



15 July 2020



Dear [REDACTED],

### Official Information Act Request

We received your OIA on 23 June 2020 requesting the following information under the Official Information Act 1982.

Could I please get information on your staff which have been caught speeding in work vehicles from the GPS units in the vehicle or speeding tickets?

We are able to partially respond to your request and have answered the questions below using the information we have received from infringement notices received to the DHB.

- 1) *Could I please get the speed the staff were doing in the vehicles which were caught doing over the legal limit - for 2017, 2018, 2019, 2020? And how many were doing those speeds?***

Refer to Appendix 1. Please note that this information is for infringement notices that the DHB have received. Tickets that are issued by police officers go directly to the drivers at the time of the infringement.

- 2) *If you are able to tell me what was the limit of where they were speeding ie 50km/h, 70km/h, 100km/h?***

Refer to Appendix 1.

- 3) *Could I please get which roads these vehicles were caught over the legal speed limit for the same years?***

Refer to Appendix 1.

- 4) *Could I please get what the fastest speed was over the legal speed limit?***

Refer to Appendix 1.

- 5) *What speed that was and how many vehicles had been caught doing that and where that occurred and when?***

Refer to Appendix 1.

- 6) *Could I please get how many vehicles were caught travelling over 110km/h, 120km/h, 130km/h, 140km/h, 150km/h, 160km/h, 170km/h, 180km/h, 200km/h? Where these incidents occurred for the same years as above***

Refer to Appendix 1.

- 7) *Could I also get the positions of the staff that have been caught driving over the speed limit for the same years? And what speed they were caught doing for the same years?***

This information is withheld under Section Sections 18(a) and 9(2)(a) of the Official Information Act 1982, which enables information to be withheld if this is necessary to



protect the privacy of natural persons and this is not outweighed by any public interest in its release.

**8) Were staff disciplined? If so how?**

This is outlined in our Vehicle User Policy (Appendix 2) which is attached.

**9) Who pays for the speeding tickets?**

All drivers are personally liable and must pay for any driving offences, fines or infringements related to the use of a DHB vehicle.

**10) Could I please get figures for staff that have been caught drink driving while driving work vehicles for the same years?**

This information goes directly to the driver and is not centrally available. The DHB vehicle policy requires drivers to notify their line managers of such infringements when driving a DHB vehicle. We have had zero incidents reported to HR.

**11) What was there alcohol reading - or how far over the limit they were for the same years, please?**

This information is not available and for this part of the request is therefore refused pursuant to Section 18(e).

**12) Where were they caught driving over the limit?**

This information is not available and for this part of the request is therefore refused pursuant to Section 18(e).

**13) What happens to employees that are caught drunk driving in a work vehicle?**

The Waikato DHB has a zero tolerance policy for alcohol and drugs in the workplace, and in our policy a vehicle is seen as a workplace. If an incident came to the attention of HR it would be governed by our policy on the Drug/Alcohol Support/Management of Workers. The policy prescribes an alcohol limit of 100 micrograms per litre of breath for an individual on a full licence. The ongoing employment of the employee would be at risk should an incident occur.

## **GPS Data**

As noted in our letter to you in 2018 of a similar request the data recorded from the GPS units are stored by the GPS vendor and due to the sheer amount of data, high level validation and data concatenation that needs to occur we are unable to extract this from the system using our standard user tools.

The use of GPS also may have a level of inaccuracies caused by influences outside of their control, such as GPS bounce or rogue satellites that are likely to occur from time to time.

If you wish to gain the information from our GPS system under the Official Information Act Section 28 (1) (b), Waikato DHB may impose charges for the time taken and resources in dealing with this section of the request.

If you wish to proceed we will provide you with an estimated cost that will be associated with this.

Waikato DHB supports the open disclosure of information to assist community understanding of how we are delivering publically funded healthcare. This includes the proactive publication of anonymised Official Information Act responses on our website from 10 working days after they have been released.

You have the right to request the Ombudsman investigate and review the decision to withhold the information. The Ombudsman's postal address is:

The Ombudsman  
Office of the Ombudsmen  
P O Box 10-152  
WELLINGTON

Yours sincerely,

A handwritten signature in black ink, appearing to read 'AMcCurdie', written in a cursive style.

Andrew McCurdie  
**ACTING EXECUTIVE DIRECTOR:  
FINANCE, PROCUREMENT AND SUPPLY CHAIN**

# Appendix 1

Count of Offences		Year			
Speed Limit	Speed	2017	2018	2019	2020
50	55	1			
	58	1			
	61	5	1	1	
	62	2	3	1	
	63	4		2	
	64	1		1	1
	67				2
	79		1		
<b>50 Total</b>		<b>14</b>	<b>5</b>	<b>5</b>	<b>3</b>
60	66				1
	72	1			
<b>60 Total</b>		<b>1</b>			<b>1</b>
70	75	1			
	81		1		
	84	1			
<b>70 Total</b>		<b>2</b>	<b>1</b>		
80	86				2
	88		1		
	91		5	3	1
	92		8	5	2
	93		2		1
	94		2	1	
	95	1	2	2	
	96		2	2	
	97		2	3	
	101		1		
	102			1	
	104				1
<b>80 Total</b>		<b>1</b>	<b>25</b>	<b>17</b>	<b>7</b>
90	103		1		
<b>90 Total</b>			<b>1</b>		
100	105			1	
	106			1	1
	110			1	
	111		1	2	1
	112	1	1	2	
	113		4	1	
	114	1		1	
	115	1		1	
	116			1	
	117	1			
	120				1
127		1			
<b>100 Total</b>		<b>4</b>	<b>7</b>	<b>11</b>	<b>3</b>
<b>Grand Total</b>		<b>22</b>	<b>39</b>	<b>33</b>	<b>14</b>

# Appendix 1

Count of Offences		Year			
Limit	Offence Loc.	2017	2018	2019	2020
50	SH3, Te Awamutu	2	1		
	Hakiaha Street, Ruapehu	1			
	Ruakiwi Rd, Hamilton West	2			
	West Coast Rd, Henderson	1			
	River Rd, Queenwood	3	1		
	Cambridge Rd, Hillcrest	2			
	Hukanui Rd, Chedworth Park	1			
	Galloway St, Hamilton	1			
	Taupo Rd, Taumarunui	1			
	Brymer Rd, Nawton		2		
	Knighton Rd, Hillcrest		1		
	SH39, Pirongia			1	
	Tamaki Dr, Parnell			1	
	Grt North Rd, Kelston			1	
	SH3, Te Kuiti			1	
	Lamb St, Cambridge			1	
	SH39, Pirongia				1
	SH3, Otorohanga				2
<b>50 Total</b>		<b>14</b>	<b>5</b>	<b>5</b>	<b>3</b>
60	Totara St,	1			1
	SH1, Hillcrest				
<b>60 Total</b>		<b>1</b>			<b>1</b>
70	SH1B Gordonton Rd	1			
	SH3, Ohaupo	1			
	St Highway 26, Tatanui		1		
<b>70 Total</b>		<b>2</b>	<b>1</b>		
80	SH26, Silverdale	1			
	SH2, Waikino		25	17	7
<b>80 Total</b>		<b>1</b>	<b>25</b>	<b>17</b>	<b>7</b>
90	SH2, Maramarua		1		
<b>90 Total</b>			<b>1</b>		
100	Piako Rd, Morrinsville	1			
	SH1, Horotiu	2			
	SH29, Piarere	1			
	Otorohanga Rd, Otorohanga		2	3	1
	SH23 Raglan		2	1	
	Te Awamutu Cambridge Road		1		
	SH2, Waihi		1		1
	SH25A, Kopu-Hikuai		1		
	Paerora-Tahuna Rd, Springdale			1	
	SH1, Piarere			1	
	SH3, Ohaupo			1	
	SH1, Ohinewai			1	
	SH2, Pukehina			1	
	SH29, Te Poi			1	
	SH3, Otorohanga			1	
	State Hiahwav 2, Netherton				1
	<b>100 Total</b>		<b>4</b>	<b>7</b>	<b>11</b>
<b>Grand Total</b>		<b>22</b>	<b>39</b>	<b>33</b>	<b>14</b>

## Vehicle Usage and Safe Driving

### Policy Responsibilities and Authorisation

<b>Department Responsible for Policy</b>	Corporate Services, Finance
<b>Document Facilitator Name</b>	Roger Wilcock
<b>Document Facilitator Title</b>	Finance Manager
<b>Document Owner Name</b>	Maureen Chrystall
<b>Document Owner Title</b>	Executive Director Corporate Services
<b>Target Audience</b>	Waikato DHB Employees
<b>Committee Approved</b>	Policy Committee
<b>Date Approved</b>	28 July 2016
<b>Committee Ratified</b>	Executive Group
<b>Date Ratified</b>	4 August 2016
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**Vehicle Usage and Safe Driving**

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**Policy Review History**

Version	Updated by	Date Updated	Summary of Changes
5	R Wilcock	3/5/2016	Transferred to new template format
	R Wilcock	13/6/2016	Review responses
	R Wilcock	8/7/2016	CFO Review

## Vehicle Usage and Safe Driving

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## Vehicle Usage and Safe Driving

### 1. Introduction

#### 1.1 Purpose

This document details the Waikato DHB policy on the use of Vehicles. It outlines the responsibility of Drivers in the course of their work and the responsibilities of the Waikato DHB for the safety of their Drivers.

#### 1.2 Scope

The Vehicle Usage and Safe Driving Policy sets out the Waikato District Health Board's (Waikato DHB) obligations under the Health and Safety at Work Act 2015 which aims to manage work-related road safety by keeping Drivers and Vehicles safe on the roads.

This policy applies to all Drivers and gives effect to the safe system approach (Appendix D) as accepted by the Waikato DHB Board in the Land Transport Position Statement 2013.

### 2. Definitions

<b>Accident/s</b>	An event resulting in loss, damage or injury neither expected nor intended. The safe system approach uses the term crashes as opposed to accidents.
<b>Driver Guide</b>	The Driver Guide pamphlet provided by the Fleet Contract Provider and kept in glove box of all fleet Vehicles.
<b>Driver/Drivers</b>	An Employee or Non-Employee who is authorised to use a Vehicle
<b>Driver Licence</b>	<p>A valid Driver Licence or driver permit is:</p> <ol style="list-style-type: none"> <li>1. A current New Zealand restricted or full licence</li> <li>2. An overseas licence or driving permit from another country where:             <ol style="list-style-type: none"> <li>a) The overseas licence or driver permit is valid, and</li> <li>b) The holder has not received a disqualification or suspension in New Zealand, and</li> <li>c) Has entered New Zealand less than 12 months ago, and the overseas licence is in English, or is accurately translated into English.</li> </ol> </li> </ol> <p>An overseas licence or driving permit from another country can be used for a maximum of 12 months from the date of arrival in New Zealand. Each time the person arrives in New Zealand they can drive for a further 12-month period.</p> <p>If a person will be in New Zealand <b>for more than a year</b>, then they must obtain a New Zealand Driver Licence, <b>within 6 months from the date of their employment or contract.</b></p>
<b>Employee</b>	<p>A person employed under an 'employment agreement' as per the Employment Relations Act 2000.</p> <ul style="list-style-type: none"> <li>• Individual has a signed Waikato DHB standard employment contract OR is part of a collective agreement contract but has a signed position description.</li> <li>• Waikato DHB is responsible for paying PAYE, ACC etc. Paid directly by Waikato DHB payroll.</li> <li>• Waikato DHB controls hours of work Examples; Full time Employee, Part Time FTE, Casual employment basis, Fixed term employee, Some interns for Pharmacy/Radiology.</li> </ul>

## Vehicle Usage and Safe Driving

<b>Fleet Contractor</b>	The contracted provider of fleet leasing and fleet management for the Waikato DHB.																
<b>Levels Of Delegation</b>	<p>The levels of delegation are as follows:</p> <table border="1"> <thead> <tr> <th>Level</th> <th>Levels of Delegation *</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Waikato DHB Board</td> </tr> <tr> <td>2</td> <td>CEO</td> </tr> <tr> <td>3</td> <td>CEO's Designated Direct Reports</td> </tr> <tr> <td>4</td> <td>Designated Direct Reports of Level 3 Delegates.</td> </tr> <tr> <td>5</td> <td>Staff Designated by Level 2 to 4 Delegates</td> </tr> <tr> <td>6</td> <td>Staff Designated by Level 2 to 5 Delegates</td> </tr> <tr> <td>7</td> <td>Staff Designated by Level 2 to 6 Delegates</td> </tr> </tbody> </table> <p><i>*The Levels shown from 3 down are not determined by reporting lines but by nomination by the persons to whom they report. That is, a direct report to the CEO, such as the CEO's personal assistant, is not necessarily at Level 3 for the purposes of this policy.</i></p>	Level	Levels of Delegation *	1	Waikato DHB Board	2	CEO	3	CEO's Designated Direct Reports	4	Designated Direct Reports of Level 3 Delegates.	5	Staff Designated by Level 2 to 4 Delegates	6	Staff Designated by Level 2 to 5 Delegates	7	Staff Designated by Level 2 to 6 Delegates
Level	Levels of Delegation *																
1	Waikato DHB Board																
2	CEO																
3	CEO's Designated Direct Reports																
4	Designated Direct Reports of Level 3 Delegates.																
5	Staff Designated by Level 2 to 4 Delegates																
6	Staff Designated by Level 2 to 5 Delegates																
7	Staff Designated by Level 2 to 6 Delegates																
<b>Vehicle Booking System</b>	The Waikato DHB's electronic Vehicle booking system and Vehicle monitoring system using GPS (Global Positioning system).																
<b>Vehicle Booking System Administrator</b>	A person who is responsible for maintaining Driver and user data held within the Vehicle Booking System.																
<b>Non Employee Contingent Worker</b>	<p>A Contingent Worker is an individual who fills a Waikato DHB position and:</p> <ul style="list-style-type: none"> <li>• Is associated with a limited liability company that holds a contract with Waikato DHB.</li> <li>• Provides specific skills that are required by Waikato DHB, to deliver a specific service for a specific period of time</li> <li>• Will have their engagement reviewed at least 12 monthly</li> <li>• Has a signed Waikato DHB contract for service OR a contract for service that has been signed off by Procurement e.g. agency locums, temps.</li> <li>• Is paid by accounts payable via an invoice.</li> </ul> <p>Examples; Clinical consultant, IS project Manager, Locum Doctor, Corporate contractors, Contractors &lt; 4 Weeks, MH Forensic unit hair dresser, External Admin Temp, Engineers, Building project managers.</p>																

## Vehicle Usage and Safe Driving

<b>Non-Employee Person of Interest</b>	<p>“Person of Interest” is used to manage all Human resources not covered by Contingent Worker or Employee definitions. It includes those individuals engaged to deliver outputs that do NOT fill a DHB position.</p> <ul style="list-style-type: none"> <li>• Person of Interest’s will be captured in PeopleSoft (subject to time parameters)</li> <li>• Person of Interest’s will be able to gain IS access where they have an ID number, an “on site manager”, and they have signed an Access to Information (ATI) form.</li> <li>• Person of Interest’s will receive appropriate performance feedback. Examples; Volunteer, Builder, Agency nurse-external, Lead Maternity Carer , Laundry Staff, Cleaners, Gateway students, St Johns, Pathlab, Midland Health network, NZ Blood, External Researcher, trainee Intern, Clinical student on placement Auditor, External clinical user- on site, External clinical user- remote, Clinical Student 1 year, Clinical Student &gt; 7 weeks, Vendor supply agent.</li> </ul>
<b>Passenger/s</b>	<p>Another person in the Vehicle as a requirement of delivering Waikato DHB services.</p>
<b>Safe System Approach</b>	<p>The safe system approach is set out in Appendix D.</p>
<b>Vehicle/Vehicles</b>	<p>A car, van, ute, truck, motor bike, forklift, mobile unit, caravan, mower, trailer etc. provided by the Waikato DHB whether it is owned, leased or rented.</p> <p>The definition of a Vehicle also includes a Vehicle that is owned by an Employee or Non-Employee where it is being used for delivering Waikato DHB services and this has been approved by a line manager.</p>
<b>Vehicle Custodian</b>	<p>A person with the task/s to provide administration support for a Vehicle, or a fleet of Vehicles.</p>
<b>Workplace/Place of Work</b>	<p>Work place/place of work means a place (whether or not within or forming part of a building, structure, or vehicle) where any Employee or Non-Employee is conducting the business of the Waikato DHB.</p> <p>Health and safety regulations consider any Vehicle used for work as a ‘workplace’, regardless of who owns the Vehicle.</p>

### 3. Policy Statements

The Waikato DHB’s Vehicle Usage and Safe Driving Policy is:

- The Waikato DHB will support the Government’s Safer Journeys national strategy underpinned by the Safe System Approach to road safety which is a foundation of the Waikato DHBs Land Transport Position Statement.
- A Vehicle is classified as a Workplace under the Health and Safety at Work Act 2015 and the Act requires:
  - The Waikato DHB will take all practicable steps to ensure the safety of Drivers in the course of their work.
  - Drivers have a responsibility for their safety and the safety of others by action or inaction.

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## Vehicle Usage and Safe Driving

- Drivers can only drive a Vehicle if authorised to do so by a line manager and they have a current Driver Licence.
- The Waikato DHB requires compliance with this policy, the Drivers' Guide, the New Zealand Road Code and all other relevant road user legislation and regulation.
- The Waikato DHB will not pay for any driving offences, fines and infringements or losses resulting from an Accident where a Driver was under the influence of intoxicating liquor or drug, and/or where they do not hold a current Driver Licence or refuses to provide or allow a sample breath, blood or urine for testing or analysis.
- The Waikato DHB does not provide Vehicles for private use.

### 4. Policy Processes

#### 4.1 General Requirements

- The Waikato DHB will use a safe system approach. This is a 'shared responsibility' approach which recognises the vulnerability of human beings to crash forces and is built around the central premise of protecting road users from death or serious injury. The safe system approach is founded on four main principles: that people are vulnerable, that people make mistakes, that the responsibility for ensuring safety is a shared one, and that all parts of the system need to be strengthened to protect road users. To create a safe system we need to achieve safe speeds, safe roads and roadsides, safe road use and safe vehicles, which requires the input of multiple stakeholders.
- Drivers may only drive a Vehicle if authorised to do so by their line manager.
- All Drivers must have a current Driver Licence with the correct classification for the Vehicle they use.
- All Drivers must comply with the Land Transport Act 1998 and amendments.
- All Drivers must comply with the Health and Safety at Work Act 2015 and amendments.
- All Drivers are personally liable, and must pay for any driving offences, fines or infringements related to the use of a Vehicle.
- Where a Driver receives an infringement/fine/ticket, in their own name, for a driving offence, while using a Vehicle, they must report this in writing to their line manager immediately. Refer Appendix E for manager's business rules.
- In the event of an Accident, where the Driver has tested positive for drugs and/or alcohol, and/or where they do not hold a current Driver Licence, they will be personally liable for all losses, damage and liabilities.
- In areas where the Vehicle Booking System is in use all Drivers must register their Driver Licence number, expiry date, valid classes and endorsements on the Vehicle Booking System.

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## Vehicle Usage and Safe Driving

- In areas where the Vehicle Booking System is not in use then Driver Licence details must be recorded and filed by the Vehicle Custodian using the Driver Licence declaration form in appendix A.
- All Drivers must read this policy prior to using a Vehicle. It is the Drivers line managers responsibility to make sure their Driver/s meet this requirement.
- Drivers are required to report all Accidents, damage and maintenance related issues to the Vehicle Custodian.
- All Vehicles are insured by a District Health Board collective motor vehicle insurance policy.
- Waikato DHB reserves the right to install GPS tracking devices into any Vehicle without notice to Drivers.
- Drivers of DHB vehicles are obliged to share the vehicle with other Waikato DHB staff if the circumstances are appropriate.

### 4.2 Process for Vehicle Use

#### 4.2.1 Prior to driving a Vehicle

Prior to driving a Vehicle it is the Driver's responsibility to carry out a visual check of the Vehicle for:

- A current Warrant of Fitness
- A current registration
- Current kilometres on the Road User Charges (RUC) display sticker for diesel Vehicles.
- Tyre tread and any obvious inflation problems.
- Lights and indicators are working
- Oil, fuel and water are not subject to vehicle system alerts
- Cleanliness, if appropriate report to vehicle custodian to arrange cleaning.
- Existing damage.

It is the Drivers responsibility to have their Driver Licence on them while operating a Vehicle.

All Drivers must know the name and contact details of the Vehicle Custodian.

If you are concerned with any of the above, do not use the Vehicle and please inform the Vehicle Custodian immediately.

A Driver Guide is included in the Vehicle which has the 0800 contact number for breakdowns, Accidents etc.

Refer to Clinical Records Management Policy where you are transporting clinical records.

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**Vehicle Usage and Safe Driving**

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**4.2.2 When using the Vehicle**

- Drivers are responsible for operating the Vehicle in a safe manner and within the law (not speeding, wearing a seat belt, not using a mobile device while driving etc.).
- Drivers must have a current Driver Licence that covers the Vehicle they are using.
- Vehicle/s speeds are being monitored by the GPS unit and where this raises a concern about exceeding the speed limit, refer to Appendix E – GPS units and related Business Rules.
- Smoking is not permitted in Vehicles.
- Drivers leaving Vehicles unattended must make sure that they are securely locked and that no valuables and confidential items are visible.
- Drivers must take all reasonable actions to park the Vehicle in a secure location.
- Overnight parking should always be at a Waikato DHB site where possible, unless approved by a manager with a Level of Delegation 4.
- A fuel card is allocated to each Vehicle and is for the specific use of that Vehicle and it must not be used for another Vehicle.
- The Vehicle odometer reading must be correctly recorded with the service attendant (cashier/attendant) at the time of refuelling the Vehicle.
- The loss of the keys, fuel card, parking card must be reported to the Vehicle Custodian immediately.
- The keys, fuel and parking cards must be removed from the Vehicle when parked.
- In the event of an Accident, Driver/s will follow the instructions in the Driver Guide and this policy.
- All equipment shall be securely stored during transport and where there is additional safety requirements needed to transport equipment, these will be complied with.
- Picking up hitchhikers is not permitted.
- This policy does not preclude the rendering of assistance to people in difficulty or in an emergency.
- Animals are not allowed in Vehicles, except where they are required to meet patient needs e.g. Guide Dog, Hearing Assistance Dog or in the transportation and care arrangements for a hospital admission.
- Drivers can in exceptional circumstances allow another person to drive in their place, as long as they have a current Driver Licence e.g. being in emergency situations, or when instructed to do so, by an officer of the law.

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**Vehicle Usage and Safe Driving**

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**4.2.3 Driver responsibilities on return of Vehicle**

Drivers will return a Vehicle:

- With the fuel tank at least half full
- With a clean and tidy interior i.e. all rubbish is removed
- With any personal possessions removed
- With any clinical records removed

When returning a Vehicle a Driver will report to the Vehicle Custodian;

- Any use of the first aid kit
- All damage to the Vehicle
- Any maintenance related issues
- Any Accident by logging into the Waikato DHB Datix system and complete the Incident notification form and log an insurance claim by contacting LeasePlan/SurePlan.

**4.2.4 Vehicle theft or vandalism**

In the event of a theft of or vandalism of a Vehicle:

- The Driver and/or Vehicle Custodian will report this immediately to the Police and ask for a Police Complaint Acknowledgement form number.
- The Driver and/or Vehicle Custodian must register an insurance claim immediately with the Fleet Contract Provider (via 0800 532 737) and provide all relevant information.
- The Vehicle Custodian will report the theft or vandalism immediately to their line manager.
- The Driver and/or Vehicle Custodian will log into Waikato DHB Datix system and complete the Incident notification form (the Police Complaint Acknowledgement form number must be recorded).

**The Vehicle Custodian shall assist the Driver in the completion of the insurance claim and any other matters necessary to have the Vehicle repaired.**

**4.2.5 Accident/s**

If an Accident results in any injury to any party the Police must be called immediately.

In the event of an Accident, the Driver (if able to do so) is required to:

- Give assistance to anyone who may be injured
- **Not discuss with the other driver/s and/or any witness/es whether or not you as the Driver were at fault.**
- **Not admit liability or fault under any circumstances.**
- Exchange details with the other party/parties:
  - Name of driver/s

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## Vehicle Usage and Safe Driving

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- Address and contact phone number/s of driver/s
  - Owners of vehicle/s (if different) and address and contact phone number/s
  - Insurance Company name
  - Vehicle make, model, colour and registration number.
- Take the names, addresses and phone numbers of any independent witnesses and any investigating Police Officer.
  - Record details of the Accident in writing e.g.
    - How it occurred
    - Speed at the time of the Accident
    - Who you consider to be at fault
    - Weather conditions
    - Time of day
    - A sketch or plan of the Accident site, if possible
    - Photograph the vehicle/s involved and the Accident site (where you have a camera on your mobile device).
  - Register an insurance claim immediately with the Fleet Contract Provider (via 0800 532 737) and provide any other detail later. The Driver can co-ordinate the registration of a claim with the Vehicle Custodian.
  - Complete a report including the detail above and upload this to the incident form logged in Datix Waikato DHB electronic risk management system (the Police Complaint Acknowledgement form number must be recorded on the form) and then submitted to their line manager.
  - Remove all valuables from the Vehicle (personal property, clinical records etc.)
  - If the Vehicle is immobilised ring the Fleet Contract Provider (see Driver Guide located in the glove box for the 0800 number) who will contact the approved towage agency. They will arrange towage of the vehicle to the nearest place of safety.
  - The Vehicle Custodian will assist the Driver to get back to their place of work if required.

If the Accident results in damage to property, or injury to domestic animals the Driver must try to contact the owner of the property/animal and must notify the Police within 48 hours of the Accident.

The Vehicle Custodian will assist the Driver in the completion of registering the insurance claim and any other matters necessary to have the Vehicle repaired.

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## Vehicle Usage and Safe Driving

### 4.3 Use of Vehicle (Business and Personal/Private)

- Vehicles are to be used only for business purposes.
- Vehicles are not to be used for personal/private use.
- All Employees who are required to use a Vehicle in their work must sign a Fringe Benefit tax (FBT) declaration form – see Appendix B1 – and this is filed by the Vehicle Custodian
- All Employees who are asked to store a Vehicle at their private residence must also sign the FBT declaration form – see Appendix B2 – and this is filed by the Vehicle Custodian. A manager with a Level of Delegation 4 must approve the storing of a Vehicle at an Employees private residence.
- Business purpose does not include detours en route for personal/private use or need e.g. shopping, picking up family members, picking up and dropping family members to school etc.
- Business purpose does include incidental travel while using the vehicle on Waikato DHB business e.g. a detour for a toilet stop, or a meal stop between your destinations.
- A manager with a Level of Delegation 4 must approve an Employee to take a Vehicle home (other than to store the Vehicle), see Appendix B2 – Use of Vehicle out of hours form. The approval must specify the reason e.g. operational and efficiency requirements, Employee safety or where an Employee is leaving early the next day to commence their work or attend a conference.
- Vehicle/s locations are being monitored by GPS unit and where this raises a concern about private use, refer to Appendix E – GPS units and related Business rules.
- The Waikato DHB is liable for Fringe Benefit Tax where Employees use Vehicles for personal/private use.

### 4.4 Driver Licence

- Drivers of Vehicles must hold a current Driver Licence and that licence must have the correct classification for the Vehicle they use.
- When driving a Vehicle that carries 13 or more passengers including the Driver, the Driver must have a current NZ passenger service licence.
- Where an Employee or Non-Employee is required to have a current Driver Licence as a requirement of the role/position then they must advise their line manager in writing immediately if;
  - Their Drivers Licence has been revoked, suspended or has expired.
  - They are facing any legal proceedings that will result in the loss, suspension, cancelation of their Driver Licence and/or result in a criminal conviction.
  - Their driver's licence is at risk where demerit points are over 70%.

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## Vehicle Usage and Safe Driving

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- Drivers must update their Driver Licence information following any changes to their Driver Licence.
  - When joining the Waikato DHB an Employee will provide Driver Licence details that will be recorded in the HR information system. The Employee is responsible for updating their driver licence information via the customer portal (log a request, click on HR Payroll and Personal request, select 120 update personal details).
- In areas where the Vehicle Booking System is in use all Drivers must register their Driver Licence number, expiry date, valid classes and endorsements on the system and a copy of the current Driver Licence must be provided to the Booking System Administrator.
- In areas where the Vehicle Booking System is not in use then current Driver Licence details must be recorded on the Licence declaration form (see Appendix A) and filed by the Vehicle Custodian and a copy provided to the Booking System Administrator.

### 4.5 Safety Belts and Child Restraints

All Drivers and Passengers must comply with the requirements of the Land Transport Act 1998 and amendments e.g. children must be transported in secured child restraints appropriate for their age and height. All Drivers and Passengers must wear safety belts unless exempt (e.g. a person who holds a registered medical practitioners certificate which states they do not have to wear a safety belt for medical reasons).

### 4.6 Mobile Devices-Cell/Mobile Phones, iPads, Tablets and iPods

The reading of handheld mobile devices and/or operation of handheld mobile devices while driving is not permitted.

- The only exemption to this will be for 111 calls made for emergencies if the driver cannot safely pull over to make the call.

## 5. Drugs and Alcohol

- The Waikato DHB has a zero tolerance policy for alcohol and drugs in the workplace and a Vehicle is a workplace.
- The law does not allow a Driver to drive a Vehicle while they are under the influence of alcohol or under the influence of any other intoxicating substance or drugs.

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**Vehicle Usage and Safe Driving**

**6. Driving Offences, Fines and Infringements**

The Driver of the Vehicle is at all times personally liable (the Driver will pay) for any driving offences, fines or infringements and any other losses incurred for any breach of the Land Transport Act relating to the use of the Vehicle e.g. no Driver Licence, excess alcohol and drugs, illegal parking, speeding, dangerous driving, no Warrant of Fitness, no Registration, no Road User Charges (RUC), not wearing a safety belt, use of a mobile device etc.

**Tickets/infringements in the name of the Driver:**

- Drivers who receive a ticket, where the ticket has been issued in their own name, from the NZ Police, for a driving offence committed while using a Vehicle, must notify their line manager in writing immediately and provide a copy of the infringement notice.
- The written notification must be sent to payroll and filed in the Employees personnel file.

**Parking & Speed Camera infringements/fines:**

- Parking fines (issued by/for Councils) and speed camera fines (issued by NZ Police) are done in the name of the Fleet Contract Provider as they are the registered owner of the majority of our Vehicles.
- The Fleet Contract Provider will notify the Waikato DHB, via the Vehicle Custodian, of all parking and speeding fines that have been received/issued to our Vehicles. The Vehicle Custodian is responsible for transferring the infringement notice/s into a Driver's name.

**Vehicle clamping and towing fees:**

- The Driver of the Vehicle is at all times personally liable to pay for these fees.

**GPS monitoring of Vehicle speed:**

- Vehicle speed is being monitored by GPS units. Where an issue or concern is raised with the line manager about exceeding the speed limit, refer to Appendix E – GPS units and related Business rules.
- Where required data will be made available to the NZ Police.
- These business rules will also apply to Drivers of Vehicles that do not have GPS units installed but where speeding fines/infringements have been received and or advised to their line manager.

**6.1 Use of a Non DHB Vehicle**

- If an Employee uses their own Vehicle and requires reimbursement for this, then they must have this approved in advance by their line manager.
- If a Vehicle is available and is turned down by an Employee then the line manager has no authority to approve a mileage reimbursement claim.

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## Vehicle Usage and Safe Driving

- Where an Employee uses their own Vehicle and elect not to seek reimbursement, they should still get their line manager's approval before using their Vehicle for business purposes.
- Employees are reimbursed in accordance with their employment agreement, and if no specific rate is stated, then it is paid at the relevant IRD mileage rate for the period that the Vehicle is driven. Reimbursements will not exceed \$70.00 per day as per Chief Operating Officer memo/email 15/12/2010.
- Non-Employees are reimbursed in accordance with the agreed contract terms and conditions.
- These rates are subject to review.

### 6.2 Provision of a Vehicle for Employee Relocation

- Providing a Vehicle to a new Employee for relocation must be approved by Director of People and Performance.
- A manager with a Level of Delegation 3 and the Director of People and Performance can negotiate and approve the use of a Vehicle which does not:
  - Include a fuel card, child seats etc.
  - Exceed a four week period as part of their employment and relocation package.
- A manager with a Level of Delegation 3 completes and signs a short term lease request form (Appendix C) and sends this to Property and Infrastructure (Transport Department), who will then source a Vehicle. If a short term leased Vehicle is not available then a rental Vehicle will be sourced. The manager must make sure this form is sent to Transport in sufficient time for a Vehicle to be sourced. The cost of the Vehicle will be charged to the service.
- There is no Fringe Benefit Tax on a Vehicle provided to an Employee for private use, up to four weeks, for the purpose of relocating to new employment.

## 7. Provision of a Vehicle for Non- Employee

- Where a Vehicle is being provided to a Non-Employee then this will be as per the agreed contract terms and condition.
- There are contracts (e.g. contracting Clinicians) with 3rd Party's that refer to the "provision of a vehicle" and in these situations we do not provide a fuel card or any equipment for the vehicle (child seats, cycle holder, roof rack etc.).
- Refer to the following policies re the engagement and contracting of Non-Employees;
  - Procurement and Contract policy (0170)
  - Non-Employee engagement policy (1042) which covers Non-Employees
  - Delegations of Authority Policy (2175)

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- Depending on the total value the manager with the Level of Delegation (2 or 3) must complete and sign a short term lease request form (Appendix C) and send this to Property and Infrastructure (Transport Department), who will then source a Vehicle. If a short term leased vehicle is not available then a rental vehicle will be sourced. The manager must make sure this form is sent to Transport in sufficient time for a vehicle to be sourced.
- The cost of the Vehicle will be charged to the service.
- There is no Fringe Benefit Tax for a Vehicle provided to a Non-Employee for private use.
- Where possible Vehicles provided to Non-Employee will not have Waikato DHB logos on them.
- Fuel cards are not provided unless there is clear evidence that the majority of km's travelled will be for business purposes. If a fuel card is provided then the line manager must set out the expectation on what the Non-Employee will pay for fuel re their private use.
- Non-Employees are liable for the insurance excess where they have had an accident or have damage a Vehicle unless the agreed contract terms and conditions specify something different.
- Non-Employees are liable for all fines and infringements where they are a Driver of a Vehicle and the agreed contract terms and conditions will not override this principle.

### 8. Vehicle Insurance

- All Vehicles are insured for Accidents, theft and vandalism per the District Health Board collective motor vehicle insurance policy.
- The insurance policy:
  - has an excess of \$3,000 per Accident (reviewed annually)
  - does not include glass/windscreen cover
  - covers hired/rented vehicles for Waikato DHB business use i.e. we do not pay/buy insurance for rentals
  - covers Employee and Non-Employee's property in respect only of loss or damage for which there is no other valid and collectable insurance does not cover Employee and Non-Employee for accidental death or injury, whether as the Driver or as a Passenger
- Where a Vehicle is owned by an Employee or Non-employee and was approved for Waikato DHB business use and is not insured by the owner, or if insured, where their insurance is invalidated by reason of the Vehicle being used on Waikato DHB business, the Vehicle will be covered under the Waikato DHB's vehicle insurance policy.
- The insurance policy does not insure against loss, damage or liability arising out of any Accident involving a Vehicle while the Vehicle is being driven by a Driver who:
  - is under the influence of intoxicating liquor or drug to the extent that an offence is committed under the Land Transport Act 1998 and its amendments or any re-enactment of that Act; or
  -

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## Vehicle Usage and Safe Driving

- has failed to stop or remain at the scene following the occurrence of an Accident where required to do so by law; or
- is not the holder of a current Driver Licence and or class.
- Where there is no insurance cover from the above then the Driver will be held personally liable for all losses.

### 9. Misuse of a Vehicle and non-Compliance of Policy

- Misuse of a Vehicle and non-compliance with this policy may be treated as a disciplinary matter under the Performance management and discipline policy (5250).
- Misuse of a Vehicle includes but is not limited to:
  - Driving a Vehicle without a current Driver Licence
  - Driving a Vehicle without a current Warrant of Fitness, Registration or Road User Charges kilometres
  - Failure to pay any infringements or fines
  - Failure to report any damage or an Accident
  - Failure to properly maintain the Vehicle
  - Misuse of fuel card
  - Failing to comply with the intent of this policy
  - Any illegal action relating to the use of a Vehicle
  - Unauthorised personal/private use of a Vehicle

#### GPS monitoring of Vehicle speed

- Vehicle speed is being monitored by GPS units. Where an issue or concern is raised with the line manager about exceeding the speed limit, refer to Appendix E – GPS units and related Business rules.
- If for any reason a Driver can no longer meet the conditions of the Vehicle Usage and Safe Driving Policy then they must notify their line manager immediately in writing.

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**Vehicle Usage and Safe Driving**

**10. Vehicle Custodian Responsibilities**

**10.1 General requirements**

Vehicle Custodians are responsible for:

- Informing Drivers of the Vehicle Usage and Safe Driving Policy # 0112
- Informing Drivers of any specific requirements related to the use of a particular Vehicle
- Recording Driver license or permit details if required
- Keeping proper records of who are the authorised Drivers where required and the Fringe Benefit Tax (FBT) forms for Drivers
- Checking holders of overseas driver Licence or permits are compliant with the Vehicle Usage and Safe Driving Policy i.e. when they need to have a NZ Driver licence
- Duplicate keys should be recorded and held in a secure place and not be issued routinely
- Liaising with Drivers, Fleet Contractors (LeasePlan and SurePlan), Police and any other relevant parties regarding theft, vandalism or accidents and infringements (speeding & parking)
- If there is non-compliance with the policy, procedures etc. the Vehicle Custodian's responsibility is to inform their line manager who then is responsible to address the issue with the Driver.
- Inspect the Vehicle First Aid kit annually to ensure complete and any items used are replaced.
- Check the process for regular servicing is followed (e.g. Warrant of Fitness, Registration, Road user Charges [RUC] tyres etc.)
- Advising line manager of any exceptions showing up on monthly reports i.e. accidents, non-recording of odometer readings, infringements (speeding Drivers) receiving regular , weekend fill ups, fill more than tank capacity and fuel efficiency
- Check monthly that the fleet inventory data is up to date and correct i.e. RCs, contact details, Drivers name where not the Vehicle Custodian etc. Highlight the changes on the inventory report and email to Fleet Contractor (LeasePlan)
- Where a RC is being changed in the fleet inventory database, provide details to your management accountant
- Maintain a register of parking cards (Waikato Hospital) matching against registration number & advise Security if card lost or damaged via [fobaccess@waikatodhb.health.nz](mailto:fobaccess@waikatodhb.health.nz) or phone 96000
- All Fleet Booking Systems are used and maintained – manual ones and Electronic
- Spot audits of Vehicles for cleanliness (report 6 monthly) and parked vehicles out of hours (report 6 monthly).

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## Vehicle Usage and Safe Driving

- Check Vehicles have a Waikato DHB logo and have a 'Not for private use' sticker in the Vehicle
- Where required be a member of the Vehicle User Group (VUG) which meets quarterly
- Provide feedback to their Vehicle User Group Representative, any issues from the previous quarter i.e. re LeasePlan support, non-compliance etc.
- Support line managers with Vehicle matters and complaints, accessing rental vehicles, setting up short term leases for contractors via transport P&I (Appendix C)
- Where required to support the GPS tracking process i.e. speeding
- Where required support the Fleet Booking System
- When a Vehicle Custodian is leaving their role, provide training to the incoming person

### 10.2 Vehicle maintenance

The Vehicle Custodian is responsible for making sure that there is a process that is followed for the regular checking of Warrant of Fitness, Registration, Road User Charges tyres, maintenance etc. and the cleanliness and tidiness of all Waikato DHB Vehicles under their responsibility.

### 10.3 Relationships

- Vehicle Custodians are responsible for supporting the contractual relationship between Waikato DHB and the Fleet Contract Provider.
- Line managers will support Vehicle Custodians with compliance with the policy.
- Vehicle Custodians will support the Drivers of their Vehicles.

## 11. Waikato District Health Board Responsibilities

### 11.1 Procurement of Vehicles

The Waikato DHB will work with the following guidelines where they are applicable for the Vehicle (Vehicle for this does not include: a van, ute, truck, motor bike, forklift, mobile unit, caravans, mower, and trailer).

- Provide Vehicles that rate four or more stars on the Australasian New Car Assessment Programme (ANCAP)/ European New Car Assessment Programme (EuroNCAP) tests as recommended by New Zealand Transport Agency (NZTA)
- Provide Vehicles with Electronic Stability Control (ESC), ABS brakes, front, side and head-protecting airbags first aid kit, fire extinguisher, safety vest
- If a colour choice is available then we should have white.

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**11.2 Maintenance of Vehicles**

- Refer to Section 4.2 – Process for Vehicle use
- Refer to section 10 - Vehicle Custodians responsibilities

**11.3 Incident Reporting**

All accidents and incidents are reported to Health & Safety using the Waikato DHB policy & procedure that support the incident form found in the Datix electronic risk management System.

**11.4 Support Safe Driving**

- Drivers are not to exceed 11 hours of driving time every 24 hours
- Drivers to take 10-minutes breaks every two hours of driving

**11.5 Driver Training Needs**

- Drivers are made aware of the Waikato DHB's road safety policies and procedures including the safe system approach
- Identify and provide advanced Driver training or specific practical training as required
- As part of regular staff meeting Drivers are reminded of their responsibilities

**11.6 Fringe Benefits Tax**

- Fringe Benefit Tax (FBT) is incurred when there is personal use of a Vehicle by an Employee or where a vehicle is available for private use.
- All Drivers are required to complete the FBT declaration form (see appendix B1 - FBT declaration form
- If clarification of FBT obligations is required Employees may contact Financial Accounting on extension 97517.

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## Vehicle Usage and Safe Driving

### 12. Audit Indicators

- All line managers, Drivers and Vehicle Custodians comply with the policy.
- All Vehicles operate with a current WOF, Registration and RUC.
- Measures that may be used include:
- An increase/decrease in:
  - the number of accidents involving Vehicles
  - the number of at-fault accidents involving Vehicle
  - the number of infringements received
  - the cost of repairs/maintenance/insurance claims/excess
  - other financial costs associated with Vehicle use
  - the speeding as monitored by Vehicles with GPS units

### 13. Legislative Requirements

#### 13.1 Legislation

The Waikato DHB and Drivers have a legal responsibility to comply with the legislation including but not limited to:

- Land Transport Amendment Act 2009
- Land Transport Amendment Bill 2013 (lowering of adult drink drive levels, increase in infringements etc. effective 1 December 2014)
- Land Transport (Driver Licensing) Rule 1999 and NZS 5433:1999
- Land Transport (Road User) Rule 2004 (new child restraints laws)
- Land Transport (Road Safety and Other Matters) Amendment Act 2011
- Health and Safety at Work Act 2015
- Official Information Act 1982
- Privacy Act 1993
- Public Records Act 2005
- Relevant Tax legislation

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**Vehicle Usage and Safe Driving**

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**14. Associated Documents****14.1 Associated Waikato DHB Documents**

- Waikato DHB Collective and Individual Employment Agreements
- Waikato DHB Mobile Communications Devices Management Policy (1853)
- Waikato DHB Smokefree Policy (0121)
- Waikato DHB Performance Management and Discipline Policy (5250)
- Waikato DHB Recruitment Policy and Selection Policy (0021)
- Waikato DHB Non-Employee engagement Policy (1042)
- Waikato DHB Delegations of Authority Policy (2175)
- Waikato DHB Procurement and Contracts Policy (0170)
- Waikato DHB Health and Safety Policy (0044)
- Waikato DHB Clinical Records Management Policy (0182)
- Waikato DHB Incident Management Policy (0104)
- Waikato District Health Board Land Transport Position Statement
- Non-Employee Pathways, Engagement and Management Procedure (2660)

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**Appendix A: Licence Declaration Form****CURRENT NEW ZEALAND DRIVERS LICENCE DETAILS**  
(For traffic infringement purposes – speeding/parking)**EMPLOYEE NUMBER:** \_\_\_\_\_**Date of Birth:** \_\_\_\_\_**NAME:** (Mr/Mrs/Ms/Miss/Dr) \_\_\_\_\_  
Surname\_\_\_\_\_  
First name**RESIDENTIAL ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LICENCE NUMBER:** \_\_\_\_\_ **EXPIRY DATE:** \_\_\_\_\_

Licence type: Full/Restricted (Circle one)

Licensed to drive Manual/Automatic/Both (Circle one)

Endorsements (if any) \_\_\_\_\_

I declare the information provided is accurate and that I have read the Waikato DHB Vehicle Usage and Safe Driving Policy. I will notify my line manager of any changes to my licence.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Vehicle Usage and Safe Driving**

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**Appendix B1: Fringe Benefit Tax (FBT) Declaration Form**

(This form also covers an Employee who is require to store a Vehicle at home)

**Fringe benefit Tax (FBT) declaration****PRIVATE USE OF MOTOR VEHICLE RESTRICTION  
FRINGE BENEFIT TAX REQUIREMENT**

Waikato DHB makes available to Employees Vehicles for business use only.

1) If you are required to store a Vehicle at your home as part of your duties then this Vehicle is not available for private use. This is approved by a manager with a Level of Delegation 4.

2) If you are the Driver of a Vehicle for your services the Vehicle is only available for business use.

All Employees in 1) and 2) above must complete and sign a copy of this Declaration and a copy must be sent to Payroll Services to be kept on their Personnel File.

Level 4 managers of Employees who are identified by 1) above are required by Taxation Law to review at least once a quarter that their Employee are observing this restriction.

I declare I have read and understood the information above.

**Employee #** \_\_\_\_\_

**Employee Name** \_\_\_\_\_ (Please Print Clearly)

**Department** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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**Appendix B2: Use of Vehicles Out of Hours Form**

To: Drivers/Employees name

From: Line manager name

Date: date

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**Subject: Use of Vehicle out of hours**

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I approve that (insert Employee name) can use a Waikato DHB Vehicle on (insert day and date) to attend (insert reason for use of vehicle)

The Vehicle will be kept at (insert address of where the Vehicle will be kept overnight) on (insert day and date) over night.

In accordance with the Fringe Benefit Tax and tax requirements, this Vehicle is to be used only for business purposes and not for private or personal use

(Manager name)

(Manager title)

## Vehicle Usage and Safe Driving

### Appendix C: Short Term Lease request Form

#### Temporary Vehicle Request Form

To organise a vehicle for a relocation (employee) or short term lease for 6 to 12 months (overseas locum/doctor - contractor)

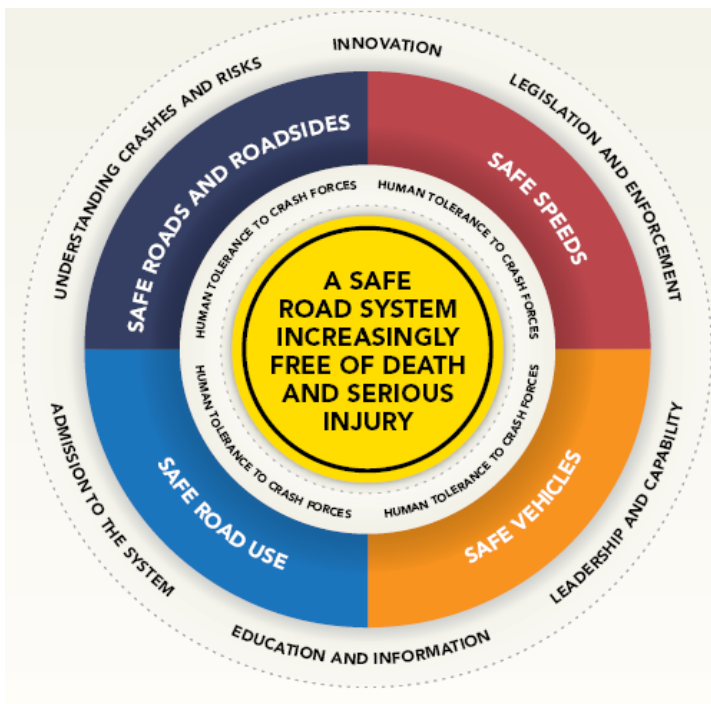
<b>Email to:</b>	<a href="mailto:kerry.olsen@waikatodhb.health.nz">kerry.olsen@waikatodhb.health.nz</a>
<b>Employee (Paid by payroll / one staff)</b>	<b>YES or NO (delete one)</b>
<b>Contractor (Paid by Invoice)</b>	<b>YES or NO (delete one)</b>
<b>Vehicle Type Required</b>	
<b>Dates Required</b>	
- Delivery Date	
- Return Date	
<b>Delivery Address</b>	
<b>Driver Name</b>	
<b>Driver Contact Number</b>	
<b>Contact Person (Vehicle Custodian)</b>	
<b>Department</b>	
<b>Contact Person Number</b>	
<b>Contact Person Email Address</b>	
<b>Postal Address</b>	
<b>Waikato DHB Division</b>	
<b>Waikato DHB RC Code</b>	
<b>Authorised Manager - Name and Surname</b>	
<b>Authorised Manager Signature:</b>	
<b>Authorised Manager Contact Number:</b>	
<b>Additional Comments/Requirements</b>	

Vehicle Usage and Safe Driving

Appendix D: Safe System Approach

The safe system approach <sup>1 2 3</sup>

The safe system approach recognises that humans are fallible and therefore some crashes are inevitable. The safe system approach works on the premise that road deaths and serious injuries are preventable if the environment is forgiving and the responsibility is shared<sup>3</sup>.



The safe system is a ‘shared responsibility’ approach which recognises the vulnerability of human beings to crash forces and is built around the central premise of protecting road users from death or serious injury.

The safe system approach is founded on four main principles: that people are vulnerable, that people make mistakes, that the responsibility for ensuring safety is a shared one, and that all parts of the system need to be strengthened to protect road users.

To create a safe system we need to achieve safe speeds, safe roads and roadsides, safe road use and safe vehicles, which requires the input of multiple stakeholders<sup>1 2 3</sup>.

<sup>1</sup> New Zealand Transport Agency. Safe System. Retrieved from <http://www.nzta.govt.nz/resources/safe-system/docs/safe-system.pdf>

<sup>2</sup> NZ Govt, NZTA, ACC, Police, Ministry of Transport. Safer Journeys. Retrieved from <http://www.saferjourneys.govt.nz/about-safer-journeys/the-safe-system-approach/>

<sup>3</sup> Draft Waikato Regional Road Safety Strategy 2013-2016. Retrieved from [http://www.waikatoregion.govt.nz/PageFiles/19549/Appendix%20iv%20\(Item%204\)%20-%20Draft%20Waikato%20Regional%20Road%20Safety%20Strategy%202013-16.pdf](http://www.waikatoregion.govt.nz/PageFiles/19549/Appendix%20iv%20(Item%204)%20-%20Draft%20Waikato%20Regional%20Road%20Safety%20Strategy%202013-16.pdf)

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**Appendix E: GPS Units and related Business Rules**

**Privacy information: Employees and Non-Employees using a Vehicle**

GPS have been installed in many Waikato DHB Vehicles. The GPS units are used to collect information on:

- 1. Vehicle location**
- 2. Driver behaviours (amount of time spent with motor idling, G force levels occurring during cornering, braking information etc.)**
- 3. Vehicle speed**

The information collected is linked primarily to the Vehicle (and in some cases to the Driver) and is stored on a secure off-site server that is managed and maintained by the GPS software provider. The information collected is used to monitor compliance with Waikato DHB’s Code of Conduct and Employee Expectations, appropriateness of Vehicle use (in relation to safety, speed and location) and to improve optimisation of fleet management.

All Drivers should, in addition to these guidelines, ensure that they are familiar with the Vehicle Usage and Safe Driving policy.

Where appropriate (such as where an accident has occurred) or on request, speed and Driver behaviour information will be made available to the NZ Police

**Driver behaviour – Vehicle location (personal use)**

Vehicles are not available for private use in section 4.3 of the Vehicle Usage and Safe Driving Policy. Where a Driver has been identified as using a Vehicle for personal use this may result in disciplinary action.

**Driver behaviour – booking management**

GPS data may be used to identify repeated booking “no shows” (where a Vehicle booking is not used and not cancelled). No shows can be viewed as wasteful and inappropriate use of resources. In these cases repeat offenders may be subject to monitoring, and ultimately, disciplinary action.

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**Driver behaviour - speed**

All Drivers must comply with NZ laws and speed limits.

Managers will review the available fleet system\* and fleet management reports to determine if an employee's driving record indicates a pattern of unsafe or irresponsible driving. Persistent failure to comply with the law will be regarded as a serious matter; a formal meeting will be setup by the line manager setting expectations and consequences of repeated behaviour in accordance with the Performance management and discipline policy.

Failure to adjust driving behaviour may result in loss of Driving privileges or disciplinary action.

Line managers will need to demonstrate that appropriate risk mitigation steps have been put in place.

These business rules regarding speeding will also apply to Drivers of Vehicles that do not have GPS units installed but where speeding fines/infringements are incurred.

*\*Once the GPS unit detects that the car has exceeded the applicable speed limit by more than 10km/hour it records the vehicle speed each second for the next 5 seconds. If at the end of the 6<sup>th</sup> second it is still more than 10km/hour above the limit it records that speed as a speeding event*

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