



TASMAN ENVIRONMENTAL TRUST

VEHICLE POLICY

Policy number	8	Version	1
Drafted by	Marios Gavalas	Approved	June 2023
Responsible person	Sky Davies	Scheduled review	December 2024

1. INTRODUCTION

1.1 Tasman Environmental Trust (TET) is committed to providing a safe, healthy and productive work environment, while reducing risks to a minimum.

1.2 This policy provides an overview of acceptable and non-acceptable behaviour and operation of vehicles, in conjunction with TET business.

1.3 All TET vehicles and those associated with projects must be sign-written to clearly identify their association with that project.

1.4 TET will cover all 'reasonable' costs associated with vehicle travel in the undertaking of approved TET work.

2. SCOPE

2.1 To reduce risk when using a vehicle and enable TET vehicle users to become better drivers.

This Policy applies to:

- All authorised drivers who drive a vehicle for TET activities.

It outlines:

- Roles and responsibilities
- Safe driving expectations
- Risky driving policy

2.2 This policy applies to all TET vehicles, including, but not limited to cars, utes, motorcycles, quad bikes, scooters or any other motorised vehicle (electric or otherwise).

2.2 On-road and off-road driving is a critical risk and we have a number of controls in place to reduce this risk. These include:

- providing vehicles with safety features that are suitable for the places they will be driven
- ensuring they are well-maintained, as demonstrated by service records
- making sure our drivers are suitably qualified, authorised, and drive competently and safely
- Driving off-road, four-wheel driving and driving on Farewell Spit are covered in SOPs.
- Requirements related to towing are outlined in the Trailer Use SOP.

2.3 This policy recognises that upholding tikanga Maori is important, especially regarding vehicle access to tapu sites. Refer SOP Mohua tikanga for procedures.

This Policy also recognises that cultural safety is Health and Safety and that all protocols appropriate to vehicle use in tapu areas are enacted.

3. BECOMING AN AUTHORISED DRIVER

3.1 All drivers, including staff, regular contractors, volunteers and Board Members driving a TET vehicle or a rental vehicle hired by TET must:

3.1.1 Agree to the conditions in this Policy

3.1.2 Provide a copy of their Driver License (Records of the license will be kept on personal files or held with contracting agreements for contractors)

3.1.3 If driving off-road or on Farewell Spit, pass the relevant competency assessment [see Appendix 2 Farewell Spit Driver Competency Assessment – currently being developed by Murray Wilson PFO Operations Manager

3.1.4 Pass any additional mandatory modules such as 4X4 coaching module before driving a 4WD off-road

3.1.5 New staff who need to drive off-road for their work, have three months from their start date to complete the above training. New staff may drive on sealed roads in the meantime, so long as they have complied with 3.1.1. and 3.1.2

3.2 Managers must ensure that:

3.2.1 All drivers have a current New Zealand driver license or an overseas license that is valid for driving here

3.2.2 The license is appropriate to the type of vehicle operated

3.2.3 Have ensured all insurance details are appropriate for the driver on the relevant insurance policy documents

3.2.4 All authorised drivers that report to the manager complete the mandatory components of the driver competency within three months

3.2.5 They identify and provide additional mandatory modules (e.g. 4WD) and specialist driver training if required

3.2.6 Undertake a review if a driver has:

- Had an accident
 - Been issued with an infringement notice when using a TET vehicle
 - Developed a medical condition which may affect their ability to drive
- 3.2.7 Volunteers carrying out 4WD in their own vehicle, must have been assessed as competent.

3.2.8 If TET staff travel in a third party's vehicle, as part of their safety planning, staff must discuss the driving risk of the upcoming journey with the third-party including confirming that the vehicle is compliant and fit for the planned journey (e.g. WOF and that the driver is licensed).

3.2.9 Ensure service records for all TET vehicles are stored and able to be presented to any third party who may request to view them.

4. ROLES AND RESPONSIBILITIES

4.1 Drivers' Responsibilities

4.1.1 Safe Driving Practices

- Drivers must follow the safe driving behaviours listed in section 5 and read and understand TET's Risky Driving Policy in section 6.

4.1.2 Incidents and infringements

Drivers must:

- Inform their manager of any infringements or if they become unlicensed, or any other restrictions are placed on their licence. Their manager will re-assess the driver's permission to drive
- Report incidents/near misses to their manager
- Respond to accidents as outlined in section 4.1.5

4.1.3 Towing

- For information on requirements related to towing refer to the Trailer Use SOP

4.1.4 Alcohol / drugs / prescription drugs

Drivers must not use a vehicle for TET business if they have been using alcohol or drugs in a way that breaches legal standards or TET's alcohol and drugs policies. This includes being under the influence of prescription drugs, or where a medical practitioner or a drug use guideline has indicated their driving ability is or could be impaired.

The driver will accept responsibility for all damage, liabilities or any loss arising from a driver being convicted, or being under the influence of drugs or alcohol in charge of a vehicle on TET business. In these cases, the driver will be required to pay any

associated costs. Failure to comply with the above points in relation to drugs/alcohol may result in dismissal from TET. Please refer to TET Alcohol and drug policy 4.1.5.

4.1.5 Accidents and Incidents

Drivers involved in an accident or incident should refer to [the Vehicle Accidents and Incidents Form](#)

At the scene:

- Assess the accident scene to ensure it is safe and no further harm may arise to first responders or others attending to the accident. This may include traffic management or a decision to leave the scene until emergency services arrive.
- If there are injuries requiring professional medical care, Dial 111, or if out of coverage, activate your PLB (if issued)
- Ensure that any injured persons receive medical attention. If required call out for assistance to people nearby or contact a manager.
- Do not admit liability, as this may impact future investigations into the accident.
- Stay Calm, think things through before acting.

4.1.6 Ensure vehicles are parked at TET-related office premises. Vehicles may only be parked at the staff member's residence if:

- There is an early start or late finish, which may impact on work time and log book requirements
- It is in the interest of operational efficiency

4.1.7 Ensure TET vehicles are not driven for personal use.

4.2 Passengers' Responsibilities

4.2.1 Speak up if you are uncomfortable with the driver's driving/behaviour.

4.2.2 Discuss with the driver the best plan for managing fatigue. You could offer to stay awake in order to help the driver remain alert, or if you are all fatigued, (for example following a day's work) you could have a 10–20 minute nap before sharing the driving.

4.2.3 Work colleagues who notice a person's behaviour is not normal, possibly due to fatigue, illness, medication, or other substances, and this behaviour could make them an unsafe driver, are to call a Stop for Safety (i.e., intervene and not allow that person to drive).

4.3 Managers' accountabilities

Managers are accountable for supporting staff to drive safely.

4.3.1 Promote Safe Driving Behaviour by

- Making safe driving part of TET's workplace culture
- Being a role model for safe driving practice

- Educating drivers on the requirements for driving at work so they become better drivers
- Providing access to SOPs which detail safe driving protocols and procedures
- Promoting a culture of shared responsibility where passengers should feel they can and should request a driver to modify their driving if they feel unsafe/uncomfortable as a passenger
- Keeping drivers up to date on vehicle safety features, safe driving and driver responsibilities with driver behaviours conversations if necessary

4.3.2 Identify driver training needs and arrange relevant training and refresher courses. This includes specialist driver training for any type of vehicle (e.g., four-wheel drive, motorcycles, defensive driving, driving endorsements etc.). Refer to the NZTA course providers.

4.3.3 Plan work schedules

Plan work schedules to ensure driving is included in the work plan to avoid driver fatigue. Require drivers to report fatigue and give them permission to not drive when tired, including their ability to return safely to the office or home at the end of the day.

4.4 Provide safe vehicles, that have passed relevant NZTA requirements eg WOF and COF

4.5 Safety Equipment

Decide on appropriate safety equipment for vehicles for emergencies that could happen in your area. This may include first-aid kit, reflective vest, torch with spare batteries, fire extinguisher, chains for snow and ice and an emergency triangle.

Ensure fire related requirements are met. Managers may consider it necessary to fit an extinguisher in a vehicle if:

- The vehicle is required to travel through commercial forests
- The vehicle is used to carry hazardous substances where transport regulations specify carrying an extinguisher.

In either case, the extinguisher is not to be fitted in the cabin of the vehicle in a position likely to cause injury in the event of an accident i.e., footwell or pillars. Managers who, in exceptional circumstances, authorise fire extinguishers to be fitted, need to ensure staff are competent to use the fire extinguisher. This training can include all, or a mix of:

- Demonstration by a person with expertise (e.g., a chief fire warden, ranger with firefighting expertise, etc.)
- Reviewing the FENZ video “Operating a fire extinguisher”
<https://www.fireandemergency.nz/at-home/fire-extinguishers/>
- Arrange formal training, which could be to NZQA unit standard 3271, or similar

4.6 Follow-up on Driving Accidents and Incidents

- Immediately stand down drivers involved in serious or potentially serious incidents for a period the Manager considers appropriate (at least until the investigation is completed).
- Ensure all incidents are recorded and passed to TET H&S Officer
- You do not have to report a crash to NZ Police unless someone has been injured, in which case [you must inform NZ Police](#) within 24 hours.
- Report all serious vehicle accidents by dialing *555. You must be satisfied that the accident report is consistent with the position of the vehicles and the extent of the damage.
- Where there appears to be negligence or a breach of traffic regulations by the TET Managers, the Board Chair, supported by a Board member, should consider whether a stand-down period should be issued and consider disciplinary action.

5. SAFE DRIVING

5.1 Safe Driving Expected Behaviours. The driver will:

- Use a vehicle that is safe for the work and travel planned
- Ensure familiarity with the vehicle.
- Maintain a valid licence for the vehicle you are driving and carry it with you
- For long drives, comply with your team intentions system or organise a “buddy” to notify your intentions and check-in with when you arrive at your destination (make sure they know what to do if you do not check in with them [Refer TET Working Alone Policy])
- Complete a 5-minute vehicle check (see Appendix 4). If the vehicle is not compliant, do not drive it. Tag-out unsafe vehicles and report lack of compliance to your manager
- Complete check in and check out procedures with your manager [see TET Working Alone Policy]
- Ensure your vehicle has sufficient fuel/charge for the trip
- Ensure you are up-to-date with the most recent [Road Code](#)
- Obey the road rules
- Drive no faster than the speed limit or other limit imposed by TET SOPs for safe vehicle usage e.g., Pest Free Onetahua (PFO) non-4 star safety rated vehicle to only be driven at 80km/h on open roads
- Pull over to use a radio or mobile phone.
- Assess hazards while driving and anticipate ‘what if’ scenarios
- Drive to the traffic and weather conditions
- If you have a medical condition, in which a medical practitioner has advised you not to drive, do not drive and advise your manager
- Do not drive if you will be impaired by prescription or over the counter medication, (impairment as indicated by a medical practitioner or drug use guidelines) or are under the influence of alcohol or other drugs
- If you encounter situations that are unsafe e.g. vehicle damage or non-compliance, fatigue, extreme weather or road conditions, stop driving
- Do not pick-up hitch hikers unless in an emergency

- All animals, including working dogs, should be transported on the deck where possible and must be secured in a carry box or portable kennel whether on the deck or inside the vehicle.

5.1.1 Managing Fatigue:

- Factor driving into the safety planning of all work
- Have a snack and rehydrate after a long day in the field before driving home
- Share driving with others where possible
- Take mandatory breaks as outlined in the [NZTA Worktime and logbooks](#) section and below.
 - The engine (ignition) must be off and the vehicle stationary for the break to counted
 - a 30-minute break at or before 4-hours and 10 minutes driving (including previous break)
 - a 10-minute break at or before 6-hours and 40 minutes driving (including previous breaks)
 - A 10-minute break at or before 2-hours driving is recommended, and is to be integrated into work planning
 - Any driving for more than seven hours must include the above breaks and a fatigue plan. Seek guidance on what to take into account in developing a fatigue plan
 - Aim to complete your workday including driving hours within your agreed (contracted) hours of work
 - Within any 24-hour period it is recommended that drivers take a break of at least 10 hours between periods of work that include driving
 - Be aware of the impact of accumulated lack of sleep. (Aim to have at least 6 hours sleep in the last 24 hours and 14 hours sleep in the last 48 hrs)
 - If you have been working at night, ensure that you have sufficient (ideally 7-8hrs) sleep before driving
 - Plan to finish driving well before you have been awake for 17 hrs (impairment levels at this point can be the same as being drunk), particularly on long journeys

6. RISKY DRIVING POLICY

6.1 Driving policy breaches should be reported to your manager.

Reported breaches are:

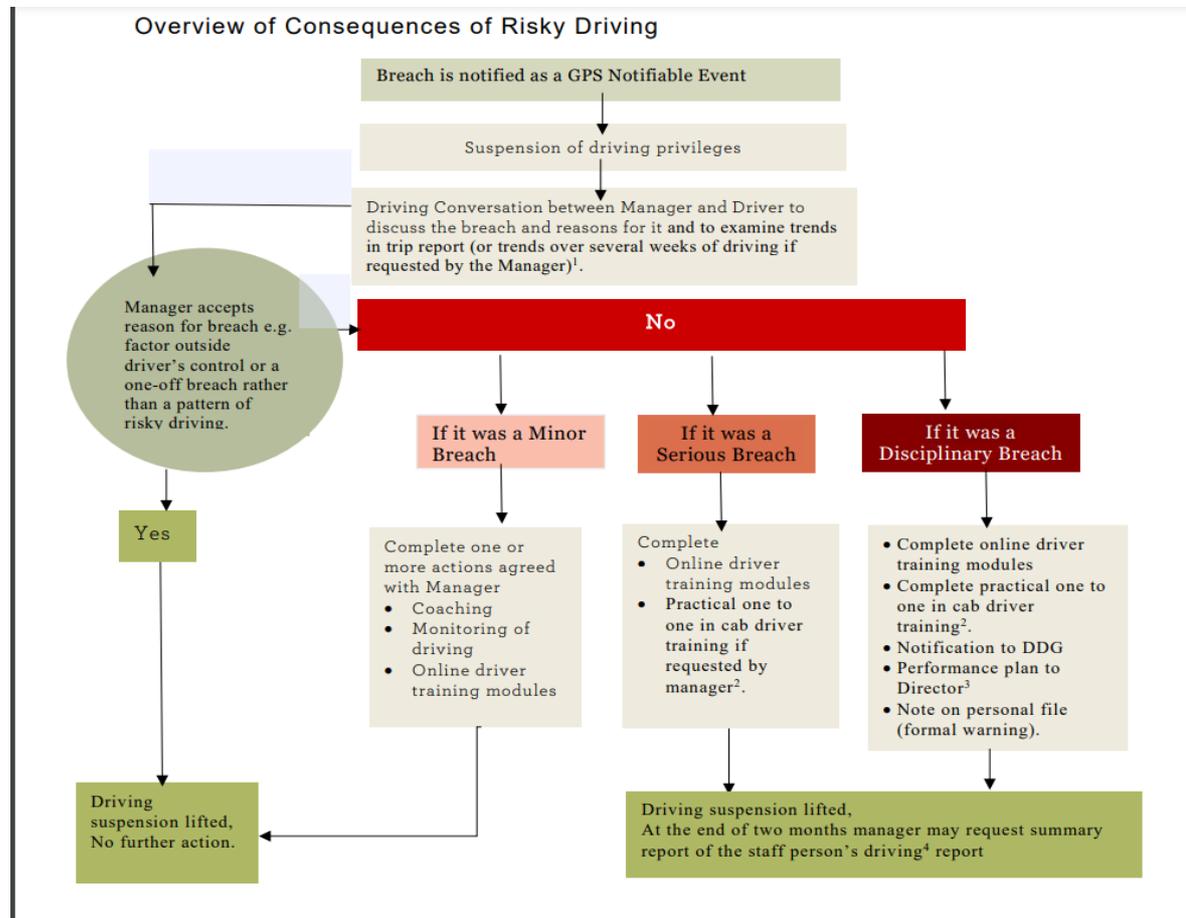
- Overspeed events
- Not taking mandatory breaks. Details on what constitutes a speed or fatigue breach is outlined in section 5

The manager will discuss the breach with the driver using the flow chart below.

6.2 Risky driving patterns

Risky driving patterns that do not trigger notifiable events are also reported to TET Managers. This includes:

- Hard braking
- Taking corners too fast
- Calculated speeding just below the breach thresholds



7. HAZARDOUS SUBSTANCES

Hazardous substances cannot be carried in the main cabin of the vehicle.

Transport of Hazardous Substances will be compliant with advice given in [Guide to Transport of Dangerous Goods](#) document produced by the Ministry of Transport.

[see Transport of Hazardous Substances SOP to come]

8. QUALS AND ASSESSMENT

[To come]

9. CONFIDENTIALITY

The collection, storage, use, dissemination and destruction of tests, data from tests and information relating to test results will be dealt with in accordance with the Privacy Act 2020 and the Health Information Privacy Code 1994.

APPENDIX 1

CHOOSING VEHICLES WITH HIGH SAFETY RATINGS

The following features are recommended for new vehicle purchases:

Note: In the case of Pest Free Onetahua, it is understood that these recommendations might not be appropriate and due diligence on other safety requirements for those particular conditions may trump these recommendations below.

- 'Electronic Stability Control (ESC)': systems that use sensors to detect and reduce the likelihood of a vehicle going out of control
- four-star minimum ANCAP ([Australasian New Car Assessment Program](#)) crash rating: safety ratings based on crash test results (see www.rightcar.govt.nz)
- choosing, where possible, an easily visible colour, such as white or red

Where a vehicle has been purchased which does not meet the four-star ANCAP rating, the TET staff member purchasing the vehicle will provide due diligence on why the decision has been made. Eg PFO vehicles for Onetahua.

APPENDIX 2

FAREWELL SPIT DRIVER COMPETENCY ASSESSMENT

[To be modified for PFO usage]

Name of Staff Member:

Assessor:

Date:

Print Name:

Signature:

- Qualifications
 - Current Drivers license Yes No
 - 4x4 NZQA 17976 DKO and 17978- operate four-wheel drive Yes No

- Office Guidelines.
 - Outer beach travel should conclude no later than two hours after low tide. i.e. you should have finished (not starting) your outer beach travel no later than two hours after low tide
 - Check on and off the outer beach by Radio or planned phone contact.
 - Plan trips, where possible to coincide with Farewell Spit Eco Tour operators.
 - Check beach condition with Tour operators.
 - No night time travel, unless very experienced and an assessment of conditions has been completed.
 - 80 Kph speed limit on Farewell Spit.

- Experience - record progress on back page.
 - Minimum 3 Trips as a passenger.
 - Minimum 3 trips as accompanied driver.
 - Minimum 3 trips as the lead with other persons.
 - Experienced enough to go solo.

- Trip Planning- demonstrate
 1. Familiar with Office Guidelines.
 2. Familiar with Farewell Spit specific risk see DOC Safety plan #3099 [to come]
 3. Familiar with District local controls 4WD use DOC #947 [to come]
 4. How to check beach conditions.

- Demonstrate vehicle preparation.
 - Know which vehicles are used on the spit.

- 5 Min check.
- Correct tyre pressure knowledge regards lower tyre pressure in relation to sand travel.
- Correct rescue kit.
- Sand boards.
- Washer water full.
- Equipment.
 - Discuss the various methods of extraction in relation to various vehicles.
 - Demonstrate Rescue techniques
 - Identify hazards when using the Hi lift jack.

Record of driver experience

	Date	Signature of Assessor
Trip 1 Passenger		
Trip 2 passenger		
Trip 3 passenger		
Trip 1 Accompanied driver		
Trip 2 Accompanied driver		
Trip 3 Accompanied driver		
Trip 1 Lead, accompanied		
Trip 2 Lead, accompanied		
Trip 3 Lead, accompanied		

- Assessor – The person who is signed off competent and in the tutoring.
- Passenger- To learn and experience beach conditions as a passenger.
- Accompanied Driver- gain beach experience under the guidance of a competent person.
- Lead-Accompanied- Expand on beach driving experience with a passenger’s to help if required.

If ‘not yet competent’, complete the following.

Further Training Required (State)

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Supervision Required

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Reassessment / Review (List areas reassessed)
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COMPETENCY ASSESSOR SIGN OFF FORM	
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Competency Being Assessed	
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Person Being Assessed	
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Assessor Name	
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Level of Assessment being assessed – use a scale 1 – 5

1 not yet competent

3 acceptable

5 above standard

Assessors comments on Achieved Value.

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Manager Comment

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Assessor Signature: -
Date: -

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APPENDIX 3

TERMS AND DEFINITIONS

At-risk driving - Driving behaviour that increases the likelihood of a driving incident

Authorised driver - A worker who is authorised to drive a TET vehicle

Authorised staff - Staff who are responsible for vehicles and/or authorised drivers and for managing emergency issues/situations.

Authorised worker - A worker who is accountable for vehicles, and/or authorised drivers and for managing emergency issues/situations.

Illegal driving - Breaking the New Zealand road rules

APPENDIX 4

5-MINUTE VEHICLE CHECK

Why do we have a 5-minute vehicle check?

- To pause and focus our mind on driving.
- To make sure we are fit and well to drive for the planned trip.
- To make sure the vehicle is road worthy and suitable for our planned trip.
- Vehicle damage can occur on a previous trip that we or the previous driver hasn't noticed.
- If there have been instances of sabotage of our vehicles (e.g., loosening of wheel nuts) by anti-1080 people.

When do we have to complete the 5-minute vehicle check?

- Every day before driving and
- Repeat relevant parts of this 5-minute check when we get back in the car if we have left it for a few hours, particularly if it is parked in a public place where we know there could be strong anti-organisation sentiment in the community.

5-Minute Vehicle Check Questions

Note: there is some local variation in questions depending on local context. If you answer "No" to any of the questions you need to resolve the issue before you drive. This could include finding a replacement vehicle, getting the vehicle repaired, finding another driver, reconsidering the plan for your drive to include breaks or rescheduling your trip. Ensure that any damage is reported to your manager, include a photo if possible.

Planning your trip

1. Are you fit to drive?
2. Is the vehicle suitable for your trip? (Taking into account distance, terrain and expected road and weather conditions).
3. Have you planned breaks and the overall length of your day, and if applicable, discussed this in your JSA and toolbox talk? (Recommended break is a 10-minute break at or before 2-hours of driving. Required break is a 30-minute is at or before 4-hours 10-minutes of your drive (including the first break) and a 10-minute break at or before six-hours and forty minutes of your drive (including the first two breaks).
4. Are you well rested and fit to drive? (At least 6 hours sleep in the last 24 hours and 14 hours sleep in the last 48 hrs.)
5. Hydrated and no driving impacts from injury, medical condition, drugs, alcohol or medication)
6. Is the vehicle in good condition for your trip?
7. Are the WOF, Registration and Service within date, and if applicable, Road User Chargers sufficient for your planned trip?

8. Do tyres appear to have sufficient tread, be appropriately inflated, and have wheel nuts tight? (Wheel nut check not necessary if vehicle has been locked in secure place but should be done if the vehicle has been left in a public place, particularly if there is strong anti-organisational sentiment. This may mean an additional wheel-nut check later in the day.)
9. Is there any damage to the vehicle or body work that will affect its safety or function? (Report damage to manager)
10. Are lights working? Check headlights and indicators and where practicable (i.e. can be checked by another person or reflection) check reversing and brake lights. Ensure any trailer lights are working correctly.
11. Is there sufficient fuel/charge (or a plan to refuel/recharge before you leave/early in the trip)?

APPENDIX 5

Related Documents

- Health and Safety at Work Act 2015, and Regulations and amendments
- The New Zealand Road Code
- AS/NZS 4308:2008: “Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine” (or any updated versions)
- AS 3547-1997/Amendment 1-2000 (Type 2): ‘Breath alcohol testing devices for personal use’
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- New Zealand Bill of Rights Act 1990
- Privacy Act 1993
- Health Information Privacy Code (1994)
- Psychoactive Substances Act July 2013

AUTHORISATION

Signature of Chair

Date of approval by the Board, Tasman Environmental Trust: June 2023