

# Use of Council Vehicles Policy

Policy Owner: General Manager Service Delivery  
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## 1 Introduction

Many workers are required to operate a vehicle for Council related business requirements during hours of employment.

## 2 Purpose

To identify the responsibilities and provide guidance on the standards of behaviours that are expected of all drivers of Council vehicles.

## 3 Definitions

<b>Approved Driver</b>	Any worker who is inducted, licenced, and authorised to drive a Council owned, leased, or rented vehicle, or their personal vehicle for business use.
<b>Dedicated Vehicle Driver</b>	Any worker who is personally assigned a vehicle for business use including vehicles under the salary sacrifice scheme.
<b>Incident</b>	A workplace health and safety incident which includes personal injury, near miss and property damage.
<b>Licence</b>	The document issued to an individual by New Zealand Transport Agency.
<b>Work Related Driving</b>	Operating a vehicle for Council related business requirements during hours of employment.

## 4 Application

4.1 This policy applies to Council owned, and privately owned vehicles that are used for Council business.

4.2 This policy applies to all:

- a) Workers who drive a Council owned vehicle during their employment;
- b) Workers who have been allocated a Council vehicle to undertake their role;
- c) Workers who are part of the salary sacrifice scheme and have terms of employment that include the full or restricted private use of a Council vehicle;

- d) Workers who have terms and conditions that include a travel allowance for expected travel for Council purposes; and
- e) Workers who have reason to claim for incidental travel mileage reimbursement; and
- f) Contractors who drive a Council vehicle during their contract.

## **5 Relevant documents**

- a) [On Road Driving Management Standard](#)
- b) [Code of Conduct Policy](#)
- c) [Drug and Alcohol Policy](#)
- d) [Disciplinary Policy](#)
- e) [Fraud Prevention Policy](#)
- f) [Performance Management Policy](#)
- g) [Procurement Entitlement and Disposal of Council Vehicles Policy](#)

## **6 Significance**

- 6.1 This policy is not considered significant under the Significance and Engagement Policy

## **7 Policy Statements**

- 7.1 Approved Drivers are responsible for:

- a) Driving safely and in compliance with the NZ Road Code and conditions of their drivers licence;
- b) Consulting with their doctor about the effect that any prescribed medications may have on their ability to operate a vehicle safely and promptly disclosing any work restrictions to their People Leader.
- c) Only driving vehicles for which they are inducted licenced and authorised to operate;
- d) Carrying out a pre-start vehicle check prior to driving any vehicle used for Council business;
- e) Ensuring they are familiar with all features and controls of the vehicle they are driving;
- f) Ensuring that vehicles are used as per the manufacturer's recommendations;
- g) Ensuring that any loads being transported are within vehicle manufacturers load limits, correctly loaded and secured;
- h) Reporting any vehicle damage, defects, or incidents to the Fleet Coordinator, in the first instance;
- i) Immediately notifying their People Leader if their driver's licence has been suspended or cancelled, or has had limitations placed upon it;
- j) Notifying their People Leader if they were stopped by the NZ Police while driving a Council vehicle; and
- k) Ensuring they leave the vehicle with adequate fuel and in tidy condition after use e.g., free of rubbish.

- 7.2 Dedicated Vehicle Drivers

In addition to the responsibilities detailed in 6.1 Dedicated Vehicle drivers are also responsible for:

- a) Ensuring that all maintenance is carried out in accordance with manufacturer recommendations and warranty requirements;
- b) Ensuring Quarterly Vehicle Checks are completed; and
- c) Ensuring any repairs to defects and damage are carried out as soon as practicable.

- 7.3 People Leaders are responsible for;

- a) Ensuring that workers undertake a vehicle induction prior to operating a Council vehicle;

- b) Undertaking Zero Harm Engagement Conversations with drivers who have been identified as failing to meet the requirements of this policy;
- c) Promoting safe driving and monitoring conformance with this policy; and
- d) Setting and communicating clear expectations with workers on the need to manage journey times, stress and fatigue when planning travel for work purposes.

#### 7.4 Fitness to Drive

- a) Workers and contractors must not drive any vehicle for work purposes whilst under the influence of alcohol, drugs or medication which may impair their ability to drive safely. Medication includes over the counter and/or prescription medication. If there is any doubt regarding impairment, appropriate medical advice must be sought before driving.

#### 7.5 On-board

- a) An in-vehicle GPS system is installed in all Council vehicles to enable fleet optimisation and to locate the vehicle in an emergency. The GPS collects data such as; harsh breaking, dangerous cornering, and excessive speed. This data may be used to assess and monitor driver behaviour.
- b) All data collected because of GPS tracking will be treated in accordance with the Privacy Act 1993 and Local Government Official Information and Meetings Act 1987 including any requests for information.
- c) Where a GPS device is fitted to a Council vehicle, workers or contractors must not tamper or interfere with the device.
- d) Where Council owned vehicles are required to transport tools or equipment, restraint devices such as; compartments, cargo barriers or securing devices must be fitted to protect vehicle occupants, pedestrians, and other road users from possible movement.

#### 7.6 Operation of a Council vehicle

- a) Workers and contractors must operate vehicles in accordance with all legal requirements.
- b) When driving on Council sites/facilities all vehicle safety rules such as speed limits and reverse parking requirements must be followed.
- c) Smoking and vaping is not permitted in any Council vehicle at any time.
- d) Hitchhikers must not be accepted into a Council vehicle.
- e) Workers or contractors operating a Council vehicle must not use their mobile phone while driving including; making or receiving calls (unless voice activated), texting, taking photographs, or using apps. Doing so will be regarded as a safety breach and serious misconduct (refer to the Code of Conduct).
- f) Workers or contractors are permitted to receive calls whilst driving only if they are connected to Bluetooth. If no Bluetooth connection is available, the driver must stop the vehicle in safe place prior to using their phone.
- g) Workers can only use a Council fuel card for the purpose of purchasing fuel for Council vehicles. Fuel must not be purchased for any non-Council vehicle.
- h) In addition to any legal requirements, it is recommended that drivers use vehicle headlights to improve vehicle awareness to other road users, particularly in wet or foggy weather conditions.
- i) Other than vehicles covered by home to work private use vehicles, Council vehicles will not be utilised for personal use at any time unless agreed in writing by the People Leader.

#### 7.7 Reporting Requirements

- a) Incidents involving any Council owned or private vehicles, while being used on Council business, must be reported to the Police in accordance with insurance and legal requirements.
- b) Incidents and traffic infringements (including near accidents) involving Council owned vehicles, while being used on Council business, must be reported, and investigated by the People Leader.

#### 7.8 Excessive Speed in Council Vehicles

- a) Council does not condone speeding. The speed of all Council owned vehicles is monitored and recorded. Workers or contractors are responsible for the payment of any infringements or charges (including speed camera fines) received while operating a Council vehicle.
- b) People Leaders are responsible for managing any cases of speeding over the posted speed, with consequences that are appropriate to the circumstances and severity of the incident. Further guidance for managing cases of speeding are detailed in Appendix 1.

#### 7.9 Private Vehicles Used for Council Business

From time to time, workers or contractors may be required to use their own vehicle for Council business, due to a Council vehicle not being available. Workers or contractors must ensure this is the last resort option only. The vehicle must be fit for purpose and have current registration, warrant of fitness, road user charges (if applicable) and be insured.

#### 7.10 Work Related Use of Pool and Team Allocated Vehicles

Council has a number of pool and team allocated vehicles for workers to use while carrying out their duties.

The use of these vehicles is subject to the following conditions:

- a) When intending to use a pool vehicle, the vehicle must be booked using the vehicle booking system;
- b) Keys for team vehicles must be available for all workers in the team to use; and
- c) If workers are unable to return the vehicle within the timeframe they have booked, then they must notify their People Leader as soon as practical, so the vehicle booking can be amended.

#### 7.11 Private Use Vehicles

Selected positions within the organisation are permitted to use vehicles for private use subject to the following conditions:

- a) When workers are at their primary office location, the vehicle must be available for use by other workers during the day. When at home and not in use, the vehicle is to be locked and stored within the property boundary;
- b) The vehicle is only to be driven for private use by the worker, their partner/spouse or other fully licenced family members over the age of 25, who must be made aware of all conditions of use as per this policy prior to driving the vehicle; and
- c) A non-family member, who is fully licenced and over the age of 25, may be permitted to drive a private use vehicle where the driver is ill, excessively tired, fatigued or stressed to a point where driving performance may be affected. The worker or family member must be in the vehicle at such times.

#### 7.12 Vehicles for Home to Work Use

Selected positions will be permitted to use vehicles for home to work use or will be required to use a Council vehicle for on call duties.

The use of these vehicles will be subject to the following conditions:

- a) For home to work, the vehicle will be used for direct travel between home and place of work. This may include occasional short stops for incidental activities such as the supermarket;

- b) Whilst the carrying of non-work-related passengers in a Council vehicle is generally not permitted; it is recognised that there may be some individual circumstances which may require exceptions to this. Workers are to ensure that their People Leader is aware of and approves these circumstances;
- c) When at home and not in use the vehicle is to be locked and stored within the property boundary;
- d) The vehicle must not be driven by anyone other than workers of Council;
- e) When a worker is away on leave, arrangements must be made to ensure that the vehicle is available for other workers to use where required. For planned leave this shall include prior arrangements to leave the vehicle at work or ensure that there are no bookings or other use required. For unplanned leave (e.g., sick leave) the worker will communicate with their People Leader to arrange for the vehicle to be collected from/delivered to work if required;
- f) Workers will not utilise a Council work vehicle to undertake business for a company that is not Waikato District Council;
- g) Frequent, regular, or excessive use of the vehicle for personal use is not considered reasonable and patterns of vehicle use will be monitored. If flexibility of use of the vehicle for personal use is required for a short period of time, written approval is required. It is expected that these arrangements are reviewable, and any written approval will specify the period the flexibility applies; and
- h) Any exceptions to these rules require advance, written approval by the People Leader. Violation of these rules may result in disciplinary action.

### 7.13 Vehicles for On-Call Use

On call workers are required to respond to after hour emergency calls within agreed time frames. Limited personal use of Council vehicles by on-call workers is permitted subject to the following conditions:

- a) To allow a timely response to calls received, on call workers shall remain within, or near, Waikato District Council boundaries when on call;
- b) While full personal use of on call vehicles is not permitted, limited personal use is authorised where the worker's personal vehicle has been left in a Council Compound and there is no other reasonable method of transport available for domestic activities (e.g., watching family sports, picking up groceries etc). This use must not restrict the worker's ability to respond to emergency requests;
- c) When at home and not in use the vehicle is to be locked and stored within the property boundary;
- d) The vehicle must not be driven by anyone other than Council workers; and
- e) Whilst the carrying of non-work-related passengers in a Council vehicle is generally not permitted, it is recognised that there may be some individual circumstances which may require exceptions to this. Workers are to ensure that their People Leader is aware of and approves these circumstances.

## 8 Policy review

- 8.1 This policy shall be reviewed at three yearly intervals or as otherwise required.

## 9 Appendices

### 9.1 Driver Performance Monitoring

Driver performance will be observed in a balanced manner. Safe driving performance will be recognised. Driving performance will be monitored and measures taken to address unsatisfactory performance.

All complaints about the performance of drivers of Council vehicles will be investigated in accordance and corrective or preventative actions taken where considered necessary.

All Council vehicles are fitted with GPS monitoring equipment that collects data on vehicle movement and handling. This data will be used for:

1. Weekly and monthly analysis by the Zero Harm Team for organisational critical safety risk reporting
2. Investigation support any time a vehicle is involved in an accident or damage claim
3. People and Capability (P&C) investigation when requested by P&C Team

Any tampering or disabling of vehicle movement and handling data or devices will subject to disciplinary action.

Refer to the below table regarding driver performance measures.

Driver Performance Measures				
	Weekly	Monthly	Action	Responsibility
Safe Driving Performance		E Road 5 Star Drivers	At the end of each calendar month all 5 Star drivers go into a draw to win a \$50 fuel voucher	Zero Harm Team
		E Road 5 Star Driver for 12 consecutive months	Certificate of Recognition	Chief Executive and Zero Harm Team
Unsafe Driving Performance	3 or more overspeed events		Safety Coaching Conversation	Direct People Leader
		ERoad 1- or 2-Star Driver	Letter of expectation	Business Unit General Manager
		ERoad 3 Star Driver Rating	Safety Coaching Conversation	Direct People Leader
		ERoad 3 Star Driver Rating for three consecutive months	Safety Coaching Conversation	Business Unit General Manager