



MAHI MIHINARE
ANGLICAN ACTION

VEHICLE USE POLICY

Category:	Health and Safety
Last Review Date:	October 2013
Next Review Date:	November 2023
Endorsed by:	The Anglican Action Missioner
Approved by:	The Anglican Action Mission Trust Board

Purpose

The purpose of this policy is to:

- (a) ensure that drivers are aware of their obligations and responsibilities regarding the use of agency vehicles and vehicles used for agency purposes
- (b) ensure that drivers of agency vehicles and vehicles used for agency purposes are appropriately licenced and authorised
- (c) ensure that all agency vehicles are properly maintained according to a maintenance schedule
- (d) ensure that drivers are aware of safe driving and other good road safety practices.

Statement

Anglican Action is responsible for ensuring that staff have access to appropriate transport to undertake agency purposes.

Scope

This policy applies to all staff members of Anglican Action who drive agency vehicles or vehicles used for agency purposes.

Definitions

Agency	Agency means the Employer or Staff member as applicable.
Agency Purposes	Agency purposes means any activity that a staff member is expected to undertake during the course of their work.
Agency Vehicle	Agency Vehicle means a vehicle owned or leased by the agency for the intention of conducting agency purposes.
Authorised Driver	Authorised driver means a staff member who has been approved by the Mission Vehicle Fleet Manager to use an agency vehicle for agency purposes.
Child	Child means a person under the age of 14 years.
Client	Client means any individual, family, group of persons, incorporated body, association, or community on whose behalf the agency provides or agrees to provide a service or to whom the agency is legally obligated to provide a service.
Employer	Employer means 'The Anglican Action Mission Trust Board', referred to as 'Anglican Action' or 'The Mission' in this policy.
Staff member	Staff member means all employees (permanent, fixed-term, or casual), consultants, contractors, service providers, students, and volunteers engaged by the Mission.

Policy

1. All agency vehicles will be insured.
2. Agency vehicles will hold a current Warrant of Fitness and Registration. This will be recorded in the Vehicle Maintenance Schedule in PeopleSafe, and monitored by the Mission Vehicle Fleet Manager.
3. Regular maintenance will be carried out on agency vehicles. This will be recorded in the Vehicle Maintenance Schedule in PeopleSafe, and monitored by the Mission Vehicle Fleet Manager.
4. Drivers of the vehicle must:
 - a. Hold a current valid New Zealand driver's licence of the correct class, which must be carried by the driver when operating an agency vehicle.
 - b. Be approved by the Mission Vehicle Fleet Manager.
 - c. Complete an annual police check. If at any time and for any reason an authorised driver's licence becomes invalid (i.e. is suspended, expired or revoked), preventing the licence holder from driving an agency vehicle, the licence holder must advise the Mission Vehicle Fleet Manager immediately.
5. Drivers must not allow a third-party to drive an agency vehicle unless prior approval has been obtained from the Mission Vehicle Fleet Manager, or unless in an emergency.
6. Staff members will comply with traffic regulations at all times.

7. It is the responsibility of the driver to ensure all passengers are wearing seatbelts and that children are in an approved child restraint as directed by law.
8. When children are being transported to school or day care centres, another adult must be present in the vehicle.
9. A mobile phone with a minimum 50% charge must be carried by the driver when transporting a child to school or day care centres.
10. There is to be no smoking in the vehicle.
11. Booking of a vehicle for agency purposes must be done using the Vehicle Booking Calendar for each vehicle.
12. The Vehicle Mileage Log Sheet, located in each vehicle, is to be completed at the start and end of each journey and, when full, is to be returned to the respective Hub to be sent to the Mission Vehicle Fleet Manager.
13. Filling of the vehicle with petrol is to be done by the person driving the vehicle when the petrol gauge shows the level to be below half full.
14. An agency fuel card will be used when filling the vehicle with petrol.
15. Use of an agency fuel card is for agency vehicles only as outlined in the Credit Card and Charge Card Policy.
16. Agency vehicles are to be cleaned and inspected regularly using the agencies Valet service. This will be recorded in the Vehicle Maintenance Schedule in People Safe and monitored by the Mission Vehicle Fleet Manager.
17. In the event of a breakdown or accident involving an agency vehicle, the driver will follow the guidelines as outlined in the Accident, Emergency and Breakdowns Guide located in each vehicle:
 - a. IN CASE OF EMERGENCY. Call 111 if there is a major accident or serious emergency.
 - b. MINOR ACCIDENT. If you have a minor accident:
 - i. Stop and give assistance. If anyone is injured, call 111.
 - ii. Exchange details with other drivers, owners or witnesses such as Names, Addresses, Phone numbers, Car registration, Insurance company details (Insured by NZI, through Crombie Lockwood).
 - iii. Inform your Team Leader or Operations Manager as soon as possible. They will direct you on your next step.
 - c. VEHICLE BREAKDOWN. If your vehicle breaks down:
 - i. Call your Team Leader and let them know.
 - ii. If more assistance is required, you can call AA Roadside Assistance on 0800 734 543.
 - d. FIRST AID. All vehicles have basic first aid kits in the glove box.
18. In the case of an accident, any damage to an agency vehicle must be reported immediately to the agency with written details and supporting photos (if possible) as to how the damage occurred, location and who was driving at the time. These details will be entered into PeopleSafe by the staff member driving at the time.
19. Parking fines, traffic fines, and fuel costs for personal use will be the responsibility of the staff member driving at the time.
20. Private vehicles must not be used for agency purposes, except where using a private vehicle is necessary on disability or medical grounds.

Key Accountabilities & Responsibilities

Person / Party	Responsibilities
Governance	Review policy every two years or as required
Management	Ensure that staff members are aware of this policy and processes
Leadership	Ensure that staff members are aware of this policy and processes
Staff	Have access to this policy and understand their obligations

Related Policies, Legislation, Regulations and Documents

- Anglican Action Code of Conduct
- Credit Card and Charge Card Policy
- Health and Safety Policy
- Reporting PeopleSafe Incident & Accidents Policy
- <https://www.nzta.govt.nz/assets/resources/factsheets/07/docs/07-child-restraints.pdf>
- <https://www.nzta.govt.nz/safety/driving-safely/>
- <https://www.nzta.govt.nz/roadcode>