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| **Policy** | The organisations vehicles will be only used for service provision related activities. |
| **Scope** | All staff, contractors or Board members that drive company vehicles. Some services use volunteers to provide transport for service users. |
| **References** | |
| **Legislation** | [Transport (Vehicle and Driver Registration and Licensing) Act 1986](http://www.legislation.govt.nz/act/public/1986/0006/latest/DLM90415.html)  [Land Transport Amendment Act 2009](http://www.legislation.govt.nz/act/public/2009/0017/40.0/DLM2014902.html) |
| **Guidelines** | [Preventing injuries on the road](https://www.acc.co.nz/preventing-injury/road/?smooth-scroll=content-after-navs)  [Safe driving policy guideline](https://www.nzta.govt.nz/assets/resources/your-safe-driving-policy/docs/safe-driving-policy-booklet.pdf)  [Safe journeys](http://www.saferjourneys.govt.nz/)  [NZ Transport Agency](http://www.nzta.govt.nz/vehicle/index.html) |
| **Organisational documents** | Employment Contract  Disciplinary Processes |

**Responsibilities**

**Driver**

**Drivers Licence**

**Vehicle**

**Safety**

Ensures the car is fit to be driven. Check:

* oil
* water
* petrol
* warrant
* registration
* tyres
* first aid kit
* Ensure there is always ¾ tank full of petrol before returning the car at the end of the day.

Reports any issues to the manager.

* Has a current valid full New Zealand drivers licence.
* Carries the licence when driving.
* Provides a copy of the licence to the organisation.
* Informs the organisation immediately when the status of the licence changes.

Ensures:

* All passenger wear a seat belt.
* It is safe for the service user to be a passenger.
* Guardians will provide permission for children to be transported.
* Children will be secured in an approved safety seat.
* Car keys are taken out of the ignition if passengers are left in the car.
* Car is always locked when unoccupied.
* Driving under the influence of alcohol or drugs does not occur.
* There is a complete first aid kit in the car.
* There is a spill-kit in the car.
* Hand sanitizer is in the car.
* The driver keeps to the speed limit and other road rules.
* The organisation can revoke staff driving a company car.

**Fines**

**Vehicle Damage/Repairs**

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* Will be paid by the driver who incurred the fine.
* Will be reported to the Manager/on call staff during the shift the damage occurred.
* The incident will be lodged on the organisations incident system.
* Only trade persons authorised by the Service Manager can repair any damage to the organisations vehicles.

**Vehicle Cleanliness**

During the journey:

* No smoking.
* No eating.

After each journey:

* Remove rubbish.
* Ensure the car is tidy and clean.

Weekly

* Car is vacuumed and cleaned and washed.



**Using a mobile phone or other communication devices while driving will lead to disciplinary procedures.**

[**Accidents**](http://www.cab.org.nz/vat/tt/ds/Pages/Caraccidents.aspx) **– administrative tasks – no injury occurred**

* Document details of the vehicles involved in the accident (licence plate, type).
* Document name and contact details of the driver(s) of the vehicles involved in the accident.
* Document name and contact details of witnesses.
* Document details of the other drivers insurance.
* Never admit or accept liability.
* Report the accident to your manager immediately.
* Follow manager’s instructions.
* Follow the [guidelines](http://www.police.govt.nz/faq/what-should-i-do-if-ive-been-involved-in-a-minor-car-crash)

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| **Responsibilities**  **Manager/Board of Trustees** |

**Vehicles**

**Insurance**

**Drivers Licence**

* Are purchased from reliable sources.
* Are maintained.
* Comply with regulations.
* Are of a reasonable standard.
* Are registered.
* Have a current Warrant of Fitness.

[Buying a used car](http://www.nzta.govt.nz/vehicle/choosing/tips.html)

[Safety ratings](http://www.aa.co.nz/about/safety-on-the-roads/safer-vehicles/safety-ratings-of-new-cars/)

* All company cars have adequate insurance.

Ensure:

* Staff responsible for driving offences are not covered by the organisations insurance

(Examples: drunk driving, reckless driving).

Ensure:

* Staff driving company cars have a current and valid NZ driving licence – [register with LTSA](http://www.nzta.govt.nz/licence/photo/confirming-licence-details.html)
* Yearly copies of staff driving licences are kept in the personnel files.

**Safety**

Ensure:

* Cars are serviced 6 monthly or every 10000km.
* Wheel alignments occur every 10000km.
* Staff are competent drivers.
* Authority to drive is withdrawn if a staff member is not a competent driver.
* Drivers pay for infringement notices.



# Consultation

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| Group/Role | Date |
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