle anywhere other than roads that are part of the national network. If a 4-wheel drive vehicle is to be used for purpose, you will be required to have either completed or complete a nationally recognised 4-wheel driving course before you will be given approval to go off-road.

Planning a Field Trip? Definitions and documents

Any teaching, learning or research activity carried out off-campus is defined in the UC Regulations as a 'Field Activity'. As a result, any such activity must be planned and managed in a way that risk is minimised and that in the event of an emergency, appropriate and rapid responses are initiated as quickly as possible. To that end UC have a set of field-work related documents, the completion of which is mandatory. If it is still unclear, Links below. If you need help just let me know.

1. The person who is organising and running the field trip is the '**Field Activity Leader**' and as such has the responsibility of following the correct H&S Hazard Management process [Hazard Risk Assessment and Management](#). Then the Field Activity Leader has the responsibility to complete the appropriate H&S documentation: All signed copies must be sent to the SO. (School Safety Officer). [Protocol: University Field Activity](#)
2. **Individual Activity**
 - [Activity Leader Health Declaration & Consent](#)
 - [Field Activity Plan \(Word\)](#)
3. **Group Activity**
 - [Field Activity Plan](#)
 - [Activity Leader: Health Declaration and Consent](#)
 - [Field Activity Participant Declaration and Consent](#)
 - [Checklist for Activity Leader: Field Activity Briefing](#)