

<b>OTAGO POLYTECHNIC MANAGEMENT POLICY</b>		<b>Number: MP0417.04</b>	
Title:	<b>Driving and Vehicle Safety</b>		
IPTNZ Standard:	<b>4 Staff Selection, Appraisal and Development</b>		
Chief Executive Approval:	Approval Date: <b>30 April 2015</b>	Effective Date: <b>30 April 2015</b>	
Previous Policy Number:	<b>na</b>	Review Date: <b>as required</b>	
Contact Authority:	<b>Director: Organisational Development</b>	Status: <b>Current</b>	

**Purpose** To provide rules, guidelines and raise awareness of safe driving practices that Otago Polytechnic expects staff and students to follow when driving on Otago Polytechnic related activities.

**Background** Motor vehicle accidents can result in significant injury or death to employees, students, contractors and visitors. Statistics provided from New Zealand Land Transport Safety Authority, sourced from the UK, indicate that 25-33 per cent of all serious and fatal road crashes involve someone who was at work at the time, and in Australia road crashes are the most common form of work related death. Studies show that speed and fatigue are the two most common work related road safety issues.

Otago Polytechnic staff travel frequently as part of their work, both in Otago and nationally. Campuses are spread between Dunedin and Central Otago and work-experience locations are spread throughout the region and beyond.

The Health and Safety in Employment Amendment Act 2002 includes work-related driving as a workplace hazard and requires the employer to manage the risk through prescribed control methods of elimination, isolation and minimisation.

**Statutory Compliance** Health and Safety in Employment Act 1992 and Amendments.  
Accident Compensation Act 2001 and Amendments.  
Land Transport Acts, Regulations and Rules, refer to [www.ltsa.govt.nz](http://www.ltsa.govt.nz)

**National Guidelines** Land Transport Safety Authority (LTSA) provide guidelines and information.

- Policy and Procedures**
1. All employees who drive for work must hold a current full drivers licence for the class of vehicle driven.
  2. All road rules and traffic laws must be followed at all times. Any breach may result in disciplinary procedures, as well as incur legal consequences and costs such as impoundment of the vehicle and or fines.
  3. Otago Polytechnic will not be liable for, nor pay for, any fines or legal expenses in circumstances where there has been any traffic infringement.
  4. Employees are required to provide their current full drivers licence for view by their Manager, who will send a photocopy to Human Resources for record keeping.
  5. Employees are required to inform their Manager if there is a change in status of their driver licence.
  6. Staff whose Polytechnic work requires driving as a component of that work, must complete a Staff Designated Driver Agreement (see Appendix 1).

## 7. Safe Driving Practices

### 7.1. Safe Driving Practices must be followed at all times:

7.1.1. Fatigue: Polytechnic business travel time is to be included as part of a work day, which for driving safety reasons should not extend beyond 11 hours. 10 minute refreshment breaks every 2 hours are recommended when driving for prolonged periods. Driving between midnight and 6 am is not recommended.

7.1.2. Alcohol and drugs: All staff must comply with New Zealand law/Land Transport Safety Act and Rules with regard to driving and alcohol/drug consumption. To avoid accident or injury or infringement, it is recommended that no alcohol should be consumed for at least an 8 hour period prior to travel, or during travel. No drugs or medications which may affect driving should be taken prior to or during a period of driving.

7.1.3. Cell phones: Cell phones are to be turned off while driving unless there is a legally compliant hands free kit.

7.1.4. Visibility: It is recommended that staff drive with lights on at all times when on the open road.

## 8. Students driving

8.1. Students are not permitted to drive Polytechnic vehicles or rental vehicles unless this is as part of course requirements.

8.2. Students driving to work experience locations are responsible for their own safety and vehicle safety.

8.3. Staff cannot require students to drive other students to work experience locations. Staff may choose to arrange group transport to locations off campus. In this case a minivan or a bus should be used.

8.4. Where special arrangements are required, for example when driving a van is agreed to be a part of students' work experience, e.g. outdoor recreational careers involve attainment of safe driving skills:

8.4.1. The Manager must give prior approval and a Student Designated Driver Agreement is signed by the student and the Manager (Appendix 2).

8.4.2. Appropriate safe driver training has been provided and this is documented. Attendance at a defensive or safe driving course or equal equivalent is strongly recommended, or close supervision and training by a staff member who has attended this course is required.

8.4.3. The lecturer must obtain written agreement from the other students in the vehicle who are to be driven by the designated student(s).

## 9. Group/Field Trips/Mini Vans

### 9.1. Numbers in each vehicle

9.1.1. When groups of people are being transported in minivans, a maximum of 12 people, including the driver, can be accommodated in one van. This applies whether or not the minivan is owned by Otago Polytechnic or hired.

9.1.2. For groups greater than 12 people – either two minivans, a minivan and car, or a bus with driver must be hired unless the staff driver has a current 'P' Class Drivers Licence.

9.2. Costs for transport for compulsory field trips is part of the general course costs for students; there shall be no on-charge to students.

**9.3. Overnight Trips**

If required to drive on overnight trips, at least 2 designated drivers are assigned for the trip. Staff should be aware of potential fatigue after long days and should add travel/driving time to the length of activity.

**9.4. Driver Safety Training**

Drivers of Polytechnic minivans, both staff and *approved* students, should attend a Polytechnic approved Driver Safety Training programme. Details are available from the Health and Safety Advisor. The School will cover the cost of the training.

**9.5. Seatbelts**

Law requires that all passengers in minivans and cars with seatbelts must wear them. The driver may refuse to take anyone not wearing a seatbelt.

**10. Emergencies**

10.1. All Otago Polytechnic vehicles must have a First Aid Kit. (Refer to policy MP0405 First Aid.)

10.2. Staff must be aware of procedures for dealing with emergencies a copy of which is provided with each Otago Polytechnic vehicle. See Appendix 3.

**11. Vehicles (in accordance with MP0446 Travel on Otago Polytechnic Business**

11.1. All Otago Polytechnic business related driving must occur in accordance with MP0446 Travel on Otago Polytechnic Business.

11.2. Staff must use Polytechnic vehicles as first choice for transport. Bookings are made with the Campus Services Department.

11.3. If it is not possible to use a Polytechnic vehicle, with Manager's approval, the priority of use thereafter is

11.3.1. Taxis

11.3.2. Rental vehicles

11.3.3. Private vehicles must only be used in the absence or unavailability of an Otago Polytechnic vehicle or inability to use a taxi or rented vehicle. Use of a private vehicle must be approved by the manager prior to the commencement of the travel or reimbursement will not be paid.

The following reimbursement can be claimed and includes the cost of petrol in the daily amount:

Whichever is the lesser of:

a. 77c per Km (IRD rates)

OR

b. A maximum for one round trip of \$180

Note that it is the responsibility of the individual staff member to ensure their vehicle has insurance and that they notify their private insurer that they are using their vehicle for work purposes. In the event of an accident causing damage, the responsibility for cost of repairs is with the owner of the vehicle and their insurer.

## 12. Maintenance of vehicles

### 12.1. Otago Polytechnic Vehicles

12.1.1. Maintenance, warrant of fitness and registration of fleet vehicles is the responsibility of the Systems and Services Team Leader, Campus Services.

12.1.2. Bookings, maintenance, registration and WOF of departmental vehicles and trailers is the responsibility of the School/Department Manager.

### 12.2. Rental Vehicles

12.2.1. The Rental Company is responsible for ensuring the safety and legal compliance of rental vehicles.

## 13. Securing Loads, Passenger Safety

All loads such as course materials, hazardous substances, display stands, suitcases, heavy goods and other materials must be secured appropriately.

## 14. Use of Polytechnic Vehicles for Private Use

14.1. If exceptional circumstances mean that a staff member genuinely needs to use an Otago Polytechnic vehicle for personal use, this use must be approved in advance by their Manager to ensure insurance cover.

14.2. When a staff member uses Otago Polytechnic vehicles for private use (or for business use), this is only covered by Otago Polytechnic's insurance where the use is authorised by Otago Polytechnic.

14.3. When unauthorised private use occurs, the staff member will be liable for any damage.

## 15. Driver education

Otago Polytechnic frequent drivers and van drivers are strongly encouraged to complete safe driving courses. Managers can approve staff to undertake these courses, with the costs charged to the respective department.

### Referral Documents

MP0405 First Aid  
MP0412 Smokefree/Auahi Kore Policy  
MP0446 Travel on Otago Polytechnic Business

Appendix 1 Driver Agreement  
Appendix 2 Student Driver Agreement  
Appendix 3 Emergency procedures

### Delegation of Procedures

Managers for approval of use of vehicles

Approved by Chief Executive  
Date: 30 April 2015





# Driver Agreement

## > Human Resources

This agreement must be read in conjunction with MP0417 Driving and Vehicle Safety Policy.

### Staff Member:

- A photocopy of drivers licence must be attached.
- Any change of validity, such as loss of licence or loss of class, will be notified to Manager immediately.
- **Re a request to use private vehicle:**  
*If you wish to use your own vehicle for work purposes, you need approval from your Manager. Implications are that your insurer may require a commercial rate of insurance to have been paid before they will honour your cover. It is your responsibility to contact your insurer and notify that you use your vehicle for work purposes. Discuss private vehicle or commercial rate of insurance and the excess. It is also the individual's responsibility to ensure the vehicle is registered and warranted and fit for use.*

I agree to abide by the above terms and conditions and policy MP0417 Driving and Vehicle Safety while driving a vehicle for Otago Polytechnic.

Driver Name: \_\_\_\_\_

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

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

### Manager to complete:

- Photocopy of drivers licence attached
- Approval to use private vehicle? **Yes / No**

(If **Yes**, define the scope e.g. *to request prior to each trip / pick up small equipment on way to and from work / meeting attendance on way to or from work/ etc.*)

- Original 'Driver Agreement' - signed by Manager and sent to HR for filing

Manager Name: \_\_\_\_\_

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

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





# Student Driver Agreement

## > Human Resources

This agreement must be read in conjunction with MP0417 Driving and Vehicle Safety Policy.

### Note:

- **Special approval is required from the Manager for a student to drive for a course related activity for Otago Polytechnic. This is granted when driving skills are a component of future work e.g. driving tour groups to outdoor recreational activities.**
- **This does not relate to driving to and from work (experience) in your own vehicle.**
- **A photocopy of a full drivers licence is required for identification purposes.**

### Group/Field Trips

- By law, minivans MUST have a P Class driver if carrying more than 12 occupants including the driver.
- If on overnight trips: to deal with emergencies, at least two designated drivers are assigned to the trip.

### Tick:

- My full drivers licence is attached for sighting by my Manager and for return to me.*
- Any change of validity, such as loss of licence or loss of class, will be notified to my Manager.*
- I have approval from my Manager to use my own vehicle for course related activity and it has comprehensive insurance cover.*
- My insurer has been notified that my own vehicle is used for work purposes.*
- Van use: I have received training and supervision in safe driving. Training by \_\_\_\_\_ on \_\_\_\_\_.*

*I agree to abide by the above terms and conditions while driving a vehicle for Otago Polytechnic. I have a current Full New Zealand drivers licence and have no criminal driving convictions.*

Driver Name: \_\_\_\_\_

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

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

### Manager

- Full Drivers licence sighted – **Yes / No**
- File copy signed by my (held in academic records)

Original 'Driver Agreement' - signed by Manager and sent to HR for filing

Manager Name: \_\_\_\_\_

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

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





# Emergency Procedures

## > Human Resources

The following equipment is kept in all Otago Polytechnic vehicles and those leased or hired to transport groups:

- a first aid kit
- fire extinguisher
- torch
- recommended: an emergency triangle (advance warning to oncoming traffic)

A mobile travel kit containing all of the above is bookable through the Campus Environment Department. Groups travelling should have a cell phone for emergency use.

It is recommended that on long trips an arrangement should be made with an adult at 'base', advising an expected arrival time and a call made to that person on arrival.

In the event of a road accident:

- Staff and student wellbeing is a priority.
- Where injury or major damage has occurred, seek immediate assistance as appropriate (ambulance, police, Manager).
- Get details from other driver(s) involved; supply your name and Otago Polytechnic contact details. Contact the police when an injury has occurred, if there is disagreement over the cause of the crash or if you damage property other than your own.
- Contact your Manager asap, who will advise on business information to be given out e.g. no admission of liability/vehicle insurance, etc.; make arrangements for alternative transport for you, notify others, etc.
- An Accident/Incident Report form must be completed as soon as possible.

A copy of these procedures is kept in the vehicle, behind the charge/km sheet.