Vehicle Use and Fleet Management Policy

Introduction

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

Definitions

Fleet Booking Officer – University employee responsible for the staff that operate the vehicle booking system.

Campus Services office – University office responsible for vehicle bookings.

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

Fleet Manager – University employee responsible for the maintenance and servicing of University vehicles, ensuring legal compliance of all University vehicles.

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, Segways, 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

Fleet Management is managed through Campus Services and is responsible for managing all University owned vehicles. Campus Services strive to deliver and maintain a safe, environmentally friendly, cost effective and fit for purpose means of transportation to support University staff to fulfil their duties effectively.

The policy applies to all University fleet vehicles.

1. The Campus Services is responsible for management of the University fleet vehicles to maximise utilisation, and ensure procurement and maintenance of vehicles is efficient.
   a) The procurement of vehicles may only be initiated by the Campus Services Manager, Learning Resources, as per the University Procurement Policy (PDF, 176KB).

2. All vehicles owned by the University will be treated as University fleet vehicles and deemed to be fleet pool vehicles in terms of the policy definition.
   a) All University fleet vehicles will be available for business use only and charged to the vehicle user’s department as per this policy.
   b) All University fleet vehicles (including those purchased with grants) have been transferred to Campus Services, Learning Resources for management. This has been in effect since 1 August 2008.
   c) 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.

3. 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 HR, and the Health and Safety Manager, for appropriate action to be taken.

4. The University meets all of its legal obligations with regard to fringe benefit tax (as it relates to motor vehicles), registration of vehicles, and the lawful operation of all University fleet vehicles.

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

All users of University fleet vehicles must agree to comply with the Terms and Conditions for Use of University Vehicles before being allowed to book a vehicle (see Appendix).

a) All vehicle users must be employed by, or enrolled as a student of, the University of Canterbury.

b) 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.

c) All vehicle users must notify the Fleet booking office of any traffic related convictions which would prevent them from driving a University vehicle.

d) Before using a University vehicle, consideration should be given to using a courier service for the delivery and pick up of goods.

e) The type of vehicle used should be suitable for the work and conditions you are likely to encounter. Smaller vehicles are to be used for urban and shorter trips.

f) Fleet pool vehicles are provided for the purpose of travel on University business only. Private use is not permitted unless approved in advance by the Executive Director, Learning Resources.

g) The business use period is defined as 0600 to 1900. Use outside these times is with approval of the Fleet Booking Officer.

h) No Driver shall consume any alcoholic liquor, non-prescription drugs, recreational drugs or intoxicating substances (in excess of legal limits) or do any unlawful thing while responsible for a University vehicle:

1. The use of prescription drugs prescribed by a New Zealand approved registered medical practitioner is acceptable so long as they do not impair the ability to drive within the law.

2. A vehicle user must not be driving a vehicle if suffering from fatigue or any condition which inhibits the ability to drive safely and within the law.

3. The use of mobile devices while driving is illegal.

i) In the event of a vehicle user not adhering to the above condition, the University’s insurance policy will exclude claims arising where a vehicle user is intoxicated, as defined by New Zealand law and, therefore, the insurance policy will not respond. In this case the Driver will be held personally liable for all costs incurred, and may subsequently be banned from using UC vehicles.

j) Vehicle users must return University fleet vehicles in the same condition as when the vehicles were issued.

k) Rubbish must be removed from the vehicle when it is returned to the University.
l) Smoking and vaping in vehicles is strictly prohibited.

m) Users of University vehicles (owned, leased, booked, or rented) are personally responsible for any traffic or parking infringements associated with the vehicle while in their charge.

2. Roadside Assistance

a) Within each vehicle is a GSB fuel and assistance folder. This contains the full details and instructions for 24 hour emergency breakdown and accident service.

b) In the event of an accident, Drivers are required to notify UC Security. Details of how to do this are in the folder.

3. Accident Management and Insurance

a) In the event of a motor vehicle accident, the Driver (if able to do so) is required to:
   i. notify the Police if anyone is injured, as soon as possible and no later than 24 hours after the crash;
   ii. obtain the name, vehicle registration, colour and make of any other vehicle involved regardless of fault;
   iii. record details of what occurred (photos on smartphones are very useful), including a plan of the accident site; and
   iv. report the accident to the UC Security as soon as possible, including all information relating to the motor vehicle crash for insurance claim and incident reporting reasons.

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

c) Do not admit or discuss liability with any other parties involved in the incident.

d) Failure to stop or remain at the scene following a motor vehicle accident, may void the University’s insurance cover covering motor vehicles. In the event a Driver leaves an accident without following this policy, and where the University’s Insurer declines to provide cover as a result of obligations not met by the Driver, costs may be recovered from the Driver.

e) Staff or students using their own vehicles for official University use are not covered by the University’s motor vehicles insurance policy.

4. Vehicle Use Restrictions

a) Vehicle users must not allow a third party to drive a University fleet vehicle (except in an emergency) unless that person holds a valid driver’s license, and is authorised by the University to drive the vehicle.
b) All University fleet vehicles owned or leased are required to display the current logo which must be permanently and prominently displayed on the exterior of the vehicle.

c) Magnetic or removable signs are not permitted, and neither is sign-writing on a removable part (e.g., spare wheel cover) of a vehicle.

d) Trailers and boats are also required to display the logo. Any additional signage required will be approved by the Fleet Booking Manager, and will be directly charged to the College/School/Service Unit requiring it.

e) Vehicles are stored in a central location in the Science Car Park on Science Road. All vehicles must be returned to this location.

5. Fleet Booking

a) When booking a fleet pool vehicle, an Oracle Code must be supplied before the vehicle booking process can be completed.

b) Users of the fleet pool vehicles must use the online booking system to book a vehicle. The system can be accessed via EROAD U Book it.

c) Fleet pool vehicle bookings are charged at the prevailing University rates, as published from time to time. The rate charged will cover all expenses and costs to the vehicle including fuel and insurance, but excluding additional cleaning, which will only be levied if required.

6. Fringe Benefit Tax (FBT)

a) The University vehicle fleet is subject to fringe benefit tax and the University is, therefore, required to meet its legal obligations as defined by the Inland Revenue Department’s Acts and Regulations (Inland Revenue Department website).

b) Fringe benefit tax means no private use of University fleet vehicles will be allowed, except in special circumstances, which must be approved in advance by the Executive Director, Learning Resources.

c) Users of University vehicles are required to be fully aware of their tax obligations. These can be found in the Taxes Policy and Guidelines (PDF, 327KB).

7. Vehicle Acquisitions and Disposals

a) Campus Services are responsible for the purchase, and disposal of all University Fleet Vehicles with the exception of the College of Science Fleet Vehicles, which are managed at College level.

b) Where possible, all vehicles will be purchased via the all of Government approved scheme.
c) Where a vehicle cannot be purchased under this scheme, approval from the Executive Director, Learning Resources must be obtained before any such purchase can be made.

d) The disposal of vehicles will be via a licensed motor vehicle trader approved by the University.

8. Reimbursements

a) Staff using their own personal vehicles can seek reimbursement via the mileage claim methodology.

b) Staff are prohibited from refuelling their own vehicles by using a University P-Card.

9. Vehicle Registration, Service and Maintenance

a) Registration of University Fleet vehicles is the responsibility of Campus Services, Learning Resources, who will coordinate and pay for all maintenance required to ensure that vehicles are roadworthy, and meet relevant Warrant of Fitness standards.

b) Registration, servicing, Warrant of Fitness, Certificate of Fitness and insurance requirements will be the responsibility of Campus Services, Learning Resources.

c) 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).

d) Any modifications to a vehicle must be approved in writing by the Fleet Vehicle Manager in advance of any work being carried out. Work must be carried out by the University’s authorised supplier only.

10. Fuel

a) Each University fleet vehicle is allocated two fuel cards (a GSB Fleet Card and a Mobil Card).

b) The fleet/fuel card must only be used for fuel, oil purchases and car washes (if required) for the vehicle.

c) Fuel may only be purchased using these cards at service stations where the University has negotiated discounts: Caltex, BP and Mobil. (Only in the event of an emergency, can other suppliers be used).

d) The Mobil card ONLY may be used to purchase a car wash if the vehicle requires it after use.

e) It is prohibited for Vehicle users to use the allocated fuel card for fuelling any vehicle other than the vehicle to which it is assigned.
11. Occupational Health and Safety

a) Under the Health and Safety at Work Act 2015 (New Zealand Legislation website) all University fleet vehicles are deemed to be a place of work; therefore, any act deemed to be unsafe or reckless will be reported as a Health and Safety incident to the relevant Senior Executive and to the University’s Health and Safety Department, who will investigate the matter.

b) Vehicle Users who repeatedly engage in unsafe driving practises will be barred from using University fleet vehicles.

12. Rental Vehicles

a) In the event that a fleet pool vehicle is not available due to circumstances beyond the University’s control, every effort will be made to find a replacement vehicle from the hire fleet.

b) All costs of the rental will be the responsibility of the hirer.

c) If a vehicle is rented through the University’s preferred supplier, a P-Card should be used for re-fuelling.

d) Rental car conditions may differ from this Policy. Drivers should ensure that they are clear about their obligations under the Rental contract.

13. Vehicle Costs

a) All University fleet vehicle running costs including fuel, road user charges, insurance, servicing, maintenance and depreciation will be borne and managed by Campus Services, Learning Resources.

b) The running costs will be recovered through the charge per kilometre rate or a daily charge.

c) Where low use of a vehicle occurs, Campus Services may relocate the Fleet Vehicle in order to improve utilisation and efficiency of use.

Procedures

Procedures to effectively implement this policy may be made by Security and Community Campus Support Manager, with approval of the Executive Director, Learning Resources, as required from time to time.

Related Documents and Information

Legislation
UC Policy Library

- Procurement Policy (PDF, 176KB)
- Purchasing Card Policy (PDF, 327KB)
- Taxes Policy and Guidelines (PDF, 327KB)

External

- EROAD U Book it
- Health and Safety at Work Act 2015 (WorkSafe New Zealand website)
- Inland Revenue (Inland Revenue Department 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

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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 Fleet Bookings 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 fleet booking office 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 fleet booking office 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 Mobil 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 fleet booking office.

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 fleet booking 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 6888 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 and Campus Community Support 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 fleet booking office or Security Helpdesk immediately.

30. The fleet/fuel card must only be used for fuel, oil purchases and car washes (if required) for the vehicle.