



PERSONNEL POLICY
FOR THE MANAGEMENT OF

ENVIRONMENT CANTERBURY

VEHICLE USAGE - POLICY NO.33

APPROVED BY:

DATE:

-
- | | | |
|------|-----------|---|
| 33.1 | Coverage | All employees of the Chief Executive of Environment Canterbury. |
| 33.2 | Purpose | To maximise efficient use of Environment Canterbury vehicles. |
| 33.3 | Rationale | Vehicles are supplied to enable employees to carry out their duties. The Chief Executive reserves the right to make decisions on the allocation of vehicles and on the way in which they are to be used. |
| 33.4 | Policy | (i) No employee will be permitted to take a vehicle home other than with the consent of their Director or for Timaru employees, a Director or the Timaru Office Manager or Chief Executive. This can be delegated to Section Manager level. |

Approval will be given if the use of the vehicle will:

- be a cost effective use of Environment Canterbury resources*;
- present an acceptable public image
- assist employees to attend after hours Environment Canterbury business

Any vehicle taken home and not required by that employee the following day is to be returned to the office and available for use by 8.15am.

* As a guideline consent to take a vehicle home overnight is unlikely to be given other than when the vehicle is required to be used later than 7pm or before 7am.

- (ii) The transport of non-council employees who are not travelling on Environment Canterbury business is allowed providing they are carried on public roads. Where non-council employees are to be carried (e.g. family or friends) on non-council business your Director or Office Manager, Timaru should approve this prior to the journey. This can be delegated to Section Manager level.

All off road areas are a work site and as there are occupational safety issues associated with visitors to a work site, therefore non council employees travelling on non council business are not be carried off-road, there can be no exceptions

- (iii) All vehicles (excluding exceptions above) must be locked and parked at the Environment Canterbury office or depot in the locality where the vehicle is based.
- (iv) Employees staying out of town on Environment Canterbury business must securely lock the vehicle at place of accommodation or at the local Environment Canterbury office or depot.
- (v) The notification of servicing needs, repairs and accidents are the responsibility of vehicle drivers. For office pool vehicles the pool manager shall be advised of servicing needs, repairs and accidents. For other vehicles including motorcycles, ATVs and other plant, the regular driver or area supervisor is responsible for servicing needs, repairs and the reporting of accidents and significant repairs (exceeding \$250) to the Property Services Assistant.
- (vi) The oil and water in the vehicle is to be checked by the driver each time the vehicle is refuelled. The fuel card should be used for fuel and other purchases directly associated with the vehicle. The driver must supply the odometer reading when purchasing fuel.
- (vii) Vehicles shall not be driven without a current drivers licence of the appropriate class. The exceptions are motorcycles and ATV's which are not registered and are therefore not to be driven on public roads.

Pool Vehicles

33.5 Procedures The following instructions apply with regard to all office based pool vehicles.

- If a car gets a dirty exterior or interior the driver should use a service station car wash/vacuum when refuelling the car. Rubbish should always be removed from the interior of vehicles.

- Use a vehicle suitable for your work and the conditions you are likely to encounter. Employees must where possible use the smaller cars for urban and shorter trips.
- Vehicles are not to be tied up for long periods while employees attend meetings within the city area. Please make other transport arrangements. (Remember the Environment Canterbury bicycles!).
- Vehicles may not be pre-booked except under special circumstances. If you wish to pre-book a vehicle see the pool manager.

31.5.1

Christchurch

The following instructions apply with regard to Christchurch office based pool vehicles.

- The Pool Manager is the Accommodation and Fleet Services Team Leader. Servicing and other vehicle inquiries are to be directed to the Property Services Assistant.
- Keys and signing out computer are located at Ground Floor Reception. Keys to be returned to reception keyboard immediately the vehicle is returned to the office. Servicing needs, repairs and accidents are to be reported immediately to the Property Services Assistant.
- Spare keys are available from the Accommodation Fleet Services section.

33.5.2

Timaru

The following instructions apply with regard to Timaru office based pool vehicles.

- The vehicle pool is managed by the Office Manager, Timaru.
- All keys to be returned to the keyboard in reception immediately the vehicle is returned to the office.
- All servicing needs, repairs and accidents are to be reported immediately to Officer Manager, Timaru.
- Spare keys are available from the Office Manager, Timaru.

33.5.3

Depot Based Vehicles

Where employees do not generally operate from a depot or base, or where the depot does not have adequate secure parking arrangements, staff may take vehicles home.

33.5.4

Duty officers on Pollution Hotline and Civil Defence may take vehicles home.