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| **Policy** | Our organisation’s vehicle use arrangements for each employee and contractor will be included in the employment agreement or contractor agreement.  |
| **Scope** | All employees and contractors that use a vehicle to execute their role with our organisation.  |
| **References** |
| **Legislation** | Land Transport Amendment Act 2009 |
| **Guidelines** | [Driving safely. NZ Transport Agency – Waka Kotahi](https://www.nzta.govt.nz/safety/driving-safely/)[Vehicles. Employment NZ.](https://www.employment.govt.nz/workplace-policies/work-equipment-and-clothing/vehicles/)[Vehicles. business.govt.nz](https://eab.business.govt.nz/employmentagreementbuilder/remunerationandbenefits/vehicle) |
| **Organisational documents** | Employment AgreementHunga Mahi Me Te Hangahanga - Workforce And Structure (Employment relationships – resolving issues).  |
| **Generic responsibilities – all company vehicle use arrangements**  |
| **Organisation’s responsibilities** |
| * Identify vehicle use arrangements clearly in the employees’ employment agreement.
* Monitor adherence to the agreed vehicle use arrangements.
* Pay for company vehicle registration, warrant of fitness, insurance, and repairs.
 |
| **Driving licence** |
| * Ensure the employee has a valid driver licence of the relevant class.
* Yearly copies of staff driving licences are kept in the personnel files.
 |
| **Vehicles**  |
| * Are purchased from reliable sources.
* Are maintained.
* Comply with regulations.
* Ensure that a member of a trade association completes vehicle maintenance and repairs.
 | * Are registered.
* Have a current Warrant of Fitness.
* Are of a reasonable standard.
 |
| **Employee’s responsibilities** |
| * Follow our vehicle policy/procedures
* Comply with traffic and driving laws.
* Promptly pay any parking or traffic fines incurred while they are using the vehicle.
* No smoking in cars.
* Keep the car clean and tidy.
 |
| **Driving licence**  |
| * Has a current valid full New Zealand driver’s licence of the relevant class.
* Carry the licence when driving.
* Provide a copy of the licence to our organisation.
* Inform the organisation immediately when the status of the licence changes.
 |
| **Vehicle** |
| Ensure the car is fit to be driven. Check and address:* oil
* tyres
* first aid kit
* Petrol cars to have ½ tank full or EV cars are charged before parking the car at the end of the day.
* Report any issues to the person responsible for car maintenance.
* water
* petrol
* warrant
* registration
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| **Employee’s responsibilities** *cont.* |
| **Safety**  |
| * Driver and passengers wear a seat belt.
* Secure children in an approved safety seat.
* Take car keys out of the car when leaving the car.
* Lock the car if it is unoccupied.
 | * A complete first aid kit is in the car.
* A spill-kit is in the car.
* Hand sanitizer is in the car.
 |
| **Damage/Repairs**  |
| * Report to the Manager/on call staff during the shift the damage occurred or the need for repair has been identified.
* Ensure only registered trade persons authorised by our organisation can repair company vehicles.
 |
| **Accidents**  |
| Non-injury crash:* Record details of the vehicles involved in the accident (licence plate, type, colour).
* Record name and contact details of the driver(s) of the vehicles involved in the accident.
* Record details of the other drivers insurance.
* Record name and contact details of witnesses.
* Never admit or accept liability.
* Report the accident to your manager immediately.
* Follow the manager’s instructions.

If the crash involved another person's property (for example fence, mailbox):* Report it to the owner of the property within 48 hours of the crash.
* If the owner cannot be located report to police within 60 hours of the crash.

All crashes resulting in injury (such as broken bones or a night in hospital): * Report it by calling 105 or visiting the [local police](https://www.police.govt.nz/stations) as soon as is practicable and no later than 24 hours from the time of the crash.
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| **Note: A staff member in a leadership position might take responsibility for reporting the crash if the employee has been injured.** |

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| **Types of company vehicle use arrangements** |
| **Work use only** | * The employee will be provided with a vehicle for work purposes only.
* It cannot be used for personal travel.
* The vehicle must be parked at a specified location when not in use.
* There is no entitlement to any particular vehicle, or type of vehicle.
* Our organisation can change the vehicle at any time.
* We can decide to stop providing the vehicle if it is no longer needed for the employee’s duties or if it has been misused (eg repeatedly breaking traffic laws or this policy).
* The employee will not be compensated if we no longer provide the vehicle.
 |
| **Organisation’s responsibilities** | **Employee’s responsibilities** |
| * Pay all maintenance and running costs of the vehicle.
 | * Promptly pay any parking or traffic fines incurred while they are using the vehicle.
* Assess if it is safe for tangata whai ora/tangata whaikaha to be a passenger.
* Seek permission from guardian for children that are transported.
 |
| **Limited personal use** | * The employee will be provided with a vehicle to use for work.
* It can be used for personal travel between home and work on a direct route only.
* The vehicle must be garaged or parked securely when it is at the employee’s home.
* There is no entitlement to any particular vehicle, or type of vehicle.
* Our organisation can change the vehicle at any time.
* The employee may be required to return the vehicle during periods of absence from work of more than specified consecutive calendar days.
* Our organisation decides how we can make use of it during this period.
* This benefit may be removed at any time after reasonable consultation with the employee.
* The employee will not be compensated.
 |
| **Organisation’s responsibilities** | **Employee’s responsibilities** |
| * Pay all maintenance and running costs of the vehicle.
 | * Promptly pay any parking or traffic fines incurred while they are using the vehicle, or while it is parked at their home.
* Assess if it is safe for tangata whai ora/tangata whaikaha to be a passenger.
* Seek permission from guardian for children that are transported.
 |
| **Personal and work use** | * The employee will be provided with a vehicle to use for work. It may be used for personal travel.
* This benefit may be removed at any time after reasonable consultation with the employee.
 |
| **Organisation’s responsibilities** | **Employee’s responsibilities** |
| Pay all maintenance and work-related running costs of the vehicle.  | * Promptly pay any parking or traffic fines incurred while using the vehicle, or while it is parked.
* Pay fuel costs associated with personal use.
 |
| **Personal vehicle used for work** | * The employee agrees to use their own vehicle for work purposes.
* The vehicle must be road-worthy, warranted and registered by the employee at all times.
* The employee is responsible for maintenance and running costs.
* Our organisation will provide fuel for work related activities.
* We will make a specified payment for the vehicle’s wear and tear.
* The employee is responsible for any parking or traffic fines.
* The employee is responsible for fuel costs associated with their personal use.
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