

## Use of Southern DHB + Private Vehicles Policy (District)

This policy outlines the appropriate use of Southern District Health Board (Southern DHB) and private vehicles by staff.

**Policy Applies To** All Southern DHB staff.

### Introduction

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Taxation laws significantly restrict the tax-deductible use of vehicles at work. In most cases, the use of private or Southern DHB vehicles is not deductible unless it can be shown to be clearly work-related. In addition, insurance claims should demonstrate clear authorisation for use of Southern DHB vehicles.

### Policy Statements

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**Use of Southern DHB Vehicles** Southern DHB vehicles are available for staff needing transport in order to carry out assigned duties and responsibilities. They are not available for private use. Unless specifically asked, you should use an Southern DHB vehicle in the course of Southern DHB business, rather than a private vehicle.

**Insurance** Only Southern DHB employees are insured while driving unless prior authorised arrangements have been made. If you are convicted of a drunk in charge (DIC) offence or use the vehicle for an unauthorised purpose (e.g. private use), you are not insured, and will be personally liable for any costs.

**Reimbursement** Mileage claims for the use of private vehicles (this does not include e-scooters) will only be lodged and paid:

- To staff on call responding to call-outs when they are requested to use their private vehicles (this does not include e-scooters).
- To staff who are requested to use their own vehicles (this does not include e-scooters).
- in the event that an Southern DHB vehicle is unavailable. Claims must be authorised by the appropriate manager.

**ACC Injury Management  
Claims**

As a member of the ACC Accredited Employee Programme, Southern DHB **will not be liable** or accept any work injury claims as a result of injuries sustained from the use of e-scooters when carrying out Southern DHB business.

In rare cases, consultants and other staff attending to Southern DHB business throughout the region may use their own vehicles with the prior authorisation of the relevant manager.

This authority may be given only where consultants or other staff request it, or are able to combine clinic or other Southern DHB business with private or weekend arrangements and it is to the overall benefit of the Southern DHB that an Southern DHB vehicle is not used.

In all cases, the rate of reimbursement will be set by the Finance Department.

**Associated Documents:**

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- [Motor Vehicle Running Sheet \(District\)](#) (26432)

**General Notes**

**Scope of Practice:** Ensure you are fully qualified to perform the role specified in any document.

**Deviations:** If you need to deviate from any procedure, policy, or guideline, make notes and follow up.

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