

## Use of Vehicles for Ara Institute of Canterbury <sup>1</sup>Business

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Major changes/additions since the last version was approved are indicated by a vertical line in the left hand margin

## Introduction

### 1.1 Purpose

It is essential to ensure the safe, legal use of Ara vehicles and to ensure that resources allocated to travel are used in the most efficient way. Use of Ara vehicles is governed by stated procedures and failure to meet these may result in the removal of the right to future use.

### 1.2 Scope and Application

This policy applies to staff and students using Ara Fleet vehicles, the hiring of vehicles and the use of private vehicles by staff for Ara business.

### 1.3 Formal Delegations

- a Facilities Management are responsible for all Ara vehicles.
- b Any staff member may use an Ara vehicle for business related travel only.
- c Students may use Ara vehicles with the prior authorisation of the relevant Level 300 or above staff member.
- d A Head of Department or a line manager at Level 300 Manager or above can authorise an Ara staff member to use their private vehicle for Ara business travel.
- e Only Facilities management can procure an Ara vehicle. No Department "owns" any Ara vehicle.

### 1.4 Definitions

- a **Pool Vehicle:** Any fleet vehicle available for use through Facilities Management.
- b **Fleet Vehicle:** Any vehicle owned or leased by Ara.
- c **Staff:** Includes all full time, part time or contracted staff.
- d **Student:** Includes any person currently enrolled on an Ara course of study.

<p><b>Related Ara Procedures</b>(indicate if attached to policy or where they can be found)</p> <p>All available from Facilities Management:</p> <ul style="list-style-type: none"> <li>• Vehicle accident report documentation</li> <li>• Facilities Management procedures for vehicles</li> <li>• Trailer Hire Procedure</li> <li>• Use of fuel card procedure</li> </ul>	<p><b>Related Ara Policies</b></p> <ul style="list-style-type: none"> <li>• CPP301 Corporate Travel</li> <li>• CPP505 Smoke Free Ara</li> </ul>
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<sup>1</sup> From herein referred to as Ara

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<b>Related Legislation or Other Documentation</b> <ul style="list-style-type: none"> <li>Vehicle Insurance policy (held by external Insurers)</li> </ul>	<b>Good Practice Guidelines</b> (indicate if attached to policy or where they can be found) <ul style="list-style-type: none"> <li>Nil</li> </ul>
<b>References</b> <ul style="list-style-type: none"> <li>Nil</li> </ul>	
<b>Notes</b>	

## 2 Principles

- 2.1 Vehicles used for staff and/or student travel when on Ara business are allocated to maximise resources and efficiency.
- 2.2 Safe and legal use of vehicles is paramount at all times.
- 2.3 Pool vehicles are used whenever possible in preference to hiring vehicles or using private vehicles.

## 3 Associated procedures for

### Ara Corporate Policy on: Use of Vehicles for Ara Business

<b>Contents:</b>	3.1	Eligibility
	3.2	Legal / Ara Requirements
	3.3	Utilisation of Vehicles and Trailers
	3.4	Vehicle Charges
	3.5	Maintenance, Damage and Accidents
	3.6	Use of Private Vehicles for Ara Business
	3.7	Private Use of Ara Vehicles

#### 3.1 Eligibility

- a All staff members are eligible to use pool vehicles for Ara business.
- b Students are eligible to use vehicles where their travel has been approved by the relevant level 300, or above, manager.
- c Students should only drive vehicles where it is not possible for a staff member to be driving.
- d All student drivers who are driving mini vans must have undertaken a recognised defensive driving course.

#### 3.2 Legal / Ara Requirements

- a The person driving the vehicle must hold the appropriate license for the particular vehicle booked and obey the road code at all times.
- b Vehicles must be locked when unattended.
- c Speeding, parking and other traffic offences are not condoned by the institute. Fines will not be covered by Ara and are the driver's responsibility to pay. In the event of the driver not driving safely and within the law, Ara insurance may be invalid and the driver may be personally liable for costs.

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- d General misuse, including the unauthorised use of vehicles for non Ara activities, allowing anyone other than the approved staff member or student the use of any vehicle and regular late returning of booked vehicles may result in the removal of the right to use pool vehicles in the future. Appropriate disciplinary procedures may also be initiated.
- e In accordance with CPP505 Ara Smokefree Policy, smoking is prohibited in any Ara vehicle.

### **3.3 Utilisation of Vehicles and Trailers**

- a In order to ensure full utilisation of all pool vehicles, allocation will be made on the following basis:
  - i Vehicles will be obtained/made available by Facilities Management, with the full utilisation of pool vehicles taking priority.
  - ii If a pool vehicle is unavailable all cost effective alternatives are to be considered (eg taxi, bus) before rental vehicles will be booked. If no alternatives are viable a rental vehicle will be provided via Facilities Management, using Ara Institute of Canterbury's preferred supplier.
- b The Facilities Management procedure for booking, collecting and returning vehicles is to be followed. Refer InfoWeb or contact Facilities Service Centre.
- c Access to pool trailers is via Facilities Management. Departments operating their own trailers are required to meet associated costs from their respective budgets.
- d All pool vehicles are to be stored in the secure car park at night whenever possible.
- e Where a fleet vehicles is used exclusively by a staff member and that staff member takes extended leave (more than 1 week) then the fleet vehicle must be returned to FM to be used in the pool during the staff members absence.
- f All fleet vehicles must be returned to FM and securely locked away during the Christmas period when Ara is officially closed.

### **3.4 Vehicle Charges**

- a Costs for pool vehicles and trailers are covered by Facilities Management.
- b Costs for rental vehicles will be paid by Facilities Management.
- c Fuel for fleet vehicles is to be obtained using Ara Institute of Canterbury's preferred supplier and via the process documented by Facilities Management. Rental vehicles are to be fully refueled using Ara preferred supplier prior to being returned to Facilities Management. Facilities Management will provide the driver with a fuel card for refueling vehicles. An invoice for the cost of fuel is to be returned to Facilities Management.

### **3.5 Maintenance, Damage Accidents, Security**

- a Facilities Management is responsible for the maintenance, repair and legal compliance requirements for all vehicles in the Ara fleet.
- b Any problems arising with fleet vehicles (including accidents or damage), must be reported to the Facilities Service Centre as soon as possible.
- c In the event of a breakdown or accident, please contact the Facilities Management Service Center.
- d If involved in an accident:

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- i Never admit liability.
- ii Collect details (ie. Registration Number/Name/Insurance Company Name) of the other vehicle/s involved and any witnesses are to be obtained and passed on to the Facilities Service Centre. The driver will be required to complete an insurance claim form. If Ara is found responsible for the accident, the driver's Department will be liable for the insurance excess.
- e All rubbish must be removed from the vehicle when it is returned.
- f Cleaning of vehicles will be carried out regularly by Facilities Management. Vehicles are expected to be returned by users in a condition fit for the next person. If additional cleaning is required as a result of specific use, the cost of this will be charged to the department utilizing the vehicle at the time.

### **3.6 Use of Private Vehicles for Ara Business**

- a Private vehicles may only be used for Ara business when a pool vehicle is unavailable, or it is impractical to use one, and other alternatives are not appropriate. Use must be authorised prior by the relevant level 300, or above, manager. If prior authorization is not obtained then the staff member uses their vehicle at their own risk.
- b Where a private vehicle has been used, the rate reimbursed will be that specified in the employee's employment agreement. If a rate is not specified, this will be paid in line with the IRD mileage rate. (refer to <http://www.ird.govt.nz/business-income-tax/expenses/mileage-rates/#02>).
- c Insurance cover on private vehicles is the staff member's responsibility, even though the vehicle is being used for approved Ara business.

### **3.7 Private Use of Ara Vehicles**

- a Ara vehicles are not available for private hire by staff members or any other organisation.
- b Pool trailers are also not available for personal use.
- c Pool trailers can be hired to third parties on a commercial basis through Facilities Management.

### **3.8 Parking of Vehicles**

- a Ara will reimburse a staff member for parking charges incurred while on Ara business.
- b Ara will not reimburse for valet parking eg. Koru club parking service.

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