

# P&C Use of NIWA Vehicles Policy

## Principle / Overview

This policy covers use of NIWA's vehicles primarily from a health and safety perspective. It also includes details of who can drive a NIWA vehicle, and what drivers must / must not do.

The nature of NIWA's business includes field work and a high level of travel via vehicle. NIWA employees and the public must be kept safe and employees must, in turn, be responsible for work property.

Employees must not drink alcohol or take other drugs before driving a NIWA vehicle or while in charge of a NIWA vehicle. The consequences include being held personally liable for any loss, damage or liability that results from any sort of accident.

NIWA may take disciplinary action, up to and including dismissal, for breaches of this policy.

All vehicles assigned to regions or sites may be used by any NIWA employee as required.

NIWA vehicles (including towed vehicles) may **not** be used for personal use or annual leave.

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## Application of policy

This policy applies to all staff and any other drivers who receive prior approval from a General Manager or Regional / Support Manager to drive a NIWA vehicle.

## Related policies, documents & forms

[Accident/Incident/Near Miss Form](#)

[Motor Vehicle Procurement & Fleet Management Policy](#)

[Safe / Legal Towing– Responsibilities & Guidelines](#)

[P&C Alcohol & Drugs Policy](#)

[P&C Discipline & Dismissal Policy](#)

For the complete NIWA health and safety strategy, systems, policies, procedures and forms – see [NIWASafe](#) on One.NIWA. There is more information related to vehicle use.

## Reason for policy

NIWA's aim is to:

- achieve the highest feasible level of health and safety for employees
- aim for zero harm in the workplace
- comply with all health and safety-related legislation.

Providing appropriate vehicles for employees to use for company business is a way of cost effectively meeting travel needs.

NIWA vehicles are selected to be fit for purpose. They must be managed and used safely, and in a way that is consistent with NIWA's Mission and Statement of Core Purpose. This in turn helps to protect NIWA's reputation and brand.

## Policy details / implementation guidelines

### Who can drive NIWA vehicles?

All vehicles assigned to regions or sites may be used by any NIWA employee as required.

NIWA vehicles may be driven only by:

- NIWA employees who have provided a copy of their driver licence to People & Capability

- other drivers who have prior approval from a General Manager or Regional / Support Manager.

## **Driver licence requirements**

To drive a NIWA vehicle, you must hold:

- a current and valid NZ driver licence **or**
- a current and valid overseas driver licence or an international driving permit.

For more information on driving in NZ for new residents and visitors, see: <http://www.nzta.govt.nz/licence/residents-visitors/driving-nz.html>

Your licence must be valid for the class of vehicle you intend to drive.

Drivers with a learner licence may not drive NIWA vehicles.

Drivers with a provisional or restricted licence may drive a NIWA vehicle as long as they observe the rules relating to the particular licence.

## **Licence details held by People & Capability**

People & Capability requires a copy of your driver licence. Details are entered into Chris21 and are visible in Kiosk. Employees will receive an email notification from Chris21 a month prior to the expiry of their licence and must forward a copy of their renewed licence to People & Capability.

## **Obligation to advise if your licence is revoked**

If your licence is revoked by law, you must notify your direct manager and People & Capability at the earliest possible opportunity.

NIWA uses NZTA Driver Check for notifications of any change to an employee's driver licence status.

## **Your responsibilities when driving a NIWA vehicle**

### **What you must do**

#### **Use only for NIWA business**

NIWA vehicles may **not** be used for personal use or annual leave.

#### **Check legality for on-road use**

Always check that the vehicle's registration, Road User Charges and Warrant Of Fitness (WOF) labels are current for the time you will be using the vehicle.

#### **Always carry your driver licence**

As required by the New Zealand Transport Agency (NZTA), you must have your driver licence with you whenever you drive a NIWA vehicle.

#### **Always complete log book**

Each time you use a NIWA vehicle, you must complete details of your journey in the vehicle's logbook.

The Regional Manager is responsible for checking that log books are being completed.

### **Keep vehicle safe and in clean, tidy condition**

When work requires you to take a vehicle home, secure garaging after hours should be provided if possible. Vehicles must always be properly and legally parked.

It is not acceptable to operate vehicles that are dirty or have noticeable damage.

The [Motor Vehicle Procurement and Fleet Management Policy](#) sets out responsibilities for cleaning and maintenance of:

- vehicles used mainly by or assigned to one employee
- pool vehicles
- sign-written vehicles.

### **Tow legally and safely**

If you intend to tow with a NIWA vehicle, you must always:

- check first that the vehicle has the correct towing capacity
- follow [Safe/Legal Towing – Responsibilities & Guidelines](#).

### **Follow rules of use for fuel cards**

All vehicles are provided with a company fuel card. You may use this only for:

- vehicle fuel purchases
- oil top-ups
- car washes (non-sign written vehicles only).

You must record the latest odometer reading every time you use the fuel card.

Fuel cards are vehicle or trailer specific (registration number) and must not be used to fill up another vehicle.

You must report a missing or lost fuel card to Procurement within 48 hours of finding that it is missing.

### **Pay any fines promptly**

You are responsible for promptly paying any fines for parking infringements or driving offences that are incurred as a result of you being the driver of the vehicle at the time.

Failure to pay these fines promptly may result in NIWA taking steps to immediately recover the costs from you.

### **Drive safely and responsibly**

When driving, you are a public representative of NIWA. Therefore you must not drive in an irresponsible way or in a manner that might bring NIWA into disrepute.

Employees who demonstrate a pattern of careless or unsafe driving may be subject to disciplinary action.

See [P&C Discipline & Dismissal Policy](#).

## **What you must not do**

### **Never use drugs or alcohol**

You must not drink alcohol or take other drugs before driving a NIWA vehicle or while you are in charge of a NIWA vehicle. If you do (or breach any other aspect of this Use of NIWA Vehicles Policy) and any sort of accident occurs, you will be held personally and totally responsible for any related:

- loss
- damage
- liability
- compensation for damage to the vehicle or injury.

If you are convicted of driving a NIWA vehicle under the influence of alcohol or other drugs, you may be subject to summary dismissal.

If you are taking prescribed medication, you should seek prior advice from your medical practitioner before driving a NIWA vehicle.

See also [P&C Alcohol & Drugs Policy](#).

### **No smoking**

You may not smoke in any NIWA vehicle.

NIWA vehicles are a place of work. Therefore in accordance with the Smoke-free Environments Act 1990, NIWA vehicles must be smoke-free.

### **No pets**

Pets may not be transported in NIWA vehicles.

Other animals may be transported only for work purposes.

### **No handheld mobile phone use while driving**

You must not use a hand held mobile phone while driving a NIWA vehicle under any circumstances. You must pull over to the side of the road at a convenient point before making or taking calls.

You may use a hands-free system but are encouraged not to do so while driving.

Sending a text message while driving a NIWA vehicle is strictly forbidden.

## **Accidents, thefts and insurance matters**

Every NIWA vehicle holds a CustomFleet pack. This pack explains what you must do if you have:

- an accident
- a breakdown
- broken windscreen

- flat tyre, etc.

## **Emergency needs first in an accident**

If a NIWA vehicle is involved in an accident with a person, vehicle and/or property, you must comply with the law and current Road Code regulations.

This means first attending to emergency needs such as first aid, ambulance and/or fire brigade if able.

## **Required reporting: any accident, incident or theft**

All accidents, regardless of seriousness, must be reported to the appropriate General Manager or Regional / Support Manager as soon as possible and within 24 hours of the occurrence or the next working day.

This must be done even if the vehicle is stationary and unattended. You must also report theft or any other vehicle incident.

The General Manager or Regional / Support Manager will advise if the Police need to be contacted, if not already involved.

You must also complete an [Accident/Incident/Near Miss Form \(NIWA Incident Management System - NIMS\)](#) and give it to your local Site Safety Administrator.

Follow the instructions in the CustomFleet pack in respect of vehicle repairs and accident insurance claims.

## **Personal property thefts / damage**

NIWA's vehicle insurance does not cover personal property that may be damaged or stolen from NIWA vehicle.

## **Support for safe driving**

### **Avoid fatigue when driving**

If an employee has been working extended hours in the field or similar, then care needs to be taken to ensure that they are not too tired to drive and that they will arrive home safely.

When an employee is tired and must drive, as a responsible employer NIWA advises them to seek overnight accommodation at NIWA's expense.

For more information about fatigue, see:

<http://www.nzta.govt.nz/resources/factsheets/24/index.html>

### **Required driving courses**

#### **For on-road use**

All NIWA employees who do routine field work or travel regularly using company vehicles must attend an appropriate driver training course within one year of joining NIWA.

The Regional Manager is responsible for ensuring that all appropriate personnel are trained in accordance with policy.

Once a driver training course has been booked the driver must attend the course. Courses fees are not refundable if someone cancels their attendance.

### **For off-road use**

All NIWA employees that drive company vehicles in off-road situations must attend an appropriate off-road/4WD driver training course within one year of joining NIWA.

The Regional Manager is responsible for ensuring that all appropriate personnel are trained in accordance with policy.

### **For towing**

All NIWA employees that use company vehicles for towing boats or general purpose trailers as part of performing their work must attend an appropriate driver training course within one year of joining NIWA.

The Regional Manager is responsible for ensuring that all appropriate personnel are trained in accordance with policy.

### **Defensive driving course**

When there are concerns about an employee's driving, NIWA will encourage the employee to attend a defensive driving course at NIWA's expense. Concerns might arise from complaints, near misses or a pattern of small accidents. A defensive driving course will help to ensure the employee has the skills to operate a vehicle.

### **Exceptions and qualifiers**

None