

## VEHICLE MANAGEMENT POLICY

<b>Section</b>	DVC Finance and Technology
<b>Contact</b>	Strategic Sourcing Manager
<b>Last Review</b>	November 2024
<b>Next Review</b>	November 2027
<b>Approval</b>	SLT 21/03/38
<b>Effective Date</b>	November 2024

### Purpose

To direct decision making in relation to the establishment and operation of the University Fleet; and procurement and management of all University Vehicles.

### Policy

1. Fleet Management is established as the University's sole Procurement and Service Management Unit of University Vehicles.
2. Fleet Management is responsible for the management of University Vehicles in accordance with the Vehicle Management Policy and Procedures.
3. Vehicles may be allocated to departments upon approval of a suitable rationale, justifying the need. The case is to present a detailed financial analysis and justification for the acquisition. The use and management of these vehicles must adhere to these Policy and Procedures.
4. The only vehicles to be purchased by Massey are University Fleet Vehicles. For this purpose, purchased includes Massey owned vehicles, long term leasing and those offered to the University on loan or donated.
5. All users of University Vehicles are to adhere to the Vehicle Management Policy and Procedures, and the [Critical Risk Standard - Driving](#).
6. University Vehicles are to be used in the following order of precedence, depending on availability of appropriate vehicles and cost effectiveness:
  - i) University Vehicles
  - ii) Public Transport, Contracted Transport, Rental Cars and Taxis
  - iii) Private Vehicles<sup>1</sup>
    - University Vehicles are bookable via <https://ubookit.EROAD.com/>
    - Public transport and contracted transport can be booked via the University's designated Travel Management Company (TMC) where appropriate
    - The Vehicle Management Policy and Procedures must be adhered to at all times
    - For definitions, *please refer pages 11-12*
7. University Vehicles are to be used for University business only.

<sup>1</sup> If a Massey staff member or student's private vehicle is fitted with Enable NZ approved accessibility modifications that cannot be met by a Massey vehicle, then they can use their own vehicle and be reimbursed as per Massey policy.



8. University Vehicles cannot be booked or used for personal purposes.
9. Driver Agreement: All University traveler (s) intending to use a vehicle for University business must complete this form and have it AUTHORISED (*refer page 13*). A copy is to be retained by Fleet Management.
10. EROAD GPS Monitoring: All University Vehicles are to be fitted with EROAD GPS monitoring to provide data on the use and location of vehicles. This information shall be used for the following purposes:
  - Locate any vehicle which is overdue to ensure safety, or identify location where vehicles may have been stolen or used inappropriately
  - Monitor any unsafe driving behaviors such as speeding, heavy braking and acceleration, or unsafe cornering
  - Provide data on utilization of the fleet, fuel usage, locations and distances travelled to assist Fleet Management in the planning and management of fleet assets

### **Fleet Management**

1. All University Vehicles are to be managed by Fleet Management.
2. Fleet Management will deliver services to the Procurement and Contracts Group at the strategic level and to departments at the operational level.
3. Specific Fleet Management Services provided include:
  - EROAD GPS and EROAD U-Book-it
  - Fleet maintenance management
  - Optimisation and utilisation studies will be undertaken from time to time to determine the make-up of the fleet, inform replacement/divestment planning, and assist in supporting Massey's commitment to our sustainability goals by providing data to inform the EV pathway
  - Providing a 24-hour contact number for drivers
  - Providing reports to the Procurement and Contracts Group and other users as required
  - NZTA Registrations and Road User Charges
  - Servicing and repairs
  - Paying related invoices
  - Support with vehicle sourcing and disposals
  - Warrant of Fitness (WoF), Certificate of Fitness (CoF)
  - Assisting with accident management
4. No maintenance or repair work of any sort is to be carried out on a University vehicle, without first contacting Fleet Management except in an emergency.

### **EROAD U Book-It – Fleet Car bookings**

5. All University Vehicle travel must be booked via <https://ubookit.EROAD.com/>. EROAD's web-based vehicle booking system provides an easy-to-use booking calendar that enables staff to book University Vehicles.
6. When booking a University Vehicle, a Cost Centre Account Number must be supplied before the vehicle booking process can be completed.
7. University Vehicle bookings are charged at the University rates, as published from time to time. Rates are 'all inclusive' rates, including fuel, insurance, maintenance and unlimited kilometres.



8. All University Vehicles must be refueled at BP service stations using the fuel card provided in each vehicle before return.
9. Prior to booking a University Vehicle, please contact Fleet Management to register as a booker by emailing [carbookings@massey.ac.nz](mailto:carbookings@massey.ac.nz) and/or phoning (06) 951-8050.

#### **EROAD GPS - Massey Driver Login**

10. All University road-going vehicles are to be fitted with GPS monitoring to provide data on the use and location of vehicles, monitor unsafe driving behaviours, improve safety outcomes and assist with the optimisation and management of Fleet assets. All Massey travelers are required to log in to EROAD at the commencement of their journey. Details of how to log in are provided in each vehicle.

#### **EROAD Drive Buddy**

11. Drive Buddy is an in-vehicle device providing visual and easy-to-understand feedback in real time to support better driving. Feedback helps avoid speeding, harsh braking, harsh acceleration, sharp cornering, and unnecessary engine idling.

#### **EROAD ETrack Wired and EROAD Where Tag**

12. ETrack Wired and EROAD Where Tags will be utilized to track and manage powered assets and equipment e.g. trailers etc. It is a durable, watertight and IP (Ingress Protection) rated enclosure with a small footprint. It has a long-life battery that provides an anti-theft function.

#### **Driver Licences**

13. To drive a Massey University owned vehicle, you must hold a full and valid NZ driver licence or an international licence that is valid for you to drive without restrictions in New Zealand.

#### **Fringe Benefit Tax (FBT)**

14. The University Vehicle Fleet is subject to Fringe Benefit Tax and the University is therefore, required to meet its legal obligations as defined by the Inland Revenue Department's Acts and Regulations (*refer Fringe Benefit Tax Guide*).
15. Fringe Benefit Tax means no private use of University Fleet Vehicles will be permitted, except in special circumstances when parking vehicles at a private residence overnight, which must be approved in advance by your Line Manager.

#### **Department Dedicated University Vehicles**

16. A centralized management model customized to best meet department needs for the use of these vehicles will be agreed between Heads of Department and Fleet Management.
17. A Dedicated Vehicle will not be supplied to a staff member on a permanent basis to carry out their duties unless this is approved by a member of the Senior Leadership Team (SLT).



18. Specific responsibilities of departments in relation to their Dedicated Vehicles are as follows, information from centralized Fleet Management will provide or support this:
- All vehicles used for Massey University purposes (including personal vehicles) must have a valid Warrant of Fitness (WOF), or Certificate of Fitness (COF), issued by an approved authority
  - The vehicle should not be driven if any issues are known to exist with the vehicle that would not meet the conditions of the WOF or COF, even if current
  - Maintain and ensure all Dedicated Vehicles are clean and tidy (internally and externally)
  - Undertake regular visual checks of the vehicle and report all defects and other concerns to Fleet Management promptly
  - Provide necessary data required by the lease vehicle provider, such as odometer readings, to the Fleet Management Office as required, to ensure accurate records of all vehicle use, costs and maintenance are kept
  - Assist vehicle users as necessary in the event of breakdowns and accidents, working in co-operation with the Fleet Management Office
  - Take all reasonable steps to ensure the physical security of the Dedicated Vehicle
  - The alteration or fitting of accessories to Dedicated Vehicles is prohibited unless authorised by the Fleet Management Office in writing

### **Rental Cars**

19. Rental cars must be justified as a business need rather than a personal convenience.
- When the use of a rental car is judged to be appropriate it should be of a small to medium standard
  - Electric vehicles should be considered
  - Car rental agreements should not be taken up for cars in excess of 3000cc
  - Under no conditions are luxury vehicles to be rented
  - Car rental hire reservations must be made via the University's designated TMC (refer below)
  - At the time of rental, the car should be inspected and any damage found should be noted on the contract before the vehicle is accepted

### ***Rental Car Insurance - Domestic***

- The University has made provisions for insuring rental cars against damage, therefore, travelers must decline all rental company insurance coverage

### ***Rental Car Accidents***

Should an accident occur, travelers should immediately contact:

- The Car Rental Company
- The University Insurance Office
- Rental car cancellation
- Travelers are responsible for communicating cancellations of reservations
- Travelers should request and record the cancellation number in case of billing disputes

### ***Returning Rental Cars***

Every reasonable effort must be made to return the Rental Car:

- To the original hire city unless approved for a one-way rental
- On time, to avoid additional hourly charges, with a full tank of petrol

The preferred booking method is through the TMC

**Related Procedures/Documents:** [Travel Policy](#) and [Travel Procedures \(Domestic and International\)](#)

### **Transporting Staff and Student Groups on University Business**

20. For transportation of groups of 12 or more people (including the driver) transport to be used should be either contracted transport from an appropriate provider or a University Vehicle, provided the driver has an appropriately endorsed driver licence.

### **Private Vehicle / Motor Vehicle Expenses (refer Massey University Employment Agreement, Clause 6.2)**

21. ***“Clause 6.2.1,** Where the use of a private vehicle for official business has been approved, you shall be paid a motor vehicle allowance in accordance with rates as promulgated by the Inland Revenue Department from time to time. A motor vehicle allowance will normally only be paid for authorised short local trips, where the hire of a rental car would be clearly inappropriate. A motor vehicle allowance will also not be paid where it is reasonable and practicable to use a University Fleet Vehicle.*
22. ***Clause 6.2.2,** Where a private vehicle is used, and the cost of a suitable and available rental car would have been less you will be reimbursed at the economy rental car rate plus \$13.87 per 100 km petrol reimbursement effective 13 January 2020. This rate increases to \$14.21 from 11 January 2021.*
23. ***Clause 6.2.3,** The motor vehicle allowance includes an element to cover insurance, therefore insurance on private motor vehicles is your responsibility. However, your employer will cover the cost of any insurance excess, up to a maximum of \$400, which you may have to pay in the event of an accident while using your own vehicle on official University business.*
24. ***Clause 6.2.4,** Traffic Infringement fines resulting from driver error are the personal responsibility of the driver. Any such fines incurred in a vehicle provided by the University must be met by you.”*

### **Vehicle Sourcing**

25. All University Vehicles are to be procured by the Procurement and Contracts Group. Fleet Management will provide information and advice as necessary in the preparation of applications for the acquisition of Dedicated Vehicles by departments.
26. All University Vehicles (primarily cars, vans, minibuses and utilities) are to be sourced centrally by Fleet Management in consultation with a member of the Procurement and Contract’s Group and Vehicle Administrators in departments.
27. The sourcing event is to include Total Cost of Ownership (TCO) or Total Cost of Leasing (TCL) analysis which will assist in determining whether to purchase or lease for that particular sourcing event, at that point in time. *Note: This analysis takes into consideration purchase price, environmental impacts, carbon costs, safety ratings, servicing costs and disposal costs.*
28. The sourcing event will consider a range of vehicles that would meet the requirements and will also consider fit-out requirements. Additional options may be fitted only if required to ensure that the vehicle is fit-for-purpose.
29. If the vehicle is leased, approval must be obtained from the lease company prior to fitting the



relevant GPS device.

30. As a general principle, University Vehicles will be replaced every three years or 60,000 kilometres, whichever is sooner.
31. All sourcing decisions will have regard of the need to ensure that vehicles are fit-for-purpose and consider Massey's vision of being a leader in sustainability; minimising GHG emissions by shifting mode of transport from higher emitting transport modes to lower emitting ones and replacing existing campus based and city bound ICE vehicles with EVs.
32. Prior to selecting a vehicle for lease or purchase by Massey University, an assessment must be undertaken that considers:
  - Active and passive safety features
  - Vehicle ergonomics and driving characteristics
  - Access and Egress
  - Visibility
  - ANCAP Safety Ratings
33. As far as practical the University's Fleet will be standardised. The following is the minimum specification of vehicles procured for the University Fleet:
  - Saloon cars to be hatchbacks, minimum size 1800-2000 cc
  - Station wagons to be a minimum of 2000 cc engines
  - Larger vehicles to be a minimum of 2400 cc engines, to seat 5 people comfortably
  - Vans should provide minimum seating for 8 plus driver and ease of access to rear seating
  - 4WD Ute to be supplied with Wrangler MTR tyres (mud grip), manual hubs, tow bar, protective coating (liner or splayfooted) on Ute tray or flat deck as required
34. All vehicles that are purchased or leased by Massey University must be selected with a preference for the inclusion of the following safety features, wherever appropriate for the type of vehicle:
  - Adaptive cruise control
  - Airbags - driver and passenger side
  - Air conditioning
  - Anti-lock braking system
  - Automatic transmission unless otherwise requested
  - EV options to be considered
  - Electronic stability control
  - First aid kit and seat belt cutter / glass breaker / fire extinguisher
  - Load restraint systems
  - Pre-tensioned seatbelts for all passengers
  - Reversing cameras and parking sensors
  - Side impact protection systems
  - Tow bar
  - Traction control
  - Tyres to be New Zealand specific for New Zealand conditions

## **Insurance**

35. All vehicles purchased on behalf of the University must be reported to the Procurement and Contracts Group and the Insurance Office for insurance purposes and maintaining the University's Vehicle Declaration Register.
36. Staff must provide all information and disclosure requirements, as requested by the DVC





Finance and Technology, or delegate, in order to ensure the completion of an insurance contract.

37. The University insurance premiums will be paid annually and expenses transferred to the budget centre with responsibility for management of the assets or activities covered by the insurance.
38. A centralized register of all University Vehicles will be held by the Procurement and Contracts Group.

### **Vehicle Disposal**

39. Please refer [Asset Disposal Write Down Policy](#) and [Asset Finance Procedures](#)
  - *To ensure compliance with University accounting policies and financial reporting standards:*
    - *Finance must be advised of all asset disposals where the original purchase cost of the asset exceeds \$2,000 or the asset is recorded on the University's central fixed assets register*
    - *Proceeds from the sales of assets must be correctly and expediently recorded in the University's Finance System (Currently TechnologyOne)*
  - *Any write downs must comply with the University's accounting policies. Please contact the Chief Financial Officer (or delegates) for further information in this regard*
  - *Budget centres disposing of assets should consult the Asset Financial Procedures or contact the Finance Team for guidance on the financial requirements of the disposal process*

### **Signage**

40. With the exception of trailers, road-going University Vehicles must have University signage permanently affixed to the vehicle.
41. To ensure consistency of both the University brand and the location of signage, Fleet Management is responsible for organizing all signage.

### **Vehicle Safety Devices**

42. All vehicles are to be fitted with a first aid kit and seat belt cutter/glass breaker. The first aid kit must be checked by the responsible Vehicle Administrator every six months for completeness and expiry.
43. If the vehicle is fitted with a fire extinguisher; Health, Safety and Wellbeing must ensure that the fire extinguisher is serviced in accordance with the manufacturer's specifications.
44. Additional safety features such as reversing beeper, cages or spot lights, may be fitted to each vehicle as deemed appropriate and in consultation with Fleet Management and Health, Safety and Wellbeing.

### **Fuel Cards**

45. University Vehicles are to be issued with a vehicle-specific fuel card which can be used to obtain a discount with the University's fuel provider.
46. Each fuel card is assigned to a specific University Vehicle and may only be used to purchase fuel and oil for that vehicle. Fuel cards may not be used to purchase fuel for vehicles other than University Vehicles, or to purchase other items. All costs pertaining to repairs, servicing, tyres etc are to be covered by a Massey purchase order.
47. Fuel cards are managed by Fleet Management.
48. Fuel transactions are recorded by both EROAD and BP and managed by Fleet Management.
49. Fuel card usage pertaining to University Vehicles will be audited on a regular basis.



### Vehicle Allocation

50. The day-to-day administration of Fleet Vehicles is the responsibility of Fleet Management to whom the vehicles have been nominally allocated, with each vehicle being the responsibility of the approved driver when in use.
51. University Vehicles may only be allocated to a driver or task if the vehicle is fit for purpose.

*Note: Some University Vehicles may not be suitable for the transportation of sensitive, expensive or hazardous equipment and materials, or be able to be operated off road. Hazardous equipment and/or materials **cannot** be transported in University Vehicles.*

### Approved Drivers / Driver Competency (please refer Critical Risk Standard – Driving)

52. Staff members, students or other individuals who are allocated a University vehicle must have:
  - Read, understood and accepted this policy
  - Completed the Driver Agreement Form and submitted it to Fleet Management prior to their first use of a Massey Vehicle
  - All travelers driving a vehicle for University purposes must hold and maintain a current, full, driver licence for the vehicle they are allocated
  - If a driver's licence has been suspended or cancelled, the driver must not operate any vehicle (including personal vehicles for work purposes), including off road or on campus

*Note: Overseas licences will be accepted only in accordance with NZTA guidelines - <https://www.nzta.govt.nz/driver-licences/new-residents-and-visitors/driving-on-nz-roads/>*

53. The approved driver is responsible for:
  - The custody and condition of the vehicle while it is under their control
  - The safe operation of the vehicle
  - Ensuring the correct fuel is used in the vehicle
  - All Fleet Vehicles must be refueled before return
  - Advising Fleet Management if their licence has been cancelled or has had restrictions imposed
  - Complying with any licence conditions (e.g. wearing of corrective lenses)
  - Ensuring that they are familiar with the operating procedures for the vehicle (for example manual or automatic gear box) and that they are competent in this regard
  - Where co-drivers are required (such as in the case of long-distance driving) that co-drivers are competent to operate the vehicle and comply with any licence conditions
  - Approved drivers must check the standard safety features such as seatbelts, headlights and indicators are functioning prior to commencing a journey, by using the EROAD Inspect App
  - The EROAD Inspect APP allows the driver to do a pre-check of the vehicle prior to using; covering the basic lights, glass, body work, tyres, indicators etc





- The inspection also includes that rego, WoF, CoF are current, and that the driver is fit to drive the vehicle. The driver can pass, attention or fail a vehicle upon inspection. They can also add notes and photos of any damage or issues that need to be attended to. Once the report is completed the driver submits via the APP and the information is sent to the Massey EROAD Depot for review.

### **Fines and Infringements**

54. The approved driver is responsible for any penalties or fines imposed, including speeding, traffic infringements and parking fines that they incur, and any further charges incurred by the University as a result of non-payment of fines.

### **Parking and Security**

55. Where possible, the University will provide secure lock-up garaging or parking on University campuses.
56. Vehicle Administrators are to make appropriate arrangements for the security and parking of University Vehicles where this is not possible.
57. University Vehicles must be locked when parked.
58. Under no circumstances are keys to be left in an unattended vehicle.
59. Drivers are to remove all valuable items from the vehicle whilst parked or ensure valuables are placed out of sight to remove temptation from would-be thieves.
60. Any personal items left in a University Vehicle are left at the risk of the owner. The University will not assume responsibility for any loss or damage to personal items.

### **Incidents and Accidents**

61. Any incident or accident involving a University Vehicle or a vehicle hired for University travel must be reported as follows:
- If any person is injured, the Police must be notified within 24 hours – this is the driver's statutory responsibility

The main points for drivers to be aware of:

- Make no admission of fault or liability or offer payment to any other party concerned irrespective of the circumstances
  - Obtain the following details from the other party:
    - a. Registration number, make and colour of vehicle
    - b. Name and address of the driver and owner
    - c. Owner and insurance company of any other vehicle involved in the accident
    - d. Where damage involves other property, the identity of the property owner must be established
    - e. Obtain the name and addresses of any witnesses
    - f. Take photos using the EROAD Inspect App
  - Immediately report to the staff member's Line Manager or in the case of students, visitors, honorary academics to their lecturer, reporting supervisor, host or department/school manager; and
  - Comply with the University's Accident Reporting requirements by submitting an incident report via <https://massey.donesafe.com/>
62. All vehicle accidents must be reported to Fleet Management within 12 hours or the next working



day (whichever is sooner) of the incident, who will assist the driver in completing the vehicle insurance claim form.

63. The insurance claim form is to be forwarded to the Insurance Advisor, Finance as soon after the event as is practicable.
64. No repairs are to be undertaken without first contacting Fleet Management.
65. Where a driver is charged with a criminal or traffic offence as the result of an accident and the University's insurers will not cover the claim, the driver of the vehicle will be liable for any costs relating to the accident.

**Health, Safety and Wellbeing (*please refer Critical Risk Standard – Driving*)**

66. Smoking is not permitted in any University Vehicles, at any time.
67. Drivers must not be intoxicated or impaired by the influence of any substance such as medicines or drugs.
68. Drivers must not pick up hitch hikers.
69. Drivers must satisfy themselves that standard safety features such as seatbelts, headlights and indicators are functioning prior to commencing a journey, by using the EROAD Inspect App.
70. Drivers must be aware of and comply with the [Critical Risk Standard - Driving](#), including:
  - Speed
  - Alcohol or drug-affected driving
  - Driver fatigue
  - Driver distraction
  - Giving way at intersections
  - Safety belts
  - All other aspects of road code compliance

Refer NZTA's website for further advice on safe driving, <https://www.nzta.govt.nz/safety/driving-safely/>

**Maintenance**

71. If any faults occur during the operation of the vehicle, the driver is to take appropriate action.
72. Minor faults need to be reported as soon as possible, while in the case of an engine light appearing or other major fault, the vehicle is to be stopped as soon as it is safe to do so and phone roadside assistance, as per the 0800 number located in the vehicle.
73. University Vehicles are to be returned in a clean and tidy condition.
74. All approved drivers must ensure that maintenance needs, faults or damage are reported promptly to Fleet Management.
75. It is the Vehicle Administrator's responsibility to ensure that all maintenance and servicing requests by Fleet Management are complied with and ensure the vehicle is displaying a current warrant of fitness and registration.
76. The vehicle must be made available for inspection by Fleet Management or other nominated person as and when required.
77. Vehicle service personnel are permitted to operate University Vehicles for servicing requirements without the need to be allocated the vehicle.

**Definitions:** The following definitions apply to this document

<b>Approved Driver</b>	A person who has a verified and current Driver Agreement form and full driving licence.
<b>Contracted Transport</b>	A larger capacity vehicle such as a coach or mini bus hired from a commercial rental company as required.
<b>Dedicated Vehicles</b>	A vehicle owned or leased by the University assigned to a specific department and held by that department on a permanent basis, usually physically located at that department.
<b>Driver Agreement</b>	All University Traveler (s) intending to use a vehicle for University business must complete this form and submit it to Fleet Management.
<b>EROAD</b>	New Zealand's leading transport technology and service company and largest electronic RUC provider. They are the first provider to offer a government-approved electronic road user charging solution delivered through one integrated technology platform.
<b>EROAD Depot Global Positioning System (GPS)</b>	University Fleet Vehicles and Dedicated Vehicles are to be fitted with GPS monitoring to provide data on the use and location of vehicles, monitor unsafe driving behaviours, improve safety outcomes and assist with the optimisation and management of fleet assets
<b>EROAD Drive Buddy</b>	Is your drivers' in-vehicle companion providing visual and easy-to-understand feedback in real time to support better driving. Feedback helps avoid speeding, harsh braking, harsh acceleration, sharp cornering and unnecessary engine idling. With Drive Buddy on the team, good driving just becomes a habit.
<b>EROAD ETrack Wired</b>	Will be utilized to track and manage powered assets and equipment e.g. trailers etc. It is a durable, watertight and IP rated enclosure with a small footprint. It also has a long-life battery that provides an anti-theft function.
<b>EROAD Inspect App</b>	EROAD Inspect is an APP based solution that allows the driver to do a pre-check of the vehicle prior to using; covering the basic lights, glass, body work, tyres, indicators etc. This inspection also includes the rego, WoF, CoF are current, and that the driver is fit to drive the vehicle. The driver can pass, attention or fail a vehicle upon inspection. They can also add notes and photos of any damage or issues that need to be attended to. Once the report is completed the driver submits via the APP and the information is sent to the Massey EROAD Depot for review.
<b>EROAD U Book-It <a href="https://ubookit.EROAD.com">https://ubookit.EROAD.com</a></b>	EROAD's Web-based Vehicle Fleet Booking System that integrates with EROAD Depot to help improve utilisation and management of the University's Vehicle Fleet. It provides an easy-to-use booking calendar that enables staff to book Fleet Vehicles.
<b>Fleet Management</b>	Fleet Management Offices located on each campus e.g. Wellington, Manawatū and Auckland.
<b>Fleet Manager</b>	Personnel appointed by the Procurement and Contracts Group to manage the University's Vehicle Fleet.
<b>Fringe Benefit Tax</b>	Tax imposed on non-cash benefits provided to past, present and future employees. FBT is, generally, payable if the University provides an employee with a non-cash benefit. The conditions under which FBT is payable vary widely, but generally apply in circumstances such as private use or enjoyment of a motor vehicle, or its availability for such use; subsidized transport; gifts, prizes and gift vouchers; Entertainment.

<b>Line Manager</b>	The Manager that the Massey traveler reports to.
<b>Massey Traveler (s)</b>	Any person who travels on approved University business or who travels as an approved representative of the University.
<b>NZTA</b>	New Zealand Transport Agency.
<b>Private Vehicle</b>	A privately owned vehicle used by the driver for a particular journey for which expenses are reimbursed by the University.
<b>Public Transport</b>	Includes train, airport shuttle, bus service and the like.
<b>Rental Car</b>	A car hired from a commercial rental company on a daily basis as required.
<b>Staff Member</b>	Refers to an individual employed by the University on a full or part time basis.
<b>University</b>	Massey University and includes all subsidiaries.
<b>University Business</b>	Any activity associated with the University. It includes activities such as teaching, research, administration, cultural and sporting activities.
<b>University Fleet Vehicle</b>	The Fleet of Vehicles owned or leased by the University and managed by Fleet Management.
<b>University Vehicle (s)</b>	Any vehicle used on University Business includes but is not limited to: Fleet Vehicles, Dedicated Vehicles, Private Vehicles, and Rental Cars. Primarily people-carrying, including saloons, station wagons, hatchbacks, estate vehicles), vans (primarily not people-carrying), utilities, trucks, trailers, boat trailers, motorcycles, motor scooters, quad bikes, forklifts, and minibuses that are owned or leased by the University.
<b>Vehicle Administrator (s)</b>	Is nominated by the department as the vehicle 'owner' and is responsible for liaison internally with the Strategic Sourcing Manager, Office of the DVC Finance and Technology and Fleet Management. Manage all online bookings, maintenance of logbooks and processing driver agreement forms.

**Audience:**

All staff, students, and users of University Vehicles

**Relevant Legislation:**

Land Transport Act (2004)

Health and Safety at Work Act 2015

**Legal Compliance:**

You must abide by the Land Transport Act (2004)

**Related Procedures:**

[Critical Risk Standard / Driving](#)

[Massey University Travel Policy](#)

[Massey University Travel Procedures](#)

[Massey University Health, Safety and Wellbeing Policy](#)

**Document Management Control:**

Prepared by: Strategic Sourcing Manager

Authorised by: Deputy Vice-Chancellor, Finance and Technology

Approved by: SLT 21/03/38

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## Massey University Driver Agreement

All University Traveler (s) intending to use a vehicle for University business must complete this form prior to booking/using a vehicle for the first time. Please complete this form and forward it to email: [carbookings@massey.ac.nz](mailto:carbookings@massey.ac.nz).

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Driver Licence Number: \_\_\_\_\_ Country of Issue: \_\_\_\_\_

Driver Licence Issue Date: \_\_\_\_\_ Driver Licence Expiry Date: \_\_\_\_\_

- ☐ I confirm I have a full valid NZ driver licence with no conditions that restrict my ability to drive a Massey vehicle; **or**
- ☐ As a holder of an international driver licence, I confirm that my licence meets NZ licensing requirements.

Please note: If you do not meet the requirements stated above, you will not be able to use a Massey vehicle.

- ☐ I acknowledge that any change of circumstance related to the above information, or my driving ability, must and will be advised to Fleet Management as soon as reasonably practical, or if there is any change in circumstances that I do not wish to advise Fleet Management of for privacy reasons, I will not drive for Massey business. I acknowledge that failure to do so may invalidate insurance cover and may constitute misconduct. If an accident occurs and I am found to be negligent, I may be asked to reimburse Massey University.
- ☐ I acknowledge that I have been provided with a copy of the University's Vehicle Management Policy and Procedures and Critical Risk Standard – Driving and have read and understood it; and agree to abide by the Policy. If the vehicle I am driving is not a University vehicle it must be privately insured, have a current WOF and be fit-for-purpose.

NOTE: In addition to Massey's Vehicle Management Policy and Procedures, there may be particular requirements determined by individual departments regarding vehicle usage. It is the Driver's responsibility to ensure they locate these instructions and comply.

Driver's Signature: \_\_\_\_\_

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