

 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p> <p>TRANSPORT – FLEET VEHICLE PROTOCOL</p>	<p>TRANSPORT - USE OF A BOPDHB FLEET VEHICLE</p>	<p>Policy 5.1.6 Protocol 1</p>
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STANDARD

Staff will use vehicles from the Bay of Plenty District Health Board (BOPDHB) fleet in a safe manner and are aware of their obligations whilst obtaining and operating a BOPDHB pool vehicle (cars that are managed by the Transport Co-ordinator(s) and are booked out on an 'as required' basis).

The BOPDHB fleet consists of vehicles leased, hired or owned by the BOPDHB for the purpose of carrying out legitimate BOPDHB business.

PROCEDURES

1. Accredited Drivers

- 1.1 All employees utilising vehicles are to be 'accredited' to drive company vehicles.
- 1.2 To be accredited they must:
 - a) Complete the appropriate form available from the Transport Co-ordinator
 - b) Provide a copy of their New Zealand or International drivers licence
 - c) Sign that this policy and rules have been read and agreed.
- 1.3 Overseas drivers may use an International Driving Permit for up to one (1) year from the first use of the permit in New Zealand. For any subsequent driving in New Zealand a New Zealand Drivers Licence must be obtained.

2. Before Using Vehicle

- 2.1 Accredited drivers only are able to drive the vehicles.
- 2.2 The driver is responsible for ensuring that the vehicle is displaying a current Warrant of Fitness and Registration. Notify the Transport Co-ordinator if they are not current.
- 2.3 Due to pressure on availability of fleet cars any department who fails to notify the Transport Co-ordinator if a booked car is not required will be charged a booking fee of \$20.00 / half day and \$40.00 for a full day.
- 2.4 Approval from Line Manager and / or the Transport Co-ordinator is required before transporting unauthorised personnel.

3. During Use Of Vehicle

- 3.1 The driver will comply with all transport regulations and will drive in a safe and appropriate manner.
- 3.2 The driver must carry a current drivers licence at all times when driving.
- 3.3 BOPDHB fleet vehicles are not for private use. This includes diverting from the work related route for private reasons.
- 3.4 Smoking and the consumption of any food and beverages in the vehicle is prohibited.
- 3.5 No animals are to be transported in the vehicle and no hitch-hikers are to be picked up.
- 3.6 Vehicles must be locked when not in use and any equipment in the vehicle adequately concealed to minimise thefts.
- 3.7 Parking, other infringements and speeding tickets are the responsibility of the driver of the vehicle at the time of infringement, not BOPDHB.
- 3.8 The driver is liable for any costs incurred as a result of a vehicle being impounded due to the accredited driver's infringements.
- 3.9 The accredited driver is responsible for the security and use of the fuel card. Petrol receipts must be submitted to the Transport Co-ordinator for any use of the fuel card.

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3.10 The accredited driver must report all damage or issues immediately after use of the vehicle. Vehicle damages is considered to be those defects to a leased vehicle that fall outside the definition of "fair wear and tear" and in particular damage sustained through negligence or carelessness on the part of the driver or third party and contrary to the obligations contained within this document.

4. After Use Of Vehicle

- 4.1 All fleet vehicles must be returned to the assigned parking area at the end of the working day.
- 4.2 The vehicle must be returned with no less than half a tank of petrol and in a tidy condition.
- 4.3 The running sheet information must be completed and returned with the keys.
- 4.4 BOPDHB fleet vehicles are to be re-fuelled at authorised BP petrol stations or other designated petrol stations. Check oil and water.
- 4.5 Fuel cards are available for each vehicle for the purpose of re-fuelling.
- 4.6 In emergency situations, minor mechanical repairs (up to \$200.00) can be purchased through the BP card at authorised garages after first being authorised by the Transport Co-ordinator.
- 4.7 Standard car wash can be purchased using the BP fuel card.

5. Safety

- 5.1 Vehicles must be driven in accordance with the law.
- 5.2 The consumption of alcohol or driving while influenced by alcohol / drugs is prohibited.
- 5.3 The driver must always obey speed limits and road rules.
- 5.4 BOPDHB recommends that mobile phones are switched off while driving BOPDHB vehicles to ensure that they do not cause a distraction on the road. If an employee needs to leave their mobile phone on for any reason then, in the event of a call or text, drivers must pull over into a safe position and stop the vehicle to take the call or text.
- 5.5 Drivers must check that the vehicle has a current warrant of fitness and registration before use. The Transport Co-ordinator will ensure pool cars are serviced in accordance with the service manual.
- 5.6 Departments with allocated vehicles (vehicles that are designated to specific services/individuals and managed by the designated service) should co-ordinate maintenance and servicing through the Transport Co-ordinators – however the department is responsible for ensuring all vehicles are maintained / serviced.
- 5.7 BOPDHB fleet vehicles carry a basic First Aid Kit. Drivers who access pool car kits are to inform the Transport Office so that replenishment can be arranged.
- 5.8 Allocated cars carry a basic First Aid Kit. It is the responsibility of the department involved to replenish these kits.
- 5.9 The oil and water should be checked regularly.

6. General

- 6.1 Staff are to immediately advise their Line Manager and the Transport Co-ordinator of any change to their licence.
- 6.2 A pool of vehicles is available for use throughout the region. A pool car should be used if available in preference to a privately owned vehicle.
- 6.3 All documentation regarding lease vehicles will be maintained by the Transport Co-ordinators and files kept up to date.

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- 6.4 Pool vehicles are to be kept clean in order to portray the organisation in positive and safe manner.
- 6.5 Cleaning products may be obtained from the Transport Department. A car wash bay is available at the Works Department. If car is to be cleaned professionally i.e. more than a standard car wash, this will be charged to the relevant cost centre.
- 6.6 Each vehicle has two (2) sets of keys
 - a) One (1) set for use on a day to day basis
 - b) One (1) set - originals held by Transport Co-ordinator as a master key
 - c) For those vehicle situated at regional offices – one (1) set held in regional office.
- 6.7 The Transport Department must be informed if any vehicle has been authorised to be taken home and Fringe Benefit Tax due on these vehicles will be charged to the relevant user's department.

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 5.1.6 Transport – BOPDHB Fleet Vehicle
- Bay of Plenty District Health Board policy 5.1.6 protocol 2 Transport - Booking a BOPDHB Fleet Vehicle
- Bay of Plenty District Health Board policy 5.1.6 protocol 3 Transport - Vehicle Failure / Accident
- Bay of Plenty District Health Board Flight and Accommodation Request Form
- Bay of Plenty District Health Board Authorised Drivers Registration Form

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