

 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p> <p>TRANSPORT – FLEET VEHICLE PROTOCOL</p>	<p>TRANSPORT – BOOKING A BOPDHB FLEET VEHICLE</p>	<p>Policy 5.1.6 Protocol 2</p>
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STANDARD

Bay of Plenty District Health Board (BOPDHB) will provide a vehicle for work related purposes according to the following procedure.

PROCEDURE

1. Complete a Travel and Accommodation Request
2. Approval from Line Manager is required before booking a vehicle.
3. Pool vehicles must be booked via the Transport Co-ordinator at least two (2) days before it is required if possible. Transport Co-ordinator can be contacted on the following numbers:
 - Tauranga (TGA) – ext 8403 or 579 8403
 - Whakatane (WHK) – ext 4886 or 07 306 0886
4. Designated vehicles must be booked through clerks in the appropriate department or regional offices.
5. When making the booking provide the driver's:
 - 5.1 name and department
 - 5.2 the time the vehicle will be picked up
 - 5.3 the destination and the estimated time of return
 - 5.4 the cost centre of the department
6. If the vehicle is not going to be required inform the Transport Co-ordinator as soon as possible so that it can be reallocated.
7. Obtain pool car keys from the Transport Co-ordinator. Keys can be picked up the night before if the car is required before 0630 hours the next day or, for Whakatane, keys are available at the Emergency Department after hours. All vehicles are to remain on campus until the morning of the booking. Staff are not permitted to take pool vehicles home.
8. The vehicles are located in the parking area between Pohutukawa House and Kowhai House, Tauranga Hospital. Whakatane cars go to the garage and then the NCP.
9. The driver is responsible for checking that the vehicle is in appropriate condition for the journey.
10. Check the pre-journey mileage is recorded correctly on the log sheet.
11. If the vehicle is required beyond the time recorded, the Transport Co-ordinator must be contacted so that alternative arrangements may be made for subsequent bookings.
12. The vehicle must be returned to the allocated parking area and there must be at least half a tank of petrol remaining.
13. BP petrol card is supplied with each vehicle.
14. Enter the mileage on the log sheet with the correct Cost Centre code.
15. The car must be left clean and tidy. Return the keys to the Transport Co-ordinator and remember to remove all personal belongings from the vehicle.

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 1 Transport - Use of 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 Form FM.T6.1 Travel and Accommodation Request
- Bay of Plenty District Health Board Form FM.D6.1 Drivers Registration

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<p>Protocol Steward: Team Leader, Corporate Services</p>	<p>Authorised by: GM, Corporate Services</p>	