

## **VEHICLE & TRANSPORTATION**

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### **1 PURPOSE**

Male Survivors Bay of Plenty (MSBOP) Vehicle & Transportation Policy (the 'Policy') defines the principles and practice guidelines governing the transportation of people in vehicles operated by MSBOP. Its main purpose is to encourage and guide best practice vehicle and transportation behaviours within MSBOP.

The Policy recognises that the use of a motor vehicle and the transportation of clients can present a significant health and safety risk and therefore must be managed accordingly.

### **2 SCOPE**

This Policy provides the MSBOP vehicle and transportation guidelines for all trustees, managers, employees, contractors, consultants and volunteers working for or with MSBOP ('workplace participants') to enable or provide support services to male survivors of sexual abuse.

### **3 OBJECTIVES**

Applying the Policy will:

- Encourage and enable the establishment and maintenance of a safe transportation of people accessing the services by MSBOP
- Educate MSBOP governance, management and staff regarding the health and safety aspects of vehicle and transportations operations;
- Provide a useful framework for identifying, assessing and managing vehicle and transportation risks and assisting with the effective resolution of issues and concerns; and
- Assure compliance with the New Zealand legislation and regulations in respect of vehicle and transportation operations including the Health & Safety at Work Act 2015 and the Land Transport Act 1998.

### **4 POLICY**

#### **4.1 Drivers**

Vehicles are an extension of the workplace in a transitory sense and the same health and safety requirements apply to a vehicle operated on MSBOP business as apply in the workplace.

In order for a trustee, employee, consultant, contractor or volunteer (workers) to drive a vehicle for the purposes of transporting MSBOP workers, and/or clients, they must:

- Have read, understood and accepted this Policy
- Hold a current, unrestricted, New Zealand Driver License for the appropriate vehicle class. (Overseas licenses will only be accepted in accordance with NZ Transport Agency guidelines.)
- Be familiar with, and competent to operate, the vehicle concerned including being able to change a tyre;
- Operate the vehicle in a safe and courteous manner at all times and in compliance with the NZ road rules;
- Advise their manager, in a timely manner, if their driver's license has been cancelled or restrictions imposed.

## 4.2 Use of Private Vehicles

If a trustee, employee, consultant, contractor or volunteer (worker) is driving their own vehicle for the purposes of undertaking work for MSBOP, then the principles of this policy will apply.

In addition:

- The worker must obtain the agreement of their manager before using their private vehicle for work;
- Approval for use of a private vehicle is for work related use only unless otherwise approved by their manager<sup>1</sup>;
- The vehicle must be legally registered, warranted and insured (evidence of this must be available on request);
- The worker cannot carry more passengers than for whom there are seat belts or carry loads for which the vehicle is not suited;
- The worker may seek reimbursement for using their vehicle for agreed purposes<sup>2</sup>; and
- A record of vehicle usage for work purposes (log book) must be kept showing date, location, purpose of use and kilometres travelled

## 4.3 Client Transportation

### 4.3.1 Risk Assessment

It is recommended that the driver complete a risk assessment prior to transporting any clients. As appropriate, that assessment should involve consultation with other people working with the client and consider the nature (purpose, time, distance) of the travel, the relevant characteristics of the client (age, gender, health and mental state and any at-risk behaviours).

If the transportation risk is assessed as high, or the client is under the age of 16, consideration should be given to the driver being accompanied by another person (worker, family/whanau or support person)

### 4.3.2 Transportation

The driver should:

- Assess the particular needs of the client and any support required for the safe transportation of the client;
- Establish if there are any permissions and/or approvals required (e.g. parental/guardian permissions for children);
- Ensure that the client is not left unsupervised in the vehicle at any time;
- Report, in a timely manner, any transportation incidents involving the client's behaviour

## 4.4 Fines, Infringements & Accidents

The driver is personally responsible for any penalties or fines that they incur, including speeding, traffic infringements and parking fines, and any charges incurred by MSBOP as a result of non-payment of fines.

In the event of an accident resulting in damage to the vehicle or another vehicle, the driver should notify their manager as soon as possible and assist as required with any Police investigations and the completion of any insurance documentation.

<sup>1</sup> Where private use is expected to be regular and/or substantial, it is recommended that the driver seek management approval for a fixed level of reimbursement that simplifies administrative management and recognises budget constraints

<sup>2</sup> The rate of reimbursement (\$/km) should not be less than the operative rate specified by the Inland Revenue Department

In the event of accidents occurring while using the vehicle in the normal course of business, MSBOP will pay the insurance excess and any other costs at the discretion of the manager. In the event of accidents occurring while using the vehicle for personal purposes, the driver will be responsible for all costs unless the manager at their discretion, and in consideration of the circumstances of the accident, decides otherwise.

#### 4.5 Driving Activities

- Drivers must wear seat belts at all times; ensure that passengers wear seat belts and that children under the age of 7 are suitably restrained;
- Smoking is not permitted in any MSBOP owned vehicle at any time;
- Drivers must not be under the influence of prohibited substances or alcohol or prescribed medicines that may affect their ability to safely operate a vehicle;
- Drivers must not operate a hand-held cell-phone while driving;
- Drivers should have a fully charged cell-phone when operating in a remote area;

#### 4.6 Vehicle Maintenance

The driver is responsible for ensuring that their vehicle is in safe working condition and fit to be used on New Zealand roads.

For their own safety, and that of their passengers, drivers must satisfy themselves that standard safety features such as seatbelts and headlights are functioning prior to using the vehicle.

In addition, the driver is responsible for ensuring that the vehicle has a current registration and warrant of fitness, is regularly maintained and is kept clean and tidy.

It is the responsibility of MSBOP to ensure that their remain vehicles are fully insured.

All vehicles must contain the following equipment:

- An up-to-date fire extinguisher;
- A blanket and a first aid kit;
- Sun protection lotion;
- A torch;
- A spare tyre in good repair;
- Relevant maps as required.

#### 4.7 Parking & Security

When not in use, vehicles must be locked when parked. Under no circumstances are keys to be left in a parked vehicle.

Vehicle are to be parked in manner that minimises the potential for damage from other vehicles and or harm to the driver. When parked, drivers should remove all valuable times from the vehicle, or place them out of sight.

If an MSBOP vehicle is broken into or stolen, the theft is to be reported to the NZ Police and the relevant manager as soon as possible and an insurance claim form completed.