

Motor Vehicle Policy

Purpose	<p>To ensure the safety of Badminton North Harbour (BNH) employees and the public by providing guidance to those who drive as a requirement of their job.</p> <p>To ensure that employees that drive as part of their job can demonstrate safe, efficient driving skills and good road safety habits.</p> <p>To ensure that vehicles are safe, suitable for the task and are well maintained.</p>
Scope	This policy applies to all employees who are required to drive BNH vehicles (inside and outside of work time), rental vehicles, and Employees vehicles that are being used for work purposes.
Effective Date	June 2019

Section 1: Responsibilities

Badminton North Harbour	<ul style="list-style-type: none"> • Will take all steps to ensure company vehicles are safe and are regularly maintained • Will ensure Company Vehicles have the required WOF and Road User Chargers • Supply First Aid Kits for each Company vehicle • Will not require employees to drive under conditions that are unsafe or likely to create an unsafe environment, physical distress or fatigue • Will ensure staff have sufficient time to travel between destinations
Drivers	<ul style="list-style-type: none"> • Must ensure they have a valid NZ Drivers licence, provide a copy to BNH and ensure this is carried with them whilst driving • Immediately notify BNH if their licence conditions change eg: it is cancelled, suspended or has limitation placed on it • Comply with all traffic legislation while driving such as speed limits, wearing a seatbelt • Notify BNH of any accidents or incidents • Only use mobile phones via a hands-free system • Ensure they are in a fit state to drive including not being under the influence or impaired by drugs and alcohol and being adequately rested • Drive in a professional manner • Complete regular checks on oil, water levels and tyre pressure to ensure the vehicles is in a safe condition to drive • The vehicle is in a clean and tidy state both internally and externally • Not smoke inside the vehicle • Not carry out any alternations or additions to the vehicle (e.g. fitting tow bars or roof racks) without the written authority of the Chief Executive. • Comply, in all respects, with the terms and conditions of the Lease and/or Hire Purchase Agreement applicable in respect of the vehicle. • Ensure all conditions of any insurance policy on the vehicle is observed. • Are responsible for payment of any excess or deductible amount payable to the insurer of the vehicle in respect of any claim or claims made against the insurer for the vehicle as a result of any accidents occurring to the vehicle due to the employee being in breach of the provisions of this policy while in charge of the vehicle.

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Breaches	<ul style="list-style-type: none"> Any breach of this policy will be treated seriously by BNH and may result in disciplinary action up to and including dismissal All employees that breach the law are responsible for any fines they incur eg: parking tickets, infringement notice and court fines. If left unpaid escalated infringements and fines will be deducted from the employee's pay. Any damage caused to BNH's or other peoples' property that isn't covered by Insurance will be covered by the employee
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Section 2: Vehicle Usage

Personal Use of Company Vehicles	<ul style="list-style-type: none"> Your Company Vehicle is available for reasonable personal use. You will be responsible for petrol costs in the event of significant personal use.
Other Drivers – Company Vehicles	<ul style="list-style-type: none"> The vehicle is owned by BNH and is required to be available for other employees to use when not being used by the assigned employee for business purposes. If an employee requires the use of a company vehicle, out of courtesy, please check with the vehicles assigned driver prior to using the vehicle. Not permit the vehicle to be driven by anyone other than the employee unless prior consent from the Chief Executive is received.

Section 3: Accidents/Incidents

Accidents / Incidents	<ul style="list-style-type: none"> In the event that an accident occurs the driver should stop their vehicle, ensure their own safety first, then help others that may require assistance, contact emergency services if required The following details should be obtained from the other party <ul style="list-style-type: none"> Other vehicle details – make, model, registration Name and contact details of other driver Name and contact details of any witness Name of insurance company Take photos Provide the other driver with your contact and company details DO NOT admit liability If the incident involves injuries, disagreement over cause, significant damages you should contact the police All near misses, accidents and scrapes must be reported to BNH within 12 hours.
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Policy Information			
Policy Number	POL 0075	Effective Date	Sept 21
Review Cycle	Bi-Annual	Review Date	Aug 23

Version Control			
Version No.	Version Date	Document Author	Change Description
V0.2	May 2019	Kati Turver	Updated to new format