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## SAFE DRIVING AND FLEET MANAGEMENT POLICY

<b>Section</b>	Safety, Health and Wellbeing		
<b>Approval Date</b>	04.03.2022	<b>Approved by</b>	Executive Team
<b>Next Review</b>	03.03.2025	<b>Responsibility</b>	Executive Director – Finance and Operations
<b>Last Reviewed</b>	03.03.2022	<b>Key Evaluation Question</b>	6

### PURPOSE

To reduce the likelihood of accidents and injuries, highlight responsibilities of drivers using Nelson Marlborough Institute of Technology (NMIT) fleet vehicles and to promote a safe driving culture within the organisation.

To ensure that staff, contractors, visitors and students who drive NMIT fleet vehicles in the course of their work or study demonstrate safe, efficient driving skills and other good road safety behaviour at all times.

To maintain all NMIT vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users, and reduce any negative impact of NMIT vehicles on the environment – this also applies to private vehicles used for work purposes.

### COMPLIANCE

### SCOPE

This policy applies to all NMIT activities, both on and off campus.

It applies to:

- NMIT staff
- NMIT contractors
- NMIT students
- Visitors to NMIT
- Volunteers at NMIT
- External stakeholders

### CODE OF CONDUCT

When driving either an NMIT vehicle or a private vehicle for NMIT purposes, drivers must comply with all traffic legislation, be conscious of road safety, and demonstrate safe and courteous driving and other good road safety behaviours.

Approved student drivers should only be operating NMIT vehicles when a staff member is not available and/or able to drive.

The following will be viewed as serious breaches of conduct and may result in disciplinary action and/or suspension from using NMIT vehicles:

- Drinking alcohol or being under the influence of alcohol or drugs while driving. This includes prescription and over-the-counter medications if they cause drowsiness
- Driving while disqualified or not correctly licenced
- Driving recklessly or dangerously
- Failing to stop after an accident
- Acquiring demerit points leading to the suspension of a licence
- Any actions that warrant the suspension of a licence
- False reporting of driving record

#### *Suspension of driving privileges*

In addition to the above, NMIT reserves the right to suspend any driver's approval to drive NMIT vehicles at any time. Below are some examples of circumstances under which a driver approval might be revoked:

- Incurring an infringement
- Having any sort of accident
- General misuse, including the unauthorised use of vehicles for non-NMIT activities

## RESPONSIBILITIES

<b>All Staff</b>	<ul style="list-style-type: none"> <li>• To comply with the Safe Driving and Fleet Management policy and demonstrate positive behaviour to encourage a safe-driving culture within the institute.</li> </ul>
<b>Tutors</b>	<ul style="list-style-type: none"> <li>• To ensure that any private vehicle used by students transporting other students to an off-site venue as part of an NMIT programme is registered and has a current Warrant and/or Certificate of Fitness. The tutor must check that the student holds an appropriate licence.</li> </ul>
<b>Campus Services Manager</b>	<ul style="list-style-type: none"> <li>• To ensure fleet vehicles are maintained correctly and all drivers are approved drivers and are aware of their responsibilities</li> </ul>
<b>Relevant Manager</b>	<ul style="list-style-type: none"> <li>• To initiate disciplinary action when required and provide access to resources such as driver safety training for staff who require professional development in this area.</li> <li>• To ensure training is available for drivers using a minivan.</li> <li>• The curriculum area to cover the cost of Waka Kotahi's Driver Check website for <b>student drivers</b></li> </ul>

## PRINCIPLES

Where possible, staff should make use of technology to eliminate unnecessary travel.

Staff should avoid taking vehicles outside the top of the South when a flight and/or rental car is a viable alternative.

Staff should minimise the cost of travel where appropriate by considering the following factors:

- Travelling with other staff where possible
- Having multiple purposes for a visit
- Making travel arrangements in advance
- Cancelling and/or amending bookings when vehicles are no longer required

NMIT staff and students are responsible for their travel to their primary place of work and learning. NMIT vehicles are to be used only for travel beyond that point.

All vehicles are to be returned to the NMIT location at which they are normally kept, and where possible, returned at the conclusion of the day of use. If the vehicle is being returned afterhours, the driver is to follow the afterhours return process as detailed on the vehicle folder.

All NMIT vehicles are to be returned ahead of the end of year shutdown period to allow for secure storage, unless by prior written approval from the Campus Services Manager.

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## DRIVER RESPONSIBILITIES

Every driver of a NMIT vehicle will:

- Ensure they hold a current driver licence for the class of vehicle they are driving and this licence is carried when driving an NMIT vehicle
- Not carry passengers aged under 18 years, unless the passengers are current NMIT students
- Notify Campus Services and their manager, in writing, before their next NMIT vehicle use if their driver licence has been suspended or cancelled or has had limitations placed upon it
- Be responsible and accountable for their actions when operating an NMIT vehicle or driving for the purposes of work; be mindful of alcohol consumption by passengers in accordance with the Alcohol at Functions on NMIT Campus Policy (considering the NMIT vehicle as an extension of the NMIT Campuses)
- Lift-share where possible/practicable
- Display the highest level of professional conduct when driving an NMIT vehicle
- Comply with traffic legislation, including driving within legal speed limits, not using a mobile device and wearing a safety belt at all times
- Ensure vehicles are always kept smoke- and vape-free
- Assess hazards while driving and anticipate 'what if' scenarios
- Never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness
- Eliminate avoidable distractions when driving – by adjusting car stereos/mirrors etc. before setting off, or by pulling over
- Report any near-misses, crashes and scrapes to Campus Services and their manager, record all incidents in Assura, and follow the accident procedures outlined in this policy
- Report infringements to Campus Services and their manager as soon as possible
- Report vehicle defects to the Campus Services team before the next use
- Not pick up hitchhikers
- Refuel the vehicle if gauge reads **half full** or less.
- Comply with procedures as published in the *Vehicle Information for Staff Use* leaflet available for reference in every Vehicle Folder and on the intranet.
- Ensure the prompt collection and return of vehicles to the appropriate location

***In addition, it is required that all drivers:***

- Take regular and adequate rest breaks, at least every two hours

- Stop when tired
- Plan journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments
- Consider an overnight stay if driving time and non-driving duties exceed 10 hours in one day

***If an employee is driving their own vehicle for the purposes of work, the same policies apply. In addition:***

- The employee must seek the employer's agreement before using their private vehicle for work purposes
- The car must be legally registered, warranted and insured for the purposes of work – the employee must show evidence of this, on request
- The employee must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than there are seat belts
- The vehicle must not be used in conditions for which it was not designed.

***If a private vehicle is used by students as a means of transporting other students to an off-site venue, then:***

- The vehicle and the licence of the driver must be vetted by the NMIT tutor responsible for the field trip. The vehicle must be registered and have a current Warrant of Fitness (WOF). The driver must hold an appropriate licence.

***If there is an accident in a NMIT vehicle:***

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic. Ensure your own safety first. Help any injured people and call for assistance if needed.

Follow the procedure outlined in the vehicle folder.

#### ***Follow-up***

If there is an injury or major damage, report the accident to Police, Campus Services, POD and your manager as soon as possible.

## **PROCEDURE**

Anyone driving an NMIT vehicle must be an approved driver. Driver Approval Forms (download from intranet) must be completed and delivered to Campus Services at least 48 hours prior to any intended travel.

It is strongly preferred that all approved drivers be at least 25 years old, especially if the driver is driving a van. Special consideration will be given to approving NMIT staff and student drivers aged under 25 as and where needed.

Vehicles may not be used for private purposes unless prior permission is sought from a staff member's manager and the Campus Services manager.

### **Selecting a vehicle for use**

As a first option, staff should book an NMIT fleet vehicle. If there are no NMIT vehicles available and the purpose for which a vehicle is required cannot be rescheduled, a vehicle may be hired at the cost of the programme/business area with the appropriate manager's prior approval. Rental vehicles are to be hired through a recognised agency to ensure that they are roadworthy, well maintained and covered by appropriate insurance.

Staff may use a personal vehicle if no other alternatives are available (but only with the prior approval of their manager), and claim reimbursement for the trip.

Private vehicles must be roadworthy and warranted, adequately and appropriately insured, and loaded and only used within their specified capabilities.

#### **NMIT staff, students and contractor drivers**

1. Drivers must complete a Driver Approval Form. The completed form and a photocopy or scan of their valid licence/s will be taken and held securely at Campus Services. The driver will then be entered into the iJourney system by a Fleet administrator. Drivers will receive an email directing them to a link where they will be required to change their password.
2. The driver confirms they have read and agreed to the *Safe Driving and Fleet Management Policy*.
3. Drivers must also agree to Campus Services conducting a licence check through Waka Kotahi NZ Transport Agency's Driver Check website.

#### **All other drivers**

1. Subject to the approval of an Executive Director and the Campus Services Manager, any other drivers must complete a Driver Approval Form. The completed form and a photocopy or scan of their valid licence/s will be taken and held securely at Campus Services. The driver will then be entered into the iJourney system by a Fleet administrator. Drivers will receive an email directing them to a link where they will be required to change their password.
2. The driver confirms they have read and agreed to the *Safe Driving and Fleet Management Policy*.
3. Drivers must also agree to Campus Services conducting a licence check through Waka Kotahi NZ Transport Agency's Driver Check website.
4. Will be held liable for any insurance excesses incurred
5. Will return the vehicle in the same condition, and refilled with fuel at the user's cost

## REFERENCES

### INTERNAL

[Alcohol at Functions on NMIT Campus](#)  
[Safety, Health and Wellbeing Policy](#)  
[Smokefree Policy](#)

### EXTERNAL

[ACC](#)  
[Accident Compensation Act 2001](#)  
[Health and Safety at Work Act 2015](#) and associated Regulations  
[Human Rights Act 1993](#)  
[Land Transport New Zealand](#)  
[Land Transport \(Road User\) Rule 2004 \(mobile phone use\)](#)  
[New Zealand Police | Nga Pirihimana O Aotearoa](#)  
[Smoke-free Environments and Regulated Products Act 1990](#)