
Ports of Auckland Vehicle Use Policy

Purpose

This document clarifies the rules for the safe use and operation of a company vehicle on and off Ports of Auckland (POAL) sites.

Scope

This policy applies to all POAL staff, including employees, contractors, and agents who are permitted to operate a fleet vehicle within the port or on a public roadway for a Ports of Auckland work-related purpose.

This policy also applies to all company vehicles operating on or off public roads, excluding heavy lifting equipment (HLE).

Governing Legislation

This policy relates to the following legislation:

- New Zealand Road Code
- Land Transport Act 1998
- Land Transport Rules.

Related Information

- Stack Access Procedure
- Terminal Access Induction
- Vehicle Use Agreement
- Fatigue Guidelines
- Drug and Alcohol Policy
- Common User Safety Procedures

Policy

Ports of Auckland is committed to road and vehicle safety. The use of vehicles is one of the greatest health and safety risk areas for the Port, and it is important that people using POAL vehicles are aware of these risks and their responsibilities.

Allocation and Use

1. POAL vehicles are not available for private use.

Approved Drivers

2. Staff or other individuals who drive a POAL vehicle must have:
 - Read, understood and accepted this policy
 - Completed a POAL Vehicle Use Agreement and had it approved
 - A current, unrestricted, New Zealand Drivers Licence for the appropriate vehicle class.
3. The Procurement Manager may provide special approval for drivers with either a restricted or international drivers licence. This approval will be noted on the POAL Vehicle Use Agreement form.
4. The approved driver is responsible for:
 - The POAL vehicle when in use
 - Advising their manager if their licence has been cancelled or has restrictions imposed
 - Ensuring 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
 - Ensuring they are in a fit state to drive.
 - Swiping their personal security card to activate the vehicle security system
 - Driving in a manner which will not discredit Ports of Auckland.
5. POAL reserves the right to investigate the status of the approved driver's licence.

Fines and Infringements

6. The driver is responsible for any penalties or fines imposed, including speeding, traffic infringements and parking fines that they incur.

Health and Safety

7. Smoking is not permitted in any POAL vehicle at any time.
8. Drivers must not use a hand held mobile phone or other personal electronic device while operating a vehicle. Hands free devices are acceptable.
9. Drivers must not operate a vehicle if they;
 - Are suffering from fatigue
 - Have taken any drugs that may affect their ability to drive
 - Are under the influence of alcohol. Refer to the POAL Drug and Alcohol Policy for more information.
10. Drivers must be aware of and adhere to safe driving practices in relation to:
 - Towing (before towing)
 - Storage of equipment (before transporting equipment in an unenclosed space)
 - Driving in hazardous conditions
 - Carriage of hazardous substances (before transporting hazardous substances)
 - Speed limits on and off site
 - Operational terminal access induction and rules.
11. Drivers must know, understand and comply with all applicable legislation including:

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- Land Transport Act 1998
 - Land Transport Rules
 - the NZ Road Code.

Maintenance

12. POAL vehicles should be kept in a clean and tidy condition.
13. Each POAL business unit is responsible for maintaining their own vehicles, including WoF, CoF, RUC and repairs.
14. All drivers must ensure that maintenance needs, faults or damage are reported promptly.
15. All drivers must ensure that the vehicle is refuelled as required.
16. Any personal items left in a POAL vehicle are left at the risk of the owner. POAL will not assume responsibility for any loss or damage to personal items.

Parking and Security

17. POAL vehicles must be locked when parked away from the port site.
18. Drivers must remove all valuable items from the vehicle while parked or ensure valuable are placed out of sight, to remove temptation from would-be thieves.
19. POAL vehicles are fitted with a fleet tracking security system, and may in the future be equipped with video surveillance technology.
20. If a POAL vehicle is stolen, the theft is to be reported to the Police and the Procurement Manager (responsible for fleet management).

Accidents and Insurance

21. All POAL vehicles are covered by the POAL Motor Vehicle Insurance Policy, which is managed by the Governance and Risk Manager.
22. Any incident or accident involving a POAL vehicle must be reported as follows:
 - Immediately report to the staff member's manager or supervisor
 - Lodge a report in PortSafe within 24 hours of the event (include near miss).
23. The Procurement Manager will notify the insurance company if the repair quote exceeds the insurance policy excess or the claim involves a liable third party.
24. If a company owned vehicle is damaged or involved in an accident during unauthorised use, the driver may be held financially responsible and may be subject to disciplinary action.

Policy Administration

Policy Owner

Name	Department/Role
Mark Wray	Procurement Manager, Finance


Version Control

Version	Date	Author	Version Reference
0.1	9/8/17	M Wray	1 st draft


Reviewers

Name	Department/Role
Will Eastgate	Safety & Wellbeing Manager
Paul Milmine	Governance & Risk Manager
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Mike Gladman	Head of Security
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Approval

Name	Department/Role	Sign Off	Date
Tony Gibson	CEO		2/03/18

Review Dates

Name	Department/Role	Sign Off	Date
Mark Wray	Procurement & Fleet Manager		3/3/2019

This Policy is to be reviewed annually by the Policy Owner.