

VEHICLE FLEET POLICY AND PROCEDURES



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1. PURPOSE

Hutt City Council (HCC, or Council) purchases, operates and maintains a fleet of vehicles and active transport methods that help approved staff or persons to carry out their duties effectively and efficiently. This requires a considerable investment of ratepayer's funds and the operation of the fleet and related matters has the potential for significant reputational, financial, health and safety and other organisational risks if not managed appropriately.

This policy and associated procedures specify driver and user requirements and expectations when using fleet vehicles and sets out policies and procedures regarding the procurement of fleet vehicles and other matters, such as the monitoring of fleet vehicles.

2. OBJECTIVES

To ensure that the operation (including the necessary maintenance) of Council owned motor vehicles and mobility equipment such as bicycles and scooters, is carried out safely, effectively and efficiently and complies with legal requirements.

To ensure that matters relating to the purchase, operation and disposal of Council owned vehicles and other road transport devices/machinery contributes to the achievement of Council's strategic objectives. This includes, but is not limited to, minimising the environmental and carbon footprint of the vehicle fleet.

3. PRINCIPLES

The following principles will guide the operation, maintenance and other aspects relating to the fleet:

- To provide safe, fit-for-purpose vehicles.
- To clearly define responsibilities.
- To ensure staff operate vehicles and other transport modes safely.
- All users conduct themselves in a manner that complies with all relevant legislation as well as Health and Safety policies and procedures at all times.
- When practicable, all HCC owned vehicles should be available for staff during business hours.
- To ensure all vehicles have the appropriate equipment for staff to carry out their duties safely and to safely manage any vehicle related emergencies that may reasonably occur.

4. SCOPE

This document applies to:

- Staff or other persons (including contractors, temporary staff, or councillors) who have been authorised to drive a Council owned vehicle in the performance of their duties and roles or on Council business.
- Staff or other persons (including contractors or temporary staff) who have been specifically authorised (outside their employment agreement) to use a Council owned / leased vehicle for non-Council business.

Unless otherwise specified, information relevant to vehicle drivers applies to users of Council owned scooters, bicycles and relevant other Council-owned vehicles.

Note that a separate policy exists in relation to specific and/or additional requirements for vehicles that are part of a term of employment contract (TEC).

Note that while Council facilitates the procurement and management of vehicles for Urban Plus Ltd and Seaview Marina Ltd, these Council Controlled Organisations may have their own policies and management procedures.

5. RESPONSIBILITIES

The responsibilities for managing and implementing the policy and procedures are in accordance with HCC delegated authorities:

ROLE	RESPONSIBILITIES
Fleet Manager (currently delegated to the Head of Climate, Waste and Resource Recovery)	<p>Responsible for the safe and effective operation of the HCC vehicle fleet, the scheduling and managing all vehicle fleet maintenance, routine checks, and repair activities to ensure that vehicles are in good working order, and the operation of any vehicle booking systems.</p> <p>Responsible for maintaining the HCC vehicle related documentation in a “fit for purpose” state.</p> <p>Responsible for planning and executing a vehicle replacement programme, in accordance with the budget for any specific financial year.</p> <p>Note that some of the responsibilities and associated tasks may be delegated to administrative staff, or external parties that offer fleet management support services.</p>
Corporate Leadership Team	Responsible for issuing and approving the Vehicle Fleet Policy and Procedures document and related documents.
HCC Chief Executive	<p>Responsible and accountable for the overall ownership and administration of this policy.</p> <p>The authorisation of all private use of Council owned/leased vehicle by staff. The Chief Executive may delegate his/her responsibilities to a Director.</p>
Health and Safety Manager	Responsible for promoting and encouraging initiatives to promote safe driving and appropriate driving behaviours.
Directors	The determination and review of employees as having designated driver status.
People managers	Responsible for receiving and actioning claims for reimbursement related to use of a private vehicle on Council business.

6. EXPECTATIONS OF ALL DRIVERS AND FLEET USERS

Every driver of an HCC leased / owned vehicle or other mode of transportation (including a privately owned vehicle on Council business), is responsible for their driving / riding actions.

Drivers of HCC vehicles being used on Council business are required to do the following:

- Carry a valid driver's license at all times and operate vehicles within the scope of their license conditions. Disqualification or lack of license means that an employee will not be authorised to drive a Council vehicle.
- Sign in to the in-vehicle GPS device before driving, provided the vehicle is equipped with a GPS device, to identify who is driving the vehicle.
- Obey the law and road rules.
- Not drive in a dangerous, aggressive or inappropriate manner. Drivers need to be acutely aware that their use of the vehicle is in full view of the public.
- Not drive under the influence of alcohol or drugs, or be otherwise impaired.
- Not be under the influence of alcohol, illegal drugs or medication that may impair driving ability.
- Secure any item in the vehicle which may result in damage or injury to themselves or any other person (this includes tools, equipment, animals, etc).
- Drive to their competence level and notify their manager if they are uncomfortable or feel they need further training.
- Allow ample time for the journey.
- Take into account and drive to suit the road surface and weather conditions.
- If driving continuously for more than two hours, ensure regular breaks are taken.
- In adverse conditions, consider if the travel is necessary. Where possible, defer travel to a later date/time or consider an alternate route.
- If suffering from fatigue, arrange to rest in a safe location or arrange overnight accommodation.
- Travel with other Council staff where possible.
- Where a driver identifies or is made aware of any fault with a vehicle or associated equipment, or the vehicle has been damaged or has been involved in an accident, it should be reported to the fleet manager.
- If a vehicle's systems show a low tyre pressure alert, drivers should stop at the next possible opportunity to adjust tyre pressure to the correct level (recommended tyre pressure information can usually be found in the driver's door frame pillar). If the tyre pressure cannot be rectified by the driver, they should notify the fleet manager.
- When using a mobile phone, pull over to the side of the road to make or receive a call, unless the vehicle is fitted with a hands-free and voice-controlled device. It is recommended that drivers pull over to the side of the road for all calls. Additionally, drivers must pull over, safely, to the side of the road to use laptops, tablets and other similar devices in the vehicle.
- Drivers must not smoke in the vehicle.
- Drivers must not eat whilst driving.
- Drivers must not pick up hitch hikers.
- Drivers must not use headphones whilst driving.

- When wanting to use a vehicle from the general vehicle pool, users must make a booking through the relevant booking tool.
- Using the fuel cards allocated to HCC vehicles solely for fuel, oil and carwash for the vehicle they are allocated to. In the case of an electric vehicle, charging fobs supplied by the Council must only be used to charge the respective electric fleet vehicle at public charging stations.
- Where drivers use an electric vehicle and they use a Council fleet carpark equipped with a charging station, they must plug in. (If the EV does not require recharging, drivers should utilise other Council fleet carpark spaces, to avoid blocking other drivers of EVs using the charging stations).
- Following the recommended process in case of incidents, accidents and damage (refer section 11).
- Keeping the interior and exterior of the vehicle clean and tidy condition at all times. Drivers must not leave behind rubbish or litter after they have used a Council vehicle. If a driver has unreasonably soiled the vehicle (eg by driving a through muddy construction site), drivers should take the vehicle through a carwash (all motor vehicles are equipped with fuel cards for this purpose; their PIN is usually a 0 plus the three digits of the car's registration number) or otherwise rectify the issue.
- Not using any mechanisms for evading law enforcement, such as radar detectors.
- Ensuring they take all practicable steps to ensure that no action or inaction of the driver or passengers while operating a Council vehicle, bicycle or other form of transport causes harm to themselves or any other person.
- Ensuring all accidents and incidents are reported and captured in the Council's Health and Safety Reporting System database
- Reporting any issues or problems directly to the driver's manager and/or fleet manager for resolution.
- Managers and employees must consider relevant driver competencies and/or training, to ensure they have the necessary competencies to drive vehicles of the types appropriate to the work to be carried out.
- Where relevant, the above requirements and expectations also apply to non-motor vehicles, such as Council's electric bicycles and scooters.

7. EXPECTATIONS OF DRIVERS OF DESIGNATED VEHICLES

All drivers with designated vehicles have additional responsibilities to those set out in section 6, as follows:

- Any vehicle maintenance and/or repairs scheduled or authorised by the Fleet Manager are carried out as requested and in a timely manner
- The vehicle displays the correct labels (current registration and warrant of fitness, logo etc) and is safe and road worthy at all times.
- If a designated driver is away from work for an extended period of time, arrangements shall be made to make the vehicle available for pool use.
- The vehicle is available for HCC business use.
- It is preferred that drivers provide off-road parking, on private property, preferably under cover.

- Where another person is required to drive the vehicle the designated driver is a steward of, they provide an overview of the vehicle specifications at the time of handing the keys over.
- Where a charging station has been installed at the home address of a designated driver to enable charging of their assigned electric vehicle overnight, the installation and use of the charging station shall be subject to the terms and conditions as set out in the relevant agreement between the driver and Council.

8. DETERMINING DESIGNATED AND / OR OVERNIGHT DRIVERS

Council vehicles shall not have designated or overnight drivers, unless justified under either of the criteria below.

The criteria used to determine whether or not an employee's role requires designated and/or overnight driver status are:

- For designated drivers, where the performance of their duties requires them (on a regular / rostered or permanent basis) to have access to a specialist vehicle and/or equipment. This could be during the day, overnight or both.
- For overnight drivers, where the overnight use of a pool vehicle is justified on the grounds of business efficiency and / or effectiveness

The assigning of designated/overnight driver status is to be approved by the relevant Director and recorded by the fleet manager and People & Capability. The business need/justification shall be reviewed periodically or as required by the driver's Director.

A review of the designated/overnight driver status of any vehicle may be undertaken at any time by the relevant Director. If this review results in a change of status, the employee shall be notified and given a minimum of 1 weeks' notice of the change.

9. PRIVATE USE OF VEHICLES

HCC is responsible for any Fringe Benefit Tax (FBT) incurred as a result of any private travel by employees in Council vehicles.

Council vehicles that are available for an employee's private use (including travel between work and home) are liable for FBT. There are some exemptions for FBT. These include a general exemption for work-related vehicles, daily exemptions for emergency call or out of town travel, and exemptions for other days the vehicle is not available.

All designated and/or overnight drivers are required to complete the necessary reporting to comply with FBT requirements.

Employees who have approved use of a private vehicle for HCC business will be reimbursed for each kilometre travelled (based on the most direct route unless otherwise agreed), at a rate consistent with the IRD guidelines for mileage reimbursement at the time the travel occurred.

10. DRIVER MISCONDUCT AND FINES

Fines for all driving related offences, including parking and speeding infringements, is the responsibility of the driver and will not be paid or reimbursed by Council.

Any endorsement or cancellation of a driver's licence must be advised to the employee's manager and the Fleet Manager.

The employee shall be liable for any damage they may have caused while under the influence of alcohol or drugs.

Employees may be subject to a drug and alcohol test where they are involved in an accident or incident involving damage to a vehicle or harm to people.

Any of the above situations and actions may also be considered misconduct or serious misconduct, and therefore may result in disciplinary action. Council is entitled to use the data collected from tracking devices in its vehicles in legal or disciplinary proceedings.

Council may withdraw the use of a Council vehicle on a temporary or permanent basis from any person that:

- Is deemed by a qualified practitioner to be unfit to drive on health grounds.
- Is convicted of operating a motor vehicle when impaired by drugs or alcohol.
- In the manager's opinion, knowingly drives a vehicle that is unsafe to drive.
- Is identified as the driver of a Council vehicle where tracking information indicates the location of the car and/or speed at which the car was travelling is deemed to be in breach of this policy as well as NZ traffic regulations.
- Has their license revoked for any reason.
- In the manager's opinion, has a record of inconsiderate driving and consistently flouting traffic regulations.
- Contravenes the standards set out in this Fleet Policy.

11. INCIDENTS, ACCIDENTS AND DAMAGES

If the driver or user of a Council vehicle is involved in an incident or accident (or if they are a passenger and the driver is incapacitated), they must do the following:

- Do not accept liability for causing the incident/accident.
- Swap names and addresses with other motorists involved.
- Notify the police in the event of any accident resulting in personal injury as soon as practicable but no later than 24 hours from the time of the incident (111 or *555).
- Call Council's Fleet Manager or Administrator to report the incident and provide the necessary information to commence an insurance claim.
- Report any damage to property (i.e. a fence or building) to the owner within 48 hours of the crash. If the owner cannot be located, report it to the police within two days of the crash.
- Upon return to the office, complete the health and safety incident form in the Council's Health and Safety Reporting System.

- If the driver or any person in the incident has required medical treatment, they should contact their manager about the incident or have their emergency contact phone Council as soon as possible.
- All events should be reported as set out in the [Health and Safety Manual](#).

If minor damage has occurred, ensure the vehicle is safe to drive. **If the vehicle is or may be unsafe to drive, or the driver's driving may be impaired, they must contact their manager or Council for support or an alternate driver.**

12. VEHICLE PROCUREMENT

The primary factor in the decision to procure vehicles is to meet Council's operational and business requirements whilst also meeting safety, environmental and financial objectives. In determining motor vehicle choices, the following criteria shall apply:

Fit for purpose

- Council vehicles deliver Council services. This is the primary consideration in assessing vehicle requirements.
- The fleet manager, in conjunction with the relevant business manager, will determine the vehicle requirements to ensure that the vehicle meets business needs and is fit for purpose.
- Consideration will be given to factors such as number of passengers, on-road/off-road capability, equipment carried, etc.
- Before a new vehicle is added to the fleet, alternatives shall be considered, including re-assigning under-utilised vehicles in other parts of Council.

Meet minimum safety requirements

- Council has a duty of care to maintain safe working environments and implement sound practice in accordance with the Health and Safety at Work Act 2015. Unless there is a good business justification, all new vans, light commercial, passenger and utility vehicles should achieve a 5-star ANCAP rating.

Minimise environmental impacts

- Minimisation of environmental impacts and the reduction of carbon emissions is a key consideration in vehicle selection. By choosing more efficient or electric vehicles, significant reductions in fuel use and greenhouse gas emissions can be achieved.
- By default, Council's vehicles shall be battery-electric, unless a relevant electric vehicle option is not fit-for-purpose. Where a Council vehicle is conventionally fueled, the vehicle should be the most efficient in its class.

Optimise total cost of ownership

- By default, Council shall purchase its vehicles, unless there is a good business justification to lease. A leased vehicle is still considered a Council vehicle for the purpose of this policy.
- When purchasing vehicles, Council will consider and assess the total cost of ownership (including residual value) and not just the initial purchase price of a vehicle.
- The preference is to purchase motor vehicles through the All of Government (AoG) contract for vehicles, unless there is a good business justification to purchase outside of AoG. This may be the case for specialised vehicles or some electric vehicle models.

13. MOTOR VEHICLE BRANDING AND FEATURES

Vehicle accessories need to comply with manufacturer's requirements and safety standards. The fitting of accessories to vehicles is not permitted unless authorised by the Fleet Manager or relevant Director.

Where possible, all vehicles shall be equipped with reversing camera and/or rear proximity warning systems.

14. VEHICLE REPLACEMENT AND FUNDING

Regular fleet planning and vehicle replacement shall be undertaken by the Fleet Manager to ensure Hutt City Council minimises total cost of ownership, maximises residual value of disposed vehicles, and to support its operational and strategic objectives.

Any vehicle replacement should be justified based on business need, and unnecessary purchases due to low vehicle utilisation should be avoided. Circumstances may arise where this situation may see a vehicle may need to be disposed of earlier than planned in order to avoid unnecessary costs (eg low vehicle utilisation, business need no longer exists)

The Fleet Manager shall approve all vehicle replacements, except for the mayoral vehicle, which should occur only in consultation with the Chief Executive

The purchase of an additional vehicle requires the completion of a business case and its approval by CLT.

Replacement of vehicles can occur based on a range of factors, but the following table serves as a general guide to broadly inform decisions on replacement of vehicles, based on either age or km travelled.

VEHICLE TYPE	YEARS	KILOMETERS
Passenger vehicles	3 - 4	up to 100,000
Vans, light commercial and heavy utility vehicles	4 - 6	90,000–120,000
Trailers	5 - 8	600,000-1,000,000
Bicycles, scooters and motorcycles (including ATVs etc)	2-4	up to 100,000

Funding for replacement vehicles, additional vehicles, or significant upgrades will be from the centralised capital budget for vehicle fleet purchases.

On a case-by-case basis, this funding may be supplemented by relevant budget provisions in the Annual Plan or Long Term Plan. However, all vehicle purchases shall be carried out by the fleet manager.

15. MONITORING AND PRIVACY

15.1 DATA COLLECTION

Council is entitled to monitor vehicle location and activities for all Council vehicles.

Council monitors its vehicle fleet to track and monitor vehicle activity and driver behaviour. Data collection includes the following:

- Driver licence data (to ensure the driver has a valid license), their name and contact information so that they can be added to Council's fleet management system and/or associated pool booking tool. This information is held as long as the person is employed by Hutt City Council.
- The name of the person that has booked a pool vehicle, and their travel destination (where entered into the booking system).
- Data associated with the use of the vehicle, including the speed of the vehicle at any time during the journey, locations visited, the speed limit of the road being driven, harsh braking and sharp cornering incidents, duration of operation, ignition status and other such information.
- Providing some information is optional. However, if a user chooses not to provide information such as driver licence data, or entering their login before driving vehicles, then the user is not permitted to use Council's fleet vehicles.

15.2 DATA USE

Monitoring is done for a variety of reasons, including (but not limited to) the following:

- Ensuring safety for when employees travel alone.
- Identification should the employee and vehicle go missing.
- Assistance with reporting vehicle accidents and near misses.
- Identification of poor driver behaviour and vehicle misuse.
- Identification of how the fleet is utilised and to assist in fleet management decisions.
- Assisting in fringe benefit tax calculations and returns.
- Information verification if there are customer or public complaints.
- Rewarding safe, efficient or most improved driving.
- Optimise the operation of fleet (eg by optimising the utilisation of vehicles).
- To make managerial decisions, such as determining the need of particular vehicles based on travel and usage information

The information gathered by the tracking device will be used in accordance with the Human Rights Act 1993 and the Privacy Act 2020.

Any unnecessary interference or damage caused to the device may result in disciplinary proceedings.

Should the tracking device indicate the vehicle is being used in a reckless, unauthorised or illegal manner, Council is entitled to use the data collected in disciplinary or legal proceedings.

15.3 DATA SECURITY, SHARING, AND ACCESS

Data collected via GPS fleet management devices is securely kept and is only accessible for authorised internal use, albeit it may be subject to the requirements of the Local Government Official Information and Meetings Act 1987.

Council keeps information safe by storing it in the relevant fleet data management system, which is accessible to the fleet management support services provider that may operate this system on Council's behalf, the driver's direct manager, group manager, fleet manager, and chief executive. Where required, it may be shared with other parties, such as insurance companies.

Vehicle location data and booking information is available to other internal users to facilitate the booking process.

Users and drivers have the right to ask for a copy of any personal information that Council holds about them, and to ask for it to be corrected. If a user or driver would like to ask for a copy of their information, or to have it corrected, please contact us at fleet@huttcity.govt.nz.

16. NON-COMPLIANCE

If anyone suspects or detects inappropriate travel or use of the fleet, they should raise this with their people leader, or the relevant manager in People and Capability, Finance or Risk and Assurance. Alternatively, they may use the [online reporting form on Te Pakata](#).

For travel incurred and/or behaviour outside of this policy or operational procedures, Council may seek reimbursement of costs directly from the employee.

17. DEFINITIONS

ROLE	RESPONSIBILITIES
Council vehicle	A motor vehicle owned or leased by HCC. It may also include Council-owned bicycles and scooters for staff use.
Designated vehicle	A vehicle that is owned / leased by HCC that is designated to a particular Council staff member, either on a regular/rostered or permanent basis. In most cases, drivers with designated vehicles will be able to take their vehicle home overnight.
Driver's license	A valid driver's licence issued by the New Zealand Transport Agency with the appropriate class(es) endorsed
General fleet (pool) vehicle	A vehicle that is owned / leased by HCC that is available for use by any Council staff member
Total cost of ownership	All costs associated with the purchase, operation and disposal of a vehicle during the period of use by Hutt City Council
Business hours	8.00am - 5.00pm Monday to Friday (inclusive)
Overnight driver	A Council staff member authorised to use a Council pool vehicle for a period that includes overnight parking outside the vehicle's normal storage area
Private use of HCC vehicles	A vehicle that is owned / leased by HCC that is made available for private use (ie not related to Council business) by a staff member
ANCAP rating	Australian New Car Assessment Program (ANCAP) vehicle safety rating