



Cook Islands Sports & National Olympic Committee

VEHICLE USE POLICY

1. POLICY

The purpose of this policy is to provide a comprehensive guide outlining the management and requirements for the vehicle fleet and fleet users.

2. SCOPE

It is the responsibility of every driver of Cook Islands Sports & National Olympic Committee vehicles to know these guidelines, and to conduct their activities accordingly. All Staff, contractors, volunteers or Board Members that drive company vehicles to deliver CISNOC agreed services.

3. PRINCIPLES

- 3.1. This policy describes the services required for CISNOC operations and the policies, procedures and relevant contact information in obtaining those services.
- 3.2. To provide guidelines concerning maintenance and proper usage of vehicles owned by CISNOC and inform staff of protocols regarding accidents.
- 3.3. To ensure CISNOC vehicles are properly managed to ensure safety, cost efficiency and optimal investment returns.
- 3.4. Vehicles are used for operational business use only with the approval of the CE.
- 3.5. Vehicle use forms an important part of CISNOC's image in the community. All drivers are expected to be courteous and considerate, adhere to all safe driving practices and for vehicles to be maintained and managed in accordance with the Vehicle Use Policy.

4. DRIVERS RESPONSIBILITIES

- 4.1. All Driver Users must sign a Drivers' User Form before use.
- 4.2. All Drivers must adhere to the requirements of the Vehicle Insurance Policies approved by CISNOC.
- 4.3. All Drivers must hold a current clean FULL Drivers' Licence.

5. PROHIBITED USE

Drivers must always adhere to legal road legislation and vehicles must always be driven in a safe and courteous manner. Drivers are prohibited from using or allowing a CISNOC vehicle to be used by a person:

- 5.1. That has a proportion of alcohol in their blood or breath which exceeds the legal limit notwithstanding that such person may have died as a result of the accident.
- 5.2. That is under the influence of any intoxicating substance or any drug.
- 5.3. That following an accident fails or refuses to supply a blood or breath sample as required by law.
- 5.4. For racing, pacing in reliability trials, speed or hill climbing tests.
- 5.5. For the purpose of teaching a learner to drive.
- 5.6. In a reckless or dangerous manner.
- 5.7. For hire, reward or other business activity.
- 5.8. For carriage of a load in excess of that for which the car is designed.
- 5.9. That is an unlicensed or disqualified driver.
- 5.10. In conditions that are likely to cause damage to the car.
- 5.11. To pick up hitch hikers.

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- 5.12. That has demerit points suspension.
- 5.13. Fails to stop after a crash.
- 5.14. Any actions which warrants a suspension of licence.
- 5.15. Any of the above action will be viewed as serious breaches of conduct and dismissal may be a consequence.
- 5.16. In addition, if you are involved in an accident following any of the above breaches, you will be personally responsible for the payment of any insurance excess. The insurance company will also recover any cost of repairs to the insured vehicle as well as any other property damage caused by you in the accident.

6. SMOKING IS NOT PERMITTED

Smoking is not permitted in any CISNOC vehicles

7. PARKING

Overnight parking at home should be off street and reasonably secure. The vehicle must remain locked when not in use and keys should never be left in the vehicle by the driver

8. MILEAGE REIMBURSEMENT

If in the event a Staff member is required to use his/her own private vehicle in place of CISNOC vehicle, the terms and conditions of the vehicle use along with reimbursement for business related use shall be in accordance with CISNOC's Transport Allowance as set out in this Policy or as amended by the Secretary General / Chief Executive Officer.


9. INFRINGEMENTS

- 9.1. All infringement notices from the NZ Police, the Secretary General / Chief Executive Officer will distribute them to the assigned drivers. Fines must be paid promptly and before the original deadline. Should a fine remain unpaid, upon receipt of the first infringement reminder, CISNOC will redirect the fine to the identified driver by lodging a Statutory Declaration in Respect of a Moving Vehicle Offence with the NZ Police.
- 9.2. Fines for driving offences and all infringements, including parking and speeding, are the responsibility of the driver and will not be paid or reimbursed by CISNOC. If the vehicle was being driven by another party, it is the responsibility of the vehicle custodian to identify the offender.

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Responsibilities	
Driver	
<p style="text-align: center;">Drivers Licence</p> <ul style="list-style-type: none"> • Has a current valid Full New Zealand Driver's Licence. • Carries the Licence when driving. • Provides a copy of the Licence to the organisation. • Informs the CISNOC immediately when the status of the licence changes. 	<p style="text-align: center;">Vehicle</p> <p>Ensures the car is fit to be driven. Check:</p> <ul style="list-style-type: none"> • Oil • Water • Petrol • Warrant • Registration • tyres • First aid kit • Ensure there is always $\frac{3}{4}$ tank full of petrol before returning the car at the end of the day. <p>Reports any issues to the CEO or Line manager.</p>
<p style="text-align: center;">Fines</p> <ul style="list-style-type: none"> • Will be paid by the driver who incurred the fine. 	<p style="text-align: center;">Vehicle Damage/Repairs</p> <ul style="list-style-type: none"> • Will be reported to the CEO as soon as practicable if damage has occurred. • The incident will be lodged on the organisations incident form. • The incident will be lodged with the Insurance Company. • The Staff member will be required to pay HALF OF THE insurance EXCESS.
<p style="text-align: center;">Vehicle Cleanliness</p> <p>During the journey:</p> <ul style="list-style-type: none"> • No smoking. • No eating in the vehicle. <p>After each journey:</p> <ul style="list-style-type: none"> • Remove rubbish. • Ensure the car is tidy and clean. <p>Monthly</p> <ul style="list-style-type: none"> • Car is vacuumed and cleaned and washed. 	<p style="text-align: center;">Safety</p> <p>Ensures:</p> <ul style="list-style-type: none"> • All passengers wear a seat belt. • It is safe for the service user to be a passenger. • Guardians will provide permission for children to be transported. • Children will be secured in an approved safety seat. • Car keys are taken out of the ignition if passengers are left in the car. • Car is always locked when unoccupied. • Driving under the influence of alcohol or drugs does not occur. • There is a complete first aid kit in the car. • The driver keeps to the speed limit and other road rules. • The organisation can revoke staff driving a company car.
	<p>Using a mobile phone or other communication devices while driving will lead to disciplinary procedures.</p>

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Accidents – administrative tasks – no injury occurred

- Document details of the vehicles involved in the accident (licence plate, type).
- Document name and contact details of the driver(s) of the vehicles involved in the accident.
- Document name and contact details of witnesses.
- Document details of the other drivers insurance.
- Never admit or accept liability.
- Report the accident to your CEO or Line Manager immediately.
- Follow CEO or Line Manager's instructions.

Responsibilities

Manager/Board of Trustees

Drivers Licence	Vehicles	Insurance
<p>Ensure:</p> <ul style="list-style-type: none"> • Staff driving CISNOC vehicles have a current and valid NZ driving licence. • Yearly copies of staff driving licences are kept in the personnel files. 	<ul style="list-style-type: none"> • Are purchased from reliable sources. • Are maintained. • Comply with regulations. • Are of a reasonable standard. • Are registered. • Have a current Warrant of Fitness. 	<ul style="list-style-type: none"> • All CISNOC vehicles have adequate insurance. <p>Ensure: Staff responsible for driving offences are not covered by the organisations insurance. (Examples: drunk driving, reckless driving).</p>

Safety

Ensure:

- Cars are serviced 6 monthly or every 10000km.
- Wheel alignments occur every 10000km.
- Staff are competent drivers.
- Authority to drive is withdrawn if a staff member is not a competent driver.
- Drivers pay for infringement notices.

Other Relevant Documents:

Employment Contract
Disciplinary Processes

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