# 11.0 COMPANY VEHICLES

The definition of ‘vehicles’ includes company cars (including courtesy cars) and tow trucks – if any.

## 11.1 Company Business

* Company vehicles are only to be driven for the company’s business (with the exception of courtesy cars used by customers). Private use is not permitted except where a vehicle is supplied as part of an employment contract, or when express authority is given by the Responsible Person
* Employees should travel in company vehicles, when undertaking the company’s business. In the interests of driver and passenger safety, privately owned vehicles are not to be used for transportation of employees on company business
* For purposes of clarification, when driving employees and clients on company business, all employees must adhere to the company’s Safe Driving Policy

Refer to ‘Safe Driving Policy’ template which can be found on the H&S website under ‘Guidance Documents’.

## 11.2 Vehicle Management and Maintenance

* The Company is responsible for maintenance and management of company vehicles
* Company vehicles must be maintained in accordance with the manufacturer’s recommendation, be fit for purpose, and appropriately licensed at all times
* All company vehicles that are used on the road must be registered, have a current warrant of fitness (WOF) and / or certificate of loading and fitness (COF). In case of an accident, insurance details are to be located in the glove box
* Company vehicles must be selected on the basis that the model and type is fit for purpose
* Smoking is not permitted in company vehicles

Planned maintenance shall ensure:

* All vehicles are certified to legal requirements and have current WOF / COF
* Maintenance schedules provide for periodic maintenance and safety inspections after the relevant time, distance or hours of service. The schedules should outline relevant maintenance tasks and inspection items, and tolerances and wear limits for inspection, along with pass / fail criteria
* Intervals between inspection are frequent enough to keep vehicles roadworthy and minimise the chance of serious defects occurring
* Vehicles categorised as Heavy Vehicles shall follow the guidelines listed in the ‘NZTA - Roadside Inspection Guidelines for Heavy Vehicles’ and the pass / fail criteria are at least as strict as those for the WOF / COF
* Maintenance and safety inspections are performed according to the schedule
* Facilities and equipment used for safety inspections, maintenance and repairs is fit for purpose
* Only suitably qualified people undertake maintenance
* All records of maintenance, inspection, WOF/ COF and repairs are kept for 18 months

## 11.3 Vehicle Security

Employees are responsible for ensuring vehicles under their control are locked when unattended and parked in a secure location. Precautions should be taken to store attractive items and equipment out of sight.

## 11.4 Compliance with New Zealand Law

* Drivers must comply with all traffic laws, and practice good road safety habits
* Drivers must have an appropriate and valid Driver’s Licence / Truck Licence eg. HT and/or Towing, and must provide these details to the Responsible Person on request. The Company may check the validity of licence information
* To avoid distractions, drivers of vehicles shall use hands-free mobile phones (if required) when driving a vehicle. Where a vehicle is not fitted with a hands free kit, employees are to pull off to the road side to make or receive calls
* Other distractions while driving include use of a two-way radio, eating, drinking, adjusting the radio and attempting to fill in work-related documents are to be avoided
* Employees shall inform the Responsible Person of any suspension or disqualification of their licences
* Employees shall inform the Responsible Person of any traffic offence incurred while driving a company vehicle. The payment of all speeding fines and parking tickets incurred while in charge of a company vehicle is the responsibility of the employee.
* Employees will report all driving accidents, or incidents, using the ‘Accident / Incident Report form’ and any insurance forms required.

## 11.5 Loading and Unloading of Vehicles

The Company requires all loads to be safely secured to the vehicle and comply with all legislative requirements, such as:

* Road safety
* Vehicle stability
* Maximum axle and vehicle loads
* Road user charges
* Dangerous goods requirements