

GBWCT POLICY



Document Number: 04.02.03
Effective Date: 19/01/2015
Last Review Date: 31/05/2023
Next Review Date: 01/01/2025
Status: APPROVED

GBWCT VEHICLE USE POLICY

The Golden Bay Workcentre Trust has vehicles that are owned and operated by the Trust and will be used primarily for the purpose of transport for clients, participants, students, and supervising staff to attend activities and programmes off-site. GBWCT vehicles are also available for use by other individuals, and groups, at the discretion of management.

This document outlines the standards for all vehicle users employed by or otherwise entrusted by the GBWCT in relation to the use of GBWCT vehicles and the use of personal vehicles by staff for business use.

1.0 Purpose

The purpose of the Vehicle Use Policy is to provide GBWCT staff, Trustees, volunteers and other nominated drivers/users with a clear framework for the use of GBWCT vehicles and personal vehicles for business use, including the required processes, procedures and general expectations.

Additionally, we wish to ensure that GBWCT vehicles are well maintained and all use of these vehicles meets all the administrative requirements thus enabling continued use and viability for the Trust and the wider community.

2.0 Objectives

- To provide opportunities to GBWCT clients/participants/students where transport is a barrier
- To provide opportunities to the wider community to participate in events and activities where transport is a barrier
- To ensure that all GBWCT vehicle users demonstrate safe, efficient driving skills and other good road safety habits at all times
- To maintain all GBWCT vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users

3.0 Policy Scope

This policy applies to all staff and representatives of the GBWCT who may, at some stage in the course of their employment, use a GBWCT vehicle, or use their personal vehicle for business use. This includes elected representatives and other approved users.

4.0 Responsibilities

GBWCT/Management:

The GBWCT management team and delegated admin personnel shall be responsible for ensuring that the van:

- Has a current warrant of fitness and vehicle registration
- Is regularly serviced and maintained in good running condition
- Is garaged or provided with a safe parking space overnight and for weekend parking
- Is washed regularly and polished as necessary to maintain its original appearance
- Has an up-to-date log record of vehicle movement

GBWCT management will ensure that vehicles owned by GBWCT may only be driven by users who:

- Have completed the “GBWCT Approved Driver” form
- Hold a current, valid NZ Driver’s Licence
- Have been vetted and approved as suitable to drive a GBWCT vehicle
- Have agreed to the terms and conditions of use

Employees:

While driving GBWCT vehicles or own vehicles for work purposes, workers must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.

Other Approved Users/Drivers:

While driving GBWCT vehicles, all users must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.

All Drivers/Users:

It is expected that all GBWCT vehicle users will:

- Act in a spirit of service to the community
- Obey the law
- Be accountable

All users must carry their current valid Driver’s Licence with them at all times when driving a GBWCT vehicle. Anyone driving a GBWCT vehicle is responsible for ensuring they are within the terms of their licence at all times.

Use of cellphones is prohibited in any capacity in GBWCT vehicles, unless hands free capacity is available. Regardless, use of cellphones in any capacity is discouraged.

All GBWCT vehicles must be stored securely overnight and at weekends.

In respect of travel times, it is required that all drivers:

- Take regular and adequate rest breaks, at least every two hours;
- Stop when tired;
- Plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments;
- Stay overnight if driving time and non-driving duties exceed ten (10) hours in one day;
- The driver must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than for whom there are seat belts;
- The vehicle must not be used in conditions for which it was not designed (such as off- road).

Additionally, every driver of a GBWCT vehicle will:

- Drive within the legal speed limits, including driving to the conditions. This includes consideration of the safety of the vehicle, the weather, other traffic on the road, and their level of experience;
- Complete a vehicle pre-start check before each journey;
- Avoid distraction when driving – the driver will adjust car stereos/mirrors etc. before setting off, or pull over safely in order to do so;
- Never drive under the influence of alcohol or drugs, including prescription and over- the-counter medication if they cause drowsiness;
- Not smoke in any GBWCT vehicle;
- Think ahead and leave plenty of time for the journey, even short ones;
- Travel on roads that are the safest and be aware of roadside hazards;
- Report any near-miss events, crashes and scrapes to GBWCT management, including those that do not result in injury, using the 'Vehicle Incident' report stored in the glovebox, and follow the crash procedures outlined in this policy;
- Report all vehicle defects to GBWCT management. Where reported vehicle defects are significant, remove the vehicle out of circulation until the defects are remedied;
- Where snow chains are indicated by Road Safety signage, chains must be fitted on all GBWCT vehicles;
- Not pick up hitchhikers for reasons of safety;
- Complete the vehicle mileage log before and after all travel.

5.0 Traffic Infringements

If a driver commits a traffic offence in a GBWCT vehicle, they must advise GBWCT management immediately. Any traffic fines incurred by an approved driver whilst driving a GBWCT vehicle are the responsibility of the driver. This includes speeding and parking fines. All health and safety incidents will be investigated, and if a breach of this policy is found, may result in disciplinary action for staff, or revocation of driver approval for external users.

Where fines are directed to GBWCT for payment, the driver involved will be required to remit the cost of the charge to the GBWCT.

6.0 Procedures

Please see the “GBWCT Approved Driver Form” for all procedures related to the use of GBWCT vehicles.

7.0 Use of Personal Vehicles for Business Use

Whenever a suitable GBWCT vehicle is unavailable or impractical to use, staff may, after prior approval from the Manager, use their own vehicle for GBWCT business. This approval will only be given if the vehicle has a current warrant of fitness and registration. It is the responsibility of the employee to ensure that their vehicle is road worthy and safe.

Mileage for work-related travel is subject to the approval of the Manager. Mileage expenses can be claimed through the “Travel Claim Form” or through the PayHero app. The current approved rate per kilometre will be paid for all work-related travel. Where a personal vehicle is used for work purposes, all requirements of this policy apply.

8.0 External Users

GBWCT approved driver/user who requires the use of a GBWCT vehicle must be given prior written approval by a member of the management team.

A “GBWCT Approved Driver” form must be completed, and subsequently approved before the use of any GBWCT vehicle. The processes and guidelines that apply to all Staff also apply to any Contractor. A copy of the drivers licence (colour copy, front and back) must be submitted along with the “GBWCT Approved Driver” form.

9.0 Withdrawal of Vehicle Use

The GBWCT may withdraw the use of an organisational vehicle on a temporary or permanent basis from any person who:

- Is deemed by a qualified practitioner to be unfit to drive on health grounds;
- Is convicted of operating a motor vehicle when impaired by drugs or alcohol;
- Knowingly drives a vehicle that is unsafe to drive;
- Is identified as the driver of a GBWCT vehicle where the location of the car and/or speed at which the car was travelling is deemed to be in breach of this policy and/or NZTA traffic regulations;
- Is convicted of dangerous, reckless, careless or negligent use of a GBWCT vehicle;
- Has their licence revoked as a result of any criminal or vehicle related offence or conviction;
- Has their licence revoked as a result of exceeding 100 demerit points on their drivers licence within a two year period;
- Has a record of inconsiderate driving and consistently flouting traffic regulations;
- Wilfully contravenes the standards set out in this Policy.

In the Event of an Accident

