Use of Vehicles for Ara Business

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Applies From:	Immediately		

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1 Introduction

1.1 Purpose

The purpose of this policy is It is essential to ensure the safe, legal use of Ara vehicles and to ensure that resources allocated to travel are used in the most efficient way. Use of Ara vehicles is governed by stated procedures and failure to meet these may result in the removal of the right to future use and or other disciplinary measures where appropriate.

1.2 Scope and Application

This policy applies to staff and students using Ara fleet vehicles, the hiring of vehicles and the use of private vehicles by staff for Ara business. This policy also applies to any learner, contractor, or person conducting business on behalf of Ara.

1.3 Formal Delegations

a FM are responsible for all Ara vehicles.

b Any colleague may use an Ara vehicle for business related travel only.

c Learners may use Ara vehicles with the prior authorisation of the relevant Level 300 or above manager.

d A Head of Department or a line manager at Level 300 or above can authorise an Ara colleague to use their private vehicle for Ara business travel.

e Only FM can procure and dispose of an Ara vehicle. No Division / Department / Section "owns" any Ara vehicle.

1.4 Definitions

a **Ara Vehicle:** All Pool and Fleet vehicles and includes private vehicles when used for Ara business under the limited circumstances listed in this policy.

b **Pool Vehicle:** Any fleet vehicle available for use through FM.

c **Fleet Vehicle:** Any vehicle owned or leased by Ara and allocated for a specific purpose or to a functional area.

d **Colleagues:** Includes all full time, part time or contracted employees and all parties engaged to work with Ara.

e **Learner:** Includes any person currently enrolled on an Ara course of study.

Related Ara Procedures (All available from FM): • Vehicle accident report documentation • FM procedures for vehicles • Use of fuel card procedure • Ara fleet management	**Related Ara Policies** • CPP301 Corporate Travel • CPP505 Smoke and Vape Free Ara
Related Legislation or Other Documentation • Vehicle insurance policy (held by external insurers)	**Good Practice Guidelines** • Nil
References • Nil	
Notes • Nil	

2 Principles

2.1 Vehicles used for colleagues and/or learner travel when on Ara business are allocated to maximise resources and efficiency.

2.2 Safe and legal use of vehicles is always paramount.

2.3 Pool vehicles are used whenever possible in preference to hiring vehicles or using private vehicles.

2.4 Ara vehicles are not available for private use by colleagues, learners, or any other organisation.

2.5 All Ara vehicles will be monitored by GPS tracking to ensure compliance with this policy.

3 Associated procedures for Ara Corporate Policy on: Use of Vehicles for Ara Business

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3.1 Eligibility

a All colleagues are eligible to use pool vehicles for Ara business.

b Learners are eligible to use pool vehicles where their travel has been approved by the relevant Level 300, or above, manager.

c Learners should only drive pool vehicles where it is not possible for a colleague to be driving.

d All learners who are driving minivans must have undertaken a recognised minivan defensive driving course through our preferred trainer.

3.2 Legal/Ara Requirements

a The person driving the vehicle must always hold the appropriate license for the vehicle booked and obey the road code.

b Vehicles must be locked when unattended.

c All Ara vehicles are GPS monitored to ensure safe and legal driving practices are adhered to. GPS information is reviewed on a regular basis to ensure compliance with all NZ Road Rules.

d Speeding, parking, and other traffic offences are not condoned by the institute. Infringement fees will not be covered by Ara and are the driver's responsibility to pay. In the event of the driver not driving safely and within the law, Ara insurance may be invalid, and the driver may be personally liable for costs.

e General misuse, including the unauthorised use of vehicles for non-Ara activities, allowing anyone other than the approved colleague or learner the use of any vehicle, and regular late returning of booked vehicles may result in the removal of the right to use pool vehicles in the future.

f Failure to adhere to safe driving practices, NZ road rules, or any other legislative, regulatory, or Ara policy requirement may result in further disciplinary action. Any such disciplinary action will be managed by People and Capability in line with established processes.

g In accordance with CPP505 Smoke and Vape Free Ara Policy, smoking is prohibited in any vehicle owned, leased, or managed by Ara.

3.3 Utilisation of Vehicles and Trailers

a To ensure full utilisation of all pool vehicles, allocation will be made on the following basis –

i Vehicles will be obtained/made available by FM, with the full utilisation of pool vehicles taking priority.

ii If a pool vehicle is unavailable all cost-effective alternatives are to be considered (e.g., taxi, bus) before rental vehicles are booked. If no alternatives are viable a rental vehicle will be provided via FM, using an Ara preferred supplier.

b The FM procedure for booking, collecting, and returning vehicles is to be followed. Staff can refer to Waituhi or contact the Facilities Service Centre.

c Access to pool trailers is via FM. Departments operating their own trailers are required to meet associated costs from their respective budgets.

d All pool vehicles are to be stored on campus overnight in the FM designated areas.

e Electric vehicles are to be returned to their parking area in the Madras Street carpark and put on charge after use.

f All pool and fleet vehicles must be returned to FM and securely locked away during the Christmas period when Ara is officially closed.

3.4 Vehicle Charges

a Costs for all pool and fleet vehicles and trailers are covered by FM.

b Costs for rental vehicles, when an Ara vehicle is not available, will be paid by FM.

c Fuel for all pool and fleet vehicles is to be obtained using an Ara preferred supplier prior to being returned to FM. Rental vehicles are to be fully refuelled using an Ara preferred supplier prior to being returned to FM. The Facilities Service Centre will provide the driver with a fuel card for refuelling vehicles. A receipt for the cost of fuel is to be returned to the Facilities Service Centre.

3.5 Maintenance, Damage, Accidents and Security

a FM is responsible for the maintenance, repair, and legal compliance requirements for all vehicles in the Ara fleet.

b It is the driver's responsibility to report any problems arising with fleet vehicles (including accidents or damage) to the Facilities Service Centre as soon as possible.

c In the event of a breakdown or accident, please contact the Facilities Service Centre.

d If involved in an accident –

i Never admit liability at the scene of the accident.

ii Collect details (i.e., car registration number / name / insurance company name) of the other vehicle(s) involved, along with details of any witnesses, and pass on to the Facilities Service Centre.

iii The driver is required to advise their line manager as soon as possible.

iv The driver is required to advise the Facilities Service Centre and complete an insurance claim form. If Ara is found responsible for the accident, the driver's Department will be liable for the insurance excess.

e All rubbish must be removed from the vehicle when it is returned.

f Cleaning of vehicles will be carried out regularly by FM. Vehicles are expected to be returned by users in a condition fit for the next person. If additional cleaning is required because of specific use, the cost of this will be charged to the Division / Department / Section utilising the vehicle at the time.

g The driver must refuel the vehicle when the petrol gauge reaches the ¼ tank indicator.

3.6 Use of Private Vehicles for Ara Business

a Private vehicles may only be used for Ara business when a pool vehicle is unavailable, or it is impractical to use one, and other alternatives are not appropriate. Use must be authorised prior by the relevant Level 300, or above, manager. If prior authorisation is not obtained, then the colleague uses their vehicle at their own risk.

b Where a private vehicle has been used, the rate reimbursed will be that specified in the colleague's employment agreement. If a rate is not specified, this will be paid in line with the Inland Revenue mileage rate (refer to https://www.ird.govt.nz/income-tax/income-tax-for-businesses-and-organisations/types-of-business-expenses/claiming-vehicle-expenses).

c Insurance cover on private vehicles is the colleague's responsibility, even though the vehicle is being used for approved Ara business.

3.7 Private Use of Ara Vehicles

a Vehicles are not to be used for any private travel other than when a vehicle is taken home for the sole purpose of commencing a business journey from the colleague's home early the next morning. Similarly, where a business journey ceases in the evening after business hours and the vehicle is returned to the campus early the next morning. Other than this "incidental" private use, pool car bookings will only be accepted where the use is 100% business travel.

b Pool trailers are not available for personal use / hire.

3.8 **Parking Fees**

a Ara (the colleague's Division / Department / Section) will meet the cost of parking fees incurred while on Ara business either by credit card transaction or reimbursement to the colleague on production of a GST receipt.

b Ara will not accept credit card transactions or reimbursement requests for valet parking (e.g., Koru Club parking service).

c Ara will not accept credit card transactions or reimburse for parking infringement fees incurred.

3.9 **GPS Tracking**

a All Ara fleet vehicles have GPS tracking installed which monitors fuel, mileage, location, speed, and direction. GPS tracking records may be used by Ara to examine and prove or disprove instances of questionable or inappropriate vehicle usage. GPS tracking data is reviewed on a periodic based to ensure compliance with the requirements of this policy.