

# USING FLEET VEHICLES AND DRIVING FOR WORK POLICY

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Policy name: Using fleet vehicles and driving for work policy  
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Policy author: Manager, Standards & Practice  
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Policy owner: Senior Manager, Business Support  
Policy sponsor: Chris Lokum, General Manager - People

## Document management plan

<b>Signed off by policy owner</b>	Senior Manager, Business Support, 25 February 2019
<b>Signed off by policy sponsor</b>	General Manager People, 25 February 2019
<b>Signed off by Transport Agency Chief Executive</b>	Mark Ratcliffe, 14 August 19
<b>Review group</b>	Health and safety committees, unions
<b>Policy lifecycle</b>	This policy is to be reviewed every two years.

### Keywords

Driving, fleet vehicles, e-bikes, safety, pool cars, fleet management, booking fleet vehicles, electric vehicles, EVs

### Change record

Version	Description of change	Date	Updated by
0.1	Put into new template, incorporated <i>Fleet vehicle policy</i> , revised and title changed.	4/12/2018	Helen Rickerby
0.2	Leanne Hartshorne's and Junine Stewart feedback integrated	11/12/2018	Helen Rickerby
0.3	Feedback from Paul Harrison incorporated	17/1/2019	Helen Rickerby
0.4	Feedback from Barbara Harrison & Charles Ronaldson	15/2/2019	Lizette Marais
0.5	Small addition about GPS from Leanne Hartshorne	8/4/2019	Helen Rickerby
1	Final, reviewed by ELT and signed off by Chief Executive	14/8/2019	Stephen Moore
1.1	Minor change to allow privately owned bicycles and e-bikes to be used for work purposes with manager approval	19/12/19	Stephen Moore

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## Purpose

The purpose of this policy is to ensure NZ Transport Agency staff understand the rules and their responsibilities when using fleet vehicles and driving for work.

## Scope

This policy applies to all Transport Agency employees, including permanent staff members (full-time and part-time), temporary staff and contractors.

## Definition of terms

**A vehicle** in this policy means:

- Transport Agency fleet vehicles, including e-bikes used for work purposes
- hire vehicles
- lease vehicles
- alliance vehicles
- personal vehicles used for work purposes
- motorcycles used for work purposes.

**Transport Agency employees** in this policy includes all permanent full-time and part-time employees, temporary staff and contractors.

## Key principles

- Our Transport Agency vehicles, excluding e-bikes, are GPS monitored.
- We travel in ways that are cost-effective and suitable for the job we are doing, and we should only travel when necessary. We consider alternatives to travel, such as video conferencing, where practicable.
- We choose low-emission transport vehicles, such as electric vehicles and e-bikes, where practicable.
- The safety and security of our people while travelling on Transport Agency business is paramount.
- Pool cars and e-bikes must be booked using the fleet booking system, and drivers must login in to the in-vehicle GPS system in all GPS-monitored vehicles.
- We choose Transport Agency vehicles as a first option over rental vehicles or personal vehicles where practicable.

## Key accountabilities and responsibilities

Everyone who drives for work at the Transport Agency

### Requirements to be allowed to drive for work

To be allowed to drive for work you must:

- have an appropriate valid driver licence
- complete your Driver Check authorisation
- complete the *Safe use of company vehicles* learning module on Learning Zone
- attend a vehicle orientation and induction run by Business Support, and understand the vehicle's safety features and driver aids
- get any specific driver training if you need it (talk to your people leader)
- have read and understand this policy and its related guidelines.

People leaders will organise specific driver training for employees who need to drive for work and:

- who are a dedicated vehicle driver
- who drive a vehicle on Transport Agency business more than 100 days per year

- who are under 25 years old
- who hold a restricted New Zealand driver licence
- who have held a full New Zealand driver licence for less than one year
- who have recently converted an overseas licence to a New Zealand driver licence
- who hold an overseas driver licence and do not hold a full New Zealand driver licence
- who will be exposed to high-risk environmental factors such as adverse winter conditions or off-road driving
- where feedback from the GPS system indicates it may be required.

### Managing impairment

You must not drive any vehicle for work purposes if you:

- are tired, fatigued or stressed to the point where your driving could be affected
- have consumed any alcohol or illegal substances at all in the preceding 12 hours, or while using the vehicle
- have taken prescription or non-prescription drugs that may impair your ability to drive. If you are taking prescription or non-prescription medication, check with your medical provider to make sure that it is safe for you to drive and inform your people leader if your medication is going to impact on your ability to carry out your work.

### Before your journey

- If you're using a fleet car, book it using the [fleet booking system](#).
- Plan your trip using the [Journey Planner](#), allowing enough time to achieve a safe journey, including a 15-minute break for every two hours of driving, and avoiding peak traffic flows so far as reasonably practicable.
- If you're travelling alone, let your people leader know where you're going, when you're planning to leave and what time you expect to arrive at your destination.
- Complete the pre-drive [safety checks](#). If the vehicle is damaged or defective, don't drive it.
- Secure any equipment and goods in the load-carrying area of the vehicle before leaving, to prevent them moving around.

### While driving

- Make sure passengers are wearing their seatbelts.
- Do not alter or disable any of the vehicle safety features.
- Drive safely and legally, driving at safe speeds and complying with the conditions of your driver class.
- Do not use your mobile phone while driving. Even if you have a hands-free kit, you must pull over and stop to take or make a call, where practicable and safe to do so. You must also pull over when entering GPS coordinates.

### If you have a breakdown or a crash in a fleet vehicle

- Follow the instructions in the vehicle, including phoning 111 if emergency services are required.
- For 24-hour emergency and roadside assistance phone 0800 438 435.
- Report any incidents, such as a crash or damage to the vehicle, by emailing [ZeroHarm@nzta.govt.nz](mailto:ZeroHarm@nzta.govt.nz), and advise your local Business Support team as soon as possible.

### After your journey

- If using a fleet vehicle, return it in a safe and clean state, with a minimum of half a tank of fuel for the next driver; or, if you are driving an EV, plug it in to charge when you return to the car park.
- Report any vehicle faults to Business Support.

### GPS tracking

- All Transport Agency vehicles have monitored on-board telemetry and GPS. If you exceed the legal speed limit by any amount, the on-board systems will give you an immediate audio and visual alert in the vehicle, so you can adjust your speed straight away.
- While we understand that drivers sometimes make mistakes, our people leaders are expected to manage any cases of speeding appropriately, with consequences appropriate to the circumstances and severity of the speeding. The table below shows how the Transport Agency will approach issues around speeding.

Speed	Action
110+ (in 100km speed limit area)	<ul style="list-style-type: none"> <li>• Immediate notification on GPS, and</li> <li>• Disciplinary investigation</li> </ul>
100–110 (in 100km speed limit area)	<ul style="list-style-type: none"> <li>• Immediate notification on GPS, and</li> <li>• Coaching conversation later</li> </ul>
Lower speed zones	<ul style="list-style-type: none"> <li>• Immediate notification on GPS</li> <li>• Coaching conversation threshold at 20% (eg 60km/h in a 50km/h zone)</li> <li>• Disciplinary investigation threshold at 30% (eg 65km/h in 50km/h zone)</li> </ul>
Repeated behaviours	<ul style="list-style-type: none"> <li>• Immediate notification on GPS</li> <li>• Disciplinary investigation after three incidents and coaching for 12 months after the last incident</li> </ul>

- Any cases of repetitive speeding will be considered misconduct or serious misconduct under the *Code of conduct*. In these cases, all relevant information will be taken into account.
- GPS location information may be accessed by managers in response to a safety concern in respect of individual staff members. Managers may only access location information for that purpose.

### Infringements and issues

- All infringements (including parking) and resulting penalties will be transferred into the name of the driver responsible for the vehicle at the time. It is your responsibility to pay any fines. The Transport Agency will not reimburse any infringement costs.
- Specific infringements or cases of repetitive infringements may be considered misconduct or serious misconduct under the *Code of conduct*. In these cases, all relevant information will be taken into account.
- You must notify your people leader immediately if:
  - your driver licence is changed or updated (eg a requirement for glasses is added)
  - you're involved in a crash while driving for work
  - your driver licence is suspended or if you're disqualified from driving
  - if you're stopped by the police while driving a Transport Agency vehicle.

### Taking passengers

- You may take non-Transport Agency employees as passengers in fleet cars, provided:
  - you have permission from your people leader
  - your passenger does not take you out of your way
  - your passenger does not distract you.

### Personal use of Transport Agency vehicles

- Transport Agency vehicles, including e-bikes, are not for personal use. However, if a journey requires you to travel early in the morning or late in the evening (for example, getting to and from the airport), you may be able to take a Transport Agency vehicle home.
- If you take a Transport Agency vehicle home, you must park it securely – ensure the vehicle is locked and, if possible, park it in your driveway or garage.

### People using a personal vehicle for work

- Our fleet vehicles are always the first option for travel, and you may only use a personal vehicle:
  - if a fleet vehicle is unavailable when you need to travel, and
  - if a rental vehicle is not a suitable option for the journey, and
  - you have permission from your people leader.
- If using a personal vehicle for work, it must be:
  - serviced regularly in accordance with its manufacturer's specifications
  - have a current registration
  - have a current, valid warrant of fitness

- have comprehensive insurance that covers business use, as not all private vehicle insurance policies cover damage on work-related travel.
- The Transport Agency insurance may not provide coverage for personal vehicles, as Transport Agency insurance:
  - may only become active when the driver's private vehicle insurance is insufficient to cover the damage to the personal vehicle
  - may not apply to personal vehicles where a pool vehicle or other options were available but not used
  - may not cover personal vehicles with more than occasional use for work-related purposes
  - has a higher excess which may restrict the amount that can be claimed.
- Transport Agency e-bikes are available to be used to travel for work purposes (eg as transport between meetings). Privately owned bicycles and e-bikes may be used for work purposes only with the approval of the staff member's manager. All safety precautions must be taken, including the wearing of approved helmets, and ensuring bicycles are well maintained. General approval can be obtained, rather than approval being required for each individual trip.
- Privately owned or privately rented scooters are not to be used for work purposes. Transport Agency e-bikes may be available for this purpose.
- Transport Agency car parks and EV chargers are not available for personal vehicle use.

### People with dedicated vehicles

If you have a dedicated work vehicle, you are responsible for making sure the vehicle is licensed and necessary servicing, cleaning, maintenance and repairs are done. Any questions regarding dedicated vehicles should be directed to our fleet management provider, Fleet Smart.

### Everyone who uses fleet e-bikes

If you ride a fleet e-bike, you will need to:

- complete the online training module and be rated as competent
- read the [Safe use guide for e-bikes](#)
- attend an e-bike induction and competency check arranged by the local cycle champion, and find out where to pick up, drop off and charge the bikes
- book your e-bike using the [fleet vehicle booking system](#)
- if travelling alone, let your people leader know where you're going, when you're planning to leave and what time you expect to arrive at your destination
- check that the e-bike has its pannier pack containing a helmet, vest, bike lock, first aid kit and a hard copy of the fact sheet
- complete the A-B-C quick check and follow the helmet fitting instructions in the safe use guide
- wear the helmet provided and, if there is low light, the reflective vest
- ride safely and legally
- report any incidents, such as a crash or damage to the e-bike, by emailing [ZeroHarm@nzta.govt.nz](mailto:ZeroHarm@nzta.govt.nz) as soon as possible
- if the e-bike breaks down for any reason, contact Business Support who will advise what to do and arrange for the service provider to collect the bike for repairs
- return the e-bike to its safe designated area, and not blocking any exits – bikes are not permitted in general office locations
- Transport Agency e-bikes are not available for personal use.

### People leaders

- Ensure that, before they drive for work, your staff:
  - have a valid and appropriate driver licence, and a completed Driver Check authorisation
  - have completed the *Safe use of company vehicles* learning module on Learning Zone
  - have attended a vehicle orientation and induction run by Business Support
  - have any other training they require
  - are planning a realistic journey and are not under any time pressure
  - are not under stress or fatigued
  - follow incident reporting procedures, where required.

- Ensure that people understand their responsibilities when driving or riding for work.
- Arrange and fund any required driver competency assessment or development for your team.
- Set clear expectations with your team around safe and healthy driving.

## Business Support Services

Business Support managers are required to:

- arrange and verify routine safety checks of Transport Agency vehicles
- coordinate regular cleaning and maintenance of fleet vehicles
- provide suitable secure key storage to prevent unauthorised access to fleet vehicles
- remove damaged or defective fleet vehicles from use until repaired
- make sure e-bikes are equipped with a pannier pack containing a helmet, vest, bike lock, fact sheet and first aid kit.

The Manager Standards & Practice is required to:

- procure vehicles that meet the Australasian New Car Assessment Programme (ANCAP) 5-star safety standard, or 4-star where a 5-star is not available due to vehicle type
- make sure vehicles have the appropriate emergency equipment, stored securely
- monitor vehicle servicing and maintenance to make sure that it meets recognised standards (eg manufacturers' recommendations)
- audit vehicle maintenance and inspection records to make sure vehicles remain fit for purpose
- own and disseminate data from vehicle monitoring and telemetry systems (including personal information protection and system reliability)
- check that fleet vehicles are maintained and defects repaired promptly
- manage procurement of vehicle service providers.

## Senior Manager, Safety and Wellness

The Senior Manager, Safety and Wellness is required to:

- support Learning and Development and Business Support staff to source suitable driver training for the Transport Agency
- support the communication of this policy and its procedures to staff
- consult on policy and procedures
- provide tools and checklists to support policy.

## Corporate Property Services

Property Services are responsible for ensuring there are appropriate car parks for our fleet cars and storage for fleet e-bikes

## Further guidance

Related policies and guidance:

- [Travelling for work policy](#)
- [Code of conduct](#)
- [Travel on OnRamp](#)

## Relevant legislation and regulations

- [Land Transport Act 1998](#)
- [Health and Safety at Work Act 2015](#)

# Contact

For further information about this policy, Business Support or contact [notifyHS@nzta.govt.nz](mailto:notifyHS@nzta.govt.nz)

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