Motor vehicle use and safe driving SOP

About this document

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1. **Background**

1.1 **Purpose**

The Department of Conservation operates and maintains a vehicle fleet to assist it in achieving its functions and objectives. This SOP outlines conditions for the use of motor vehicles on Departmental business. Every DOC staff member, contractor, volunteer or any other person (e.g. Board member) driving a departmental motor vehicle (including rental or leased vehicles), or private vehicle for business use, must agree to the conditions set out in this SOP prior to driving a vehicle on Departmental business. All managers throughout the Department are responsible for the implementation of and compliance with this SOP.

Information regarding local fleet management including vehicle registration, maintenance purchasing, leasing or disposing of a DOC vehicle, can be found in the [Local fleet coordinator handbook](#) (DOC-2610277) or by contacting the National Fleet Coordinator.

The driver training competency in the DOCLearn learning management system, replaces the confirmation to drive form which was previously stored in personal files.

1.2 **Compliance**

Managers, or higher levels of management, are authorised to approve variation from the SOP requirements and are accountable for those decisions. They are required to use their professional judgement and to seek advice, or to escalate when in doubt. All decisions should be documented. It is expected that variations from requirements in this SOP will be the exception rather than the norm, and that legal (i.e. legislation and judge-made laws) and health and safety requirements are compulsory. Common sense should prevail in the case of exceptional or emergency field situations.

1.3 **Terms and definitions**

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<tr>
<th>Term</th>
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<tr>
<td>Authorised drivers</td>
<td>Authorised drivers are employees, contractors, volunteers or any other people engaged in departmental business authorised to drive vehicles by a Manager or higher. They must agree to the conditions set out in this SOP</td>
</tr>
<tr>
<td>DOCLearn Local Administrator</td>
<td>Responsible for uploading staff training certificates and licences into DOCLearn, normally an Administration Officer or PA.</td>
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<tr>
<td>Term</td>
<td>Definition</td>
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<td>Local Fleet Coordinator</td>
<td>The staff member responsible for managing the local vehicle fleet at individual DOC offices. They oversee the local vehicle booking system, vehicle maintenance, safety equipment replacement and fuel cards etc. The Local Fleet Coordinator is normally an Administration Officer, Wellington Office Facilities Officer or a nominated Operations Ranger</td>
</tr>
<tr>
<td>Manager (Tier 4 and above)</td>
<td>Accountable for drivers being authorised to drive, correctly licensed and using vehicles in accordance with this SOP. Accountable for drivers being assigned driver training modules/courses.</td>
</tr>
<tr>
<td>Supervisor (Tier 4 and above)</td>
<td>Responsible for drivers being authorised to drive, correctly licensed and using vehicles in accordance with this SOP. The supervisor may also recommend driving training modules/courses.</td>
</tr>
<tr>
<td>National Fleet Manager</td>
<td>Responsible for managing the Department’s National vehicle fleet. They assist Local Fleet Coordinators with advising on local fleet management.</td>
</tr>
<tr>
<td>Vehicles</td>
<td>Vehicles are defined as ALL road registered vehicles whether owned, leased or hired by the Department of Conservation, or private vehicles used on official business.</td>
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2. Vehicle use authorisation

2.1 Authorised drivers

It is the responsibility of the authorising manager to ensure that all drivers have a current New Zealand driver licence or an overseas licence that is valid for driving in New Zealand, appropriate to the type of vehicle operated. All drivers must agree to the conditions set out in this Motor vehicle use and safe driving SOP to be authorised to drive and this agreement must be recorded as specified in Section 2.1.1 for DOC staff and Section 2.1.2 for volunteers, Section 2.1.3 for contractors and Section 2.1.4 for board members.

Managers must review staff authorisation to drive when a driver has had an accident or has been issued with an infringement notice using a Department vehicle or developed a medical condition which may affect their ability to drive.

2.1.1 DOC staff

A DOC staff member’s driver authorisation process begins when a verified driver licence is recorded in DOCLearn and is complete when all mandatory components of the driver training competency in DOCLearn have been successfully concluded.

A new or renewed Driver licence can be either uploaded to DOCLearn through DOCLearn’s Driver licence verification page or in exceptional situations through a DOCLearn Local Administrator.

The Driver Safety Business Administrator will verify all licences. Once the licence has been verified the driver training competency can be accessed.

Once the licence is verified and the terms of the SOP are accepted, DOC staff have a provisional two month period to complete the mandatory online training components. If this training has not been completed provisional authorisation to drive will be invalid.

All authorised drivers must complete the mandatory components of the driver training competency within two months of licence verification, otherwise not permitted to drive.

2.1.2 Volunteers

Volunteers who need to drive a vehicle on DOC business need to agree to the conditions in this SOP. They must complete an Authorised to drive and vehicle use form and provide a copy of their drivers licence. These records should be kept with their other personal records.

All volunteers who are authorised drivers, and have a valid DOC email address, must complete the Skills Check and Skills Awareness mandatory components of the driver training competency within two months of being enrolled. Note: volunteers will access these courses directly in DOCLearn.
2.1.3 Contractors

Contractors who need to drive a DOC vehicle on DOC business need to agree to the conditions in this SOP. They must complete an Authorised to drive and vehicle use form and provide a copy of their driver's licence.

Contractors are not required to complete Skills Check or Skills Awareness modules unless specifically asked to do so.

Where the Contractor is using a company vehicle, they also need to agree to the safe driving conditions in this SOP, however it is recognised that day to day control over driving is with the employer of the contractor as the Department’s ability to control is limited. Every effort must be made between the Department and the contractor, via consultation, coordination and cooperation, to ensure the principles of this SOP are complied with and safe driving practices are in place. An exception would be a self-employed contractor who should be considered a DOC worker and the full conditions of the SOP apply.

2.1.4 Board members

The principles of this SOP need to be followed by Board members.

2.2 Training

Managers are accountable for ensuring all authorised drivers that report to them complete the mandatory components of the driver competency within two months and that they complete the annual refresher within three months of it being made available.

Managers are accountable to identify and provide specialist driver training needs (and induction) for any type of vehicle (e.g. four wheel drive, motorbikes, defensive driving, driving endorsements etc.) and approve drivers to attend training and refresher courses as appropriate, refer to the NZTA course providers. Driving related SOPs and assessments are listed in Section 6, Related documents. Competencies must be kept up to date in DOCLearn.

Tailored driving programmes can also be arranged via your Tier four Manager, who will contact the Health and Safety Manager.

When official duties require a person to obtain a special licence category or complete other driver related training competencies, the Department will reimburse the cost of any medical examination or annual test.

3. Safe Driving

The Department will ensure Departmental vehicles are safe. Drivers will not be required to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress or fatigue. Drivers are encouraged to monitor their fatigue risk using the ACC fatigue calculation (DOC-2602171).
The Department will ensure where it is practical to do so, that all vehicles are fitted with appropriate communication (e.g. VHF or hand-held radio or cell phone is carried) and safety equipment (e.g. first-aid kit, reflective vest, torch with spare batteries and an emergency triangle). Drivers should request replacement and report faulty communication and safety equipment to their Local Fleet Coordinator who will manage the maintenance and replacement of this equipment.

On-road vehicles owned by the Department, and some long-term lease vehicles, have GPS technologies fitted. GPS units receive location information from satellites and transmit the location, and driver behaviour, information to a central location. The vehicle must be in a location that has cellular coverage for it to transmit the information in real-time. The unit still captures location and driving information while outside of cellular coverage and sends it when it’s back in coverage.

To ensure we link a driver to the driving journey, drivers must register themselves as the driver by ‘fobbing’. This involves clicking a small magnetic device onto a reader installed in the vehicle. Any trips of greater than 5 minutes where the driver has not ‘fobbed’ will be recorded and followed up.

3.1 Managers’ accountabilities

Managers are accountable for:

1. **Monitoring and managing work schedules** to ensure vehicle driving, and the possibility of driver fatigue, is integrated into work programmes and safety planning including the use of toolbox talks and job safety analysis.

2. **Having driving risk conversations** with staff at their MOR. Refer to the Managing Driver Behaviour SOP for more information.

3. **Identifying driver training needs** and arranging suitable training as outlined in Training (Section 2.2).

4. The **effective use of Departmental assets** including vehicles. Note:
   - It is at manager’s discretion whether or not a fire extinguisher should be fitted. However if flammables are being carried, an extinguisher is to be available.
   - Due to risk of instability, and therefore accident, the emptying of water tanks on smoke chasers is a mandatory requirement when the smoke chaser is not being used for firefighting purposes.

5. **Investigating all serious vehicle accidents** with an appropriately trained Incident Causation Analysis Method (ICAM) staff member. They must be satisfied that the accident report is consistent with the position of the vehicles and the extent of the damage suffered by them. Where there appears to be negligence or a breach of traffic regulations on the part of the driver, consideration must be given to whether disciplinary action should be taken. Managers should make a decision whether a stand-down period should be issued (where a driver is not approved to drive a DOC vehicle until re-authorised by their manager).
6. **Promoting safe driving** behaviour by role modelling safe driving practice, educating drivers on the requirements for driving/work hours and ensuring that drivers report fatigue and do not drive when fatigued, including their ability or otherwise to return to headquarters or home safe at the end of the day. They should promote a culture of shared responsibility where passengers should feel that they can and should request a driver to modify their driving if they feel unsafe/uncomfortable as a passenger.

7. **Keeping drivers up to date** on vehicle safety features, safe driving and driver responsibilities.

### 3.2 Drivers’ responsibilities

Drivers must follow these safe driving practices:

**Planning:**

- Ensure the relevant license class is held and suitable training has been undertaken for the vehicle being driven. Carry licence at all times.

- A copy of a renewed or reissued drivers’ licence (e.g. due to additional endorsements) must be given to a DOCLearn Administrator or the Driver Safety Business Administrator (ImprovingDriverSafety@doc.govt.nz) for upload into DOCLearn.

- Book vehicles through the local vehicle booking system – the vehicle should be fit for purpose and appropriate for the task being undertaken.

- Carry out the [5 Minute Vehicle Check](#) prior to driving it including:
  - Warrant, registration and road user charges are compliant.
  - Tyre check including the spare.
  - The vehicle is fitted out with appropriate communication (VHF or hand-held radio or cell phone is carried) and safety equipment (first-aid kit, reflective vest, torch with spare batteries and an emergency triangle).
  - If the vehicle is not compliant it should not be driven, and lack of compliance should be reported to your Local Fleet Coordinator.
  - Factor driving into the safety planning of all work, including completing Job Safety Analysis and Toolbox Talk where practical.

- Work with your manager and/or supervisor to plan your work schedule. Plan your whole work day to account for the time spent travelling pre and post work, as well as the work commitments. Plan ahead and include accommodation arrangements where required. The Health and Safety Team recommend that working hours plus driving hours should not exceed a total of 10 hours in a day.

- For drivers who regularly drive long distances, consider using the JSA tool to plan safe driving outcomes for each trip.

- Advise your manager if you have a medical condition, in which a medical practitioner has advised you not to drive.

**Safe Driving:**

- Register yourself as the driver by ‘fobbing’

- Abide by the NZ road code and other legal requirements for driving.
• Always carry your driver’s licence
• Smoking is prohibited in vehicles.
• Take regular breaks while driving e.g. take a 10-minute break every 2 hours and take a 30-minute break every 5.5 hours. Failing to take regular breaks will be reported on by GPS technologies.
• Have a snack and rehydrate after a long day in the field prior to driving home.
• Share driving with others where possible.
• Pull over to use a radio or mobile phone or use it on hands-free.
• Assess hazards while driving and anticipate ‘what if’ scenarios. Drive to the traffic and weather conditions.
• Do not pick up hitch hikers unless in an emergency.
• All animals, including working dogs, must not be transported inside vehicles unless they are contained and secured in a carry box or portable kennel. Transporting staff pets in DOC vehicles must be approved by a manager, and only if the pet will be contained and secured.
• Speak up if uncomfortable with the driver.

Driving Hours:
It is strongly recommended that drivers:
• not drive for more than 5½ continuous hours
• take 10-minute breaks every two hours of driving
• have at least a half hour rest after 5½ hours driving and before doing any more driving.

Over any 24-hour period, a driver must not spend more than 11 hours driving. This will be reported on by GPS technologies.

Note:
1. Offices should default to this recommendation. However, recognising the differences across the country in driving distances, road conditions, general environments and type of work, managers and supervisors have the ability, with the agreement of employees, to alter these hours using good judgement based on justified individual circumstances at the time.
2. Drivers, given the circumstances at the time and based on their level of alertness, and while being aware of the creeping effects of fatigue, may adjust these hours.

Incidents and infringements:
• Inform your manager of any parking fines or infringements (Section 4.5) or if you become unlicensed, or any other restrictions are placed. Your manager will re-assess your confirmation to drive.
• Report incidents and near misses to your manager.
• Respond to accidents as outlined in Section 3.4.

Towing:
• For information on requirements related to towing refer to the Trailer Use Technical Document (docDM-750601).
Fatigue:

- Never drive a vehicle while fatigued.
- Ensure a passenger remains awake to support the driver to maintain their concentration. A passenger plays a key role in keeping the driver alert.
- Work colleagues who notice a person’s behaviour is not normal and could be due to fatigue, are to intervene and not allow that person to drive.

3.3 Alcohol / drugs / prescription drugs

Under no circumstances shall a vehicle be used or driven for Departmental business by a person who would be in breach of legal and departmental standards. This includes being under the influence of prescription drugs, where driving ability impairment has been indicated by a medical practitioner or drug use guideline.

The driver will accept responsibility for all damage, liabilities or any loss arising from a driver convicted, or otherwise of being under the influence of drugs or alcohol in charge of a vehicle on Departmental business. The Department will recover from the driver any loss that it may suffer in such circumstances, including any action for recovery of costs made against the driver by the Department.

Failure to comply with the above points in relation to drugs/alcohol may result in dismissal from the Department. Please refer to the Standards of integrity and conduct (docDM-228772) and the Workplace alcohol and drug policy (docDM-935531).

3.4 Accidents and Incidents

Drivers involved in an accident or incident should refer to the Accidents: Glove box guide (DOC-3089369) in the vehicle glove box and:

At the scene:

- Do not admit responsibility.
- Ensure own safety first.
- Ensure that any injured persons receive medical attention.
- Get details of other vehicles and registration numbers, names and addresses of the other vehicle owners, drivers, witnesses and insurers.
- Give your name and address and the Department office name and location.
- Create a rough sketch plan of the road with measurements, showing the positions of vehicles before and after impact. Details of injuries or damage should be noted and these should be verified by the witnesses. If possible, take photos of the accident site and positions of the vehicles.
- All vehicle accidents and incidents must be reported to the appropriate manager immediately.
- Contact the police as soon as possible and at least within 24 hours if there are injuries, there is a disagreement over the cause of the crash, property other than your own is damaged or damage to the vehicle looks to be worth more than $2500.
• Safeguard the vehicle. If it is damaged it should be removed to a safe place, preferably to a DOC workshop/base or to the nearest repair garage. The vehicle should not be driven unless it is in a safe condition to drive and driving will not cause further damage. Any fuel card or other attractive Departmental items should be removed.

**Managers will ensure:**

• Drivers involved in serious or potentially serious incidents are immediately stood down from driving for a period determined by the Manager (at least until the investigation is completed.)
• All incidents are immediately recorded in Risk Manager.
• They investigate the incident as outlined in Managers accountabilities (section 3.1).
• A Motor vehicle claim form (docDM-2821309) must be completed and returned to DOC's Fleet Manager, who will arrange for the claim to be submitted to the insurers. Where circumstances prevent the driver from completing these actions, their immediate supervisor or another delegated person must complete these records.

4. **Vehicle use**

4.1 **Fuel cards**

Fuel cards are intended for fuel, oil and car wash purchases. When purchasing the fuel, you must give the odometer reading which will be uploaded into the Fleet management system. Pin numbers should not be attached to the actual fuel card or the vehicle’s key ring. If a card is lost or stolen it must be immediately reported through the Local Fleet Coordinator responsible for the vehicle to the National Fleet Manager. Misuse of cards will be treated as serious misconduct in terms of the disciplinary provisions of employment contract and may lead to a criminal conviction.

**Use of P-card for purchase of fuel.**

Where it is practical, prior to the driver picking up a rental vehicle, they should collect a ‘wild fuel card’ (also known as a ‘rental fuel card’) from their Local Fleet Coordinator to use for refuelling the rental vehicle. By using a wild fuel card, DOC receives the agreed fuel discount. If this is not practical then a P-card may be used.

4.2 **Registering as the driver**

All drivers using a GPS enabled vehicle must register themselves as the driver by ‘fobbing on’. Removing the ‘fob’ from the reader de-registers you as the driver. By not removing your ‘fob’, you may be held accountable for someone else’s driving. Any unregistered trips of longer than 5 minutes will be reported and discussed with the driver’s manager.

4.3 **Return vehicle to depot**

On returning vehicles to the DOC depot, drivers must ensure the vehicle is fuelled, clean and tidy, in operational condition and keys should be returned. If any problems with the vehicle have been noted, these should be reported to the Local Fleet Coordinator as soon as possible.
4.4 Parking fees

Where drivers are required to park a vehicle in an area controlled by parking meters or in a parking building, the driver is responsible for paying for the parking. Where the driver has paid for the parking with personal money they should be refunded the amount of the fees paid on production of a receipt, refer to expense claims in the Accounts payable SOP (docDM-148163) and the Travel SOP (docDM-109345) for further details.

4.5 Infringements

Drivers of vehicles must observe road traffic laws and it is mandatory to immediately report any infringements that have occurred in a Departmental vehicle (including hired) to their manager.

Where the status of a driver's license has changed through disqualification or other means, this must be reported to the Manager immediately.

Any penalties imposed as a result of a breach of traffic regulations (including speed camera offences), or cost of defence of an alleged breach, shall be borne by the driver. Refer to the Travel SOP (docDM-109345) for further details. The Department will consider any improper or unauthorised use of any official vehicle or vehicle hired for official purposes, as constituting a breach of Section 57 of the State Sector Act 1988, Standards of integrity and conduct (docDM-228772).

Local Fleet Coordinators run a booking system to ensure they can identify vehicle drivers. In the event that an infringement notice (including any for expired road user charges) is received by the Department and the manager is unable to identify who was responsible for the vehicle at the time, then the Director, Finance, is required to approve the payment if it is to be made by the Department.

Some infringements, or reports of careless or speeding driving, could nullify insurance claims.

4.6 Insurance

Insurance coverage for vehicles is outlined in the Insurance Manual for the Department of Conservation. Insurance for rental or hired vehicles is covered by the Department’s motor vehicle insurance policy and should not be purchased from the nationally contracted rental car provider.

The driver of a motor vehicle owned or hired by the Department will be covered by the Department’s insurance against any liability in a civil claim to which they may be personally exposed (i.e. against which they are not otherwise indemnified), through the vehicle driven by them being involved in an accident. This cover does not apply if, at the time of the accident the driver was:

- Under the influence of intoxicating liquor or drugs,
- Driving a vehicle on a public road and did not hold a valid driver’s licence for the type of vehicle they were driving,
- Carrying unauthorised goods, the presence of which was the sole cause, or a material contributing cause of the accident or damage,
- On an unauthorised journey.
The protection under the policy will not operate if any exclusions have been contravened. Since the Department does not authorise employees to drive vehicles in the circumstances referred above, the effect is that the driver is responsible for any damage or liabilities which may be incurred in those circumstances. Employees in such an event would be obliged to meet the total cost of repairs to the vehicle plus any liability for damage to a third party’s property. The Department may meet the cost of repairing damage to a Department owned or hired vehicle, subject to the right of recovery of the whole or part of the cost from the driver if they had placed them self outside the Department's indemnity or were negligent.

5. Special approvals

5.1 Transporting passengers

Vehicles are intended for official business only and are not to be used for the transport of non-Departmental people unless they are engaged in official business with the Department, or in the case of an accident or emergency. A driver’s manager may approve in writing for immediate family members, partners and partner’s children, to be permitted as passengers en route to and from official destinations, provided this does not interfere with the official purposes of the journey. This must be the most direct route. A young child must be carried in an NZTA approved child restraint, at the driver’s cost.

- Transporting staff pets in DOC vehicles must be approved by a manager, and only if the pet will be contained and secured in a carry box or portable kennel.

5.2 Taking a DOC vehicle home

If a vehicle needs to be taken home, the vehicle must be booked through the local vehicle booking system. This system will be monitored regularly by the Manager. Vehicles may only be taken if:

- Departmental or rental garaging is not available, or in circumstances where a vehicle could be at risk.
- Employees are required to travel on departmental business before or after normal office hours.
- The employee is authorised to work late and is prevented from using his/her usual method of transportation.
- Employees are required to undertake duty officer functions for their region/office.
- Employees are required to be on immediate standby for fires e.g. A staff member is required to take a smoke chaser home during periods of extreme fire danger.

The following additional points should be considered before approval is granted:

- Distance of travel from the workplace to the employee’s residence.
• Whether the use of pagers/mobile phones for employees on call and the use of private transport to a field centre or office to collect a departmental vehicle is more convenient.
• The implications of fringe benefit tax (Section 5.2.1).

5.2.1 Fringe Benefit Tax and log books
Employees do not have a general right to use Departmental vehicles to travel to/from work. For any vehicle that is not garaged at work and any vehicle having a gross laden weight of \( \leq 3500 \) kg that is available for the private use (including travel between home and place of work) of an employee, DOC may be liable for fringe benefit tax. Where this travel is approved (refer to Approval to take a DOC vehicle home, Section 5.2), an appropriate log must be maintained and fringe benefit tax must be accounted for and paid by the respective WBS/Cost Centre. Regional Administration Managers and the National Fleet Support Officer, National Office is responsible for tracking the FBT against each vehicle. For further information on Fringe Benefit Tax refer to the Fringe benefit tax SOP (docDM-162559).

5.3 Private use of Doc Vehicles
Any person driving a DOC vehicle for private use must be an authorised driver as described in Section 2.1.

Approval for private use of DOC vehicles by employees and/or families in isolated localities, who do not possess their own vehicles, should be restricted to exceptional circumstances and must be approved by a Director or higher.

Where a person using a DOC vehicle requires a change in route for personal reasons, this is to be approved by the Manager.

5.4 Personal vehicles used on DOC business
Any person driving a personal vehicle on Departmental business must be an authorised driver as described in Section 2.1. The driver must ensure the vehicle’s Warrant of Fitness, Registration and Road user charges are compliant. Personal vehicles being used on official business are covered for insurance purposes by the Department’s insurance policy.

5.4.1 Manager approval
Individuals wishing to use their personal vehicle on official DOC business are to seek approval in writing from the one-up manager prior to use, providing the following information:

• The area to be covered and the estimated distance run, for continuing authority or the particular trip and the distance involved (in other cases).
• The nature of the work to be undertaken.
• Why public transport is not suitable.
• Why Departmental vehicles or a rental vehicle cannot be used.
The following points are to be noted:

- Individuals travelling on official business should make the greatest possible use of normal means of transport (rental car, air, bus or rail travel). Authority to use a private vehicle is to be given only where such transport is not available or is unsuitable or where the use of such transport would be detrimental to the public interest on the grounds of urgency or otherwise.

- Consideration should be given to the age and condition of the personal vehicle as DOC must ensure the safety of our staff while using personal vehicles. Note that DOCs policy is to have vehicles ≤ five years old.

- Sustainability issues are to be considered before the use of private motor vehicles is approved.

- The main criterion for authorising the use of a private vehicle must be necessity and not merely convenience to the individual in the carrying out of official business.

- In approving the use of a private vehicle on official business the approving manager is to fix the maximum annual distance covered by the approval (for continuing authorities) or the trip distance authorised (in other cases). Any continuing authority is to be reviewed annually.

- Authority to approve the use of a private vehicle on official business does not extend to payment of inter-island ferry freight and wharfage.

5.4.2 Expense claims

To be reimbursed for use of their personal car for business, travellers are to provide the following information on their expense claim form Expense claim form (docDM-109136):

- purpose of the trip
- date and location
- receipts for fuel and parking
- mileage
- copy of the approval form showing prior approval.

Where the use of a private vehicle for official business has been approved, the employee may be paid equivalent bus fares, an allowance as agreed in the PSA/DOC Collective Agreement, or a lesser amount as agreed with the employee. These points are to be noted:

- The allowance is not to be paid for distance between the employee’s home and office.

- Where the employee travels direct from his/her home to the job, motor vehicle allowance is to be paid for the distance from home to job or office to job whichever is the less.
5.5 Hiring of rental vehicles

Any person driving a rental vehicle on Departmental business, must be an authorised driver as described in Section 2.1. Rental vehicles may be hired only when no other suitable forms of public transport or Departmental vehicles are available for use. Rental vehicles must be authorised by a manager and must be booked via the Departments Travel Management. Refer to the Travel SOP (docDM-109345) for more details.

5.5.1 Use of P-card for purchase of fuel

Where it is practical, prior to the driver picking up the rental vehicle, they should collect a ‘wild fuel card’ (also known as a ‘rental fuel card’) from their Local Fleet Coordinator to use for refuelling the rental vehicle. By using a wild fuel card, DOC receives the agreed fuel discount. If this is not practical, then a P-card may be used.

5.6 Uber or Private Hire vehicles

Uber and Zoomy are permitted for use by Department staff. Other private hire apps are not to be used for Departmental travel unless they are licenced transportation providers.
6. Related documents

- ACC fatigue calculation (DOC-2602171)
- Accidents: Glove box guide (DOC-3089369)
- Accounts payable SOP (docDM-148163)
- Authorisation to Drive (docCM-2900585)
- Expense claim form (docDM-109136)
- Four wheel drive field assessment (docDM-936687)
- Fringe benefit tax SOP (docDM-162559)
- Light utility vehicle (LUV) SOP (docDM-673790)
- Local fleet coordinator handbook (DOC-2610277)
- Motor vehicle claim form (docDM-2821309)
- Ride on power carrier assessment (docDM-1254060)
- Standards of integrity and conduct (docDM-228772)
- Tractor use assessment in the field (docDM-993040)
- Trailer use competency assessment (docDM-703861)
- Trailer use SOP (docDM-772465)
- Travel SOP (docDM-109345)
- Workplace alcohol and drug policy (docDM-935531)

7. Document history

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<th>Date</th>
<th>Details</th>
<th>Document ID and version</th>
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<td>Sept 2000 - December 2015</td>
<td>Previous version</td>
<td>docDM-162632</td>
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<td>Dec 2015</td>
<td>Reviewed and combined the Motor vehicle use (docDM-162632) and Safe driving (docDM-1142354) policies. Created a Fleet coordinators handbook.</td>
<td>doc-2601221</td>
<td>B Makan</td>
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<td>Sept 2016</td>
<td>Fire extinguisher at discretion of Manager. Water in smoke chasers to be emptied unless on a fire</td>
<td>doc-2601221</td>
<td>M Massaar</td>
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<tr>
<td>Date</td>
<td>Details</td>
<td>Document ID and version</td>
<td>Amended by</td>
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<td>Oct 2016</td>
<td>DDG Approval (Previous policies revoked)</td>
<td>doc-2601221</td>
<td>M Massaar</td>
</tr>
<tr>
<td>Oct 2016</td>
<td>New para on fatigue and clarification of infringement notice requirements</td>
<td>doc-2601221</td>
<td>M Massaar</td>
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<td>December 2016</td>
<td>Update contractor and volunteer requirements</td>
<td>doc-2601221</td>
<td>M Massaar</td>
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<tr>
<td>July 2017</td>
<td>Updated link to Accident Glove box Guide. Added section 6.6 regarding Uber and similar use</td>
<td>doc-2601221</td>
<td>P Garratt</td>
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<td>January 2019</td>
<td>Updated SOP to include use of GPS technologies and changes to the driver authorisation process.</td>
<td>doc-2601221 Revision 63</td>
<td>Lesley Jones</td>
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<td>29/01/2019</td>
<td>Updates to SOP approved. Link to approval memo and draft watermark removed.</td>
<td>Revision 66</td>
<td>Sarah Carr (SOP Administrator)</td>
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**Approval History:**
Mervyn English, Deputy Director-General, Strategy and Innovation

**Approval record:** 4 October 2016 (doc-2893094)