

Vehicle and Drivers Policy

Policy Statement

This policy covers any vehicle owned or leased by Cycling Southland or provided via 'contra' that is used by an employee for business purposes or personal use as outlined in their employment contract, or used by a member, volunteer, coach or official.

Responsibilities

The General Manager must conduct an annual inspection of licences of employees using company vehicles to ensure they are current and valid. A record will be kept on file

Employees, members, volunteers, coaches or officials who use, or may use, a vehicle are required to advise the General Manager immediately if their licence is invalidated or cancelled, or they are unable to drive for a medical reason.

Procedures

When an employee, member, volunteer, coach or official is required to use a vehicle or, in the case of the employee is provided with a vehicle as part of their individual employment agreement they must:

- Hold and continue to hold a current full NZ drivers licence;
- Read and sign the Drivers Agreement (Appendix B);
- Comply with Cycling Southland procedures relating to vehicle use;
- Abide with **ALL** NZ Road Rules and use vehicles properly and responsibly and in compliance with the law.

Authorised travel

Company vehicles are to be used for authorised travel only unless permission is granted by the General Manager.

Fuel Cards

Cycling Southland vehicles are provided with fuel cards for Mobil service stations. Fuel cards are only to be used for fuel and oil for the vehicle that it is allocated to. Please make sure that if you have used the vehicle and there is quarter of a tank of fuel or less, that you fill the vehicle before returning it.

Fuel used during an employee's holiday or for an extended personal journey out of the province is not to be paid by Cycling Southland. The employee must fill the tank prior to the journey or holiday using the fuel card and then return back to work with a full tank. Any petrol used during that time must be paid for by the employee.

Maintenance and Servicing

Employees who, with the prior approval of the General Manager, are permitted to use a company vehicle or are responsible for a vehicle, must arrange for servicing, maintenance, warrant of fitness and ensure it is kept in a clean and tidy condition.

The costs of maintaining and servicing the vehicle will be paid for by the company or in accordance with the terms of the lease agreement.

Cycling Southland Policy Document

Damage

In the event of an accident or vehicle damage the driver must immediately advise the General Manager. The General Manager will then review the level of excess and if necessary the driver will complete the claim form and forward to the appropriate insurer. The claim form must be signed by the driver as well as the General Manager.

In the event of an accident, see *Appendix A – Car Accident Report Procedure*.

Expenses

All insurance, registration, work-related petrol (via the fuel card), oil, routine maintenance, and other work-related car expenses of Cycling Southland-leased vehicles will be met by Cycling Southland but employees are responsible for payment of all driving and parking fines. This includes costs for unpaid fines relating to a company vehicle incurred while in their possession, regardless of whether it was on work-related business at the time imposed.

Garaging

The vehicle should be garaged every evening (unless authorised by the General Manager). Under no circumstances is company equipment to be left in the vehicle overnight.

Termination

Immediately on termination of the employment for whatever reasons the motor vehicle must be returned in good condition to Cycling Southland.

Vehicle Cleaning

All drivers of Cycling Southland vehicles are expected to regularly clean the vehicles; however, if a vehicle is dirtied during a specific use, the driver is responsible for immediately cleaning the vehicle before returning it to the fleet. All food scraps, wrappers and general rubbish must be regularly removed.

Smoking, Alcohol and Drug Use

Smoking is not permitted in any Cycling Southland vehicle under any circumstances.

Under no circumstances is an employee or an 'approved driver' (refer below) to drive a company vehicle while under the influence of alcohol or drugs.

Where alcohol will be consumed, arrangements must be made for a 'non-drinking' employee or an 'approved driver' with a current and valid licence, to drive the vehicle.

Where a non-drinking driver is not available, alternative transport arrangements must be made.

Misuse of a Company Vehicle

Where the company is satisfied that an employee responsible for a company vehicle is negligent or has misused the vehicle, disciplinary action may be taken which could include up to and including termination of employment.

Convictions for offences involving the use of alcohol or drugs while driving will automatically result in loss of entitlement to a company vehicle and may result in disciplinary action up to and including termination of employment.

Where an employee is disqualified from driving, entitlement to a company vehicle will be withdrawn. Reinstatement of a vehicle is at the discretion of the general manager.

Driving Improvement Course

The following criteria will be used to determine whether an employee (permanent or casual) is required to attend training prior to being allocated a company vehicle, as part of the conditions of use.

- Conviction resulting in loss of licence;
- Involvement in an accident with a company vehicle where the employee is deemed to be at fault;
- If the driver is under 25 years of age.

Where any of the above criteria apply, attending a training course may be a requirement. The employee will be responsible for the cost of such training.

Where an employee is requested to attend a training course and refuses, his/her entitlement to use a company vehicle is automatically withdrawn.

If an employee drives in excess of 20,000km each year, he/she may elect to attend a defensive driving course, the cost of which will be reimbursed by the company.

Insurance Excess

Where an accident or damage to a vehicle has occurred and the employee is 'at fault' and/or is deemed negligent, \$500 will be charged to the employee. The decision to charge an employee the insurance excess will be made by the General Manager.

Approved Drivers

All drivers must have authority from the General Manager prior to using a company vehicle. The General Manager must ensure that any person authorised to drive a company vehicle has a valid driver's licence and is aware of the 'Conditions of Use'.

Employees provided with a vehicle which is also for personal use who wish to have a person who is not an employee of the company drive the vehicle (spouse, partner, etc) must advise the General Manager of the name of the person. The General Manager is responsible for ensuring the information provided is correct and the 'approved drivers' form (refer Appendix C) is completed and filed on the employee's personal file.

A maximum of three 'approved drivers' per vehicle may apply. The employee must ensure that any person for whom they are seeking 'approved driver status', under this provision, has a satisfactory driving record.

Any costs associated with a claim against a company vehicle (either owned or leased) while in the possession of an unauthorised driver, ie not registered as noted above, will be a direct claim on that person and/or the employee who has permitted the use of the vehicle. The company will accept no responsibility for such costs.

Appendix A – Car Accident Report Procedure

Move your car to as safe a spot as possible, switch off your ignition, and switch on your flashing hazard indicator lights.

Determine whether there have been any personal injuries in your car. If there have been injuries attempt to make the injured person(s) as comfortable as possible, but do not attempt First Aid unless you are qualified to do so and do not move the injured person(s) unless it is necessary to do so to prevent further injury. If you have been tailgated see a doctor immediately.

You are required by law to report all motor vehicle accidents involving personal injury to the Ministry of Transport within 24 hours of the accident occurring.

Where there has been damage to another vehicle or to third-party property, exchange names, addresses, telephone numbers, and insurance company details (if any) with the driver of the damaged vehicle, the owner of the damaged property and/or with any witnesses to the accident. See insurance instructions.

DO NOT discuss the details of the accident with anyone!

DO NOT express an opinion as to who was at fault!

DO NOT agree to make good any damage!

Where it is not possible to determine the name of the driver of the damaged vehicle or the owner of the damaged property, you are required by law to report the accident to the Police or a Traffic Officer within 48 hours of the accident occurring.

If your vehicle is not in a condition to be driven, arrange for it to be removed to a suitable 'storage' place.

Record as soon as possible details about the crash on the Cycling Southland Accident Report Form.

As soon as it is practicable, report all relevant details of the accident to the General Manager.

Appendix B – Conditions of Use

All employees are required to sign the 'Conditions of Use' form below, which confirms acceptance of the terms of use of a vehicle.

Cycling Southland vehicles may only be used by employees holding a current full drivers licence - employees are required to provide evidence of such licence at any time on demand.

When driving a Cycling Southland vehicle:

- All authorised drivers must use the vehicles properly and responsibly and in compliance with the law. Vehicles will be branded with Cycling Southland and therefore the vehicles need to be driven in a controlled, sensible and lawful manner.
- Ensure there is no smoking in vehicles.
- Ensure mobile phones are not used while driving a vehicle unless with a hands-free kit. Drivers are required to park the vehicle in a safe location when dialing/answering a phone number or writing/reading a text message.
- Ensure the vehicle is not driven when it is in an unsafe condition.
- Ensure the vehicle is locked when unattended and all valuables are removed from sight. Cycling Southland will not be responsible for the theft or loss of any personal belongings from Cycling Southland vehicles.
- Ensure the vehicle is not operated while under the influence of alcohol or drugs.
- Drivers are not permitted to pick up hitchhikers or carry passengers unknown to the driver or other passengers including "appropriate association" guidelines like being alone in a vehicle with a child.
- Pay any parking infringement notices and traffic violation fines associated with the use of the vehicle and notify the General Manager of any such fines/violations.
- Ensure that safety belts are to be worn by all occupants at all times.
- Ensure that all loose items are secure within the passenger areas or stored in the boot of the vehicle.
- Use the fuel card only for the purpose that it is intended.
- Ensure that the vehicles are cleaned regularly.
- The driver will be responsible for ensuring that proper procedure in regard to traffic accident reporting is followed should they be involved in a traffic accident in which a Cycling Southland vehicle or third party property is damaged. Please refer to "Car Accident Procedure" for more information in this regard. Employees may be required to pay all associated repair costs to Cycling Southland vehicles, other vehicles and/or third party property if damage occurs as a result of careless driving. This will be at the discretion of the General Manager.

Conditions of Use Agreement

I confirm I have read, understand and agree to the conditions contained in the vehicle policy and to the vehicle user responsibilities when driving a Cycling Southland vehicle.

Signed: _____

Name: _____

Driver's Licence Number: _____

Date of Issue: _____

Expiry Date: _____

Date: _____

Appendix C – Approved Driver Agreement

CYCLING SOUTHLAND	
MOTOR VEHICLE 'APPROVED DRIVER' FORM	
To be filled out by the APPLICANT	
Full Name:	_____
Address:	_____ _____
Driver's Licence Number:	_____
Date Issued:	_____
Expiry Date:	_____
Relationship to Cycling Southland Employee:	_____
I confirm that I have read and understood the company's motor vehicle 'Conditions of Use'.	
Signed: _____	Date: _____
To be filled out by the EMPLOYER	
I _____ confirm that _____	
is personally known to me and I have sighted the applicant's driver's licence; To the best of my knowledge the applicant has a satisfactory driving record; That the applicant has read the company's motor vehicle 'Conditions of Use':	
Signed: _____	Date: _____
To be completed by the GENERAL MANAGER	
I have reviewed and approve the appointment of the driver named above.	
Signed: _____	Date: _____