



Use Of WCDHB Vehicles Procedure

Procedure Number

CHC-PG-0060

Version Nos:

6

1. Purpose

This Procedure is to be performed by West Coast District Health Board (WCDHB) members who as part of their employment are required to use a WCDHB vehicle.

2. Application

This Procedure is to be followed by all staff members throughout WCDHB.

3. Definitions

For the purposes of this Procedure:

WCDHB Vehicles is taken to mean those vehicles provided by the WCDHB for the use of all staff members who as part of their employment are required to travel. It includes those vehicles that have been allocated to specific Services or Departments within the WCDHB;

Staff Members is taken to mean those individuals who are employed as staff to work for the WCDHB, contractors who have a formalized contract with the WCDHB, and health professional students who have been granted honorary staff status of the WCDHB.

4. Responsibilities

For the purposes of this Procedure:

Staff Members are required to:

- hold a current New Zealand drivers licence while driving a WCDHB vehicle;
- return WCDHB vehicles as soon as possible after their use;
- correctly complete a Vehicle Running Sheet after the use of a WCDHB Vehicle;
- takes full responsibility for the WCDHB vehicle whilst it is in their care;
- report all accidents, damage or defects noticed to the Transport Manager/ Co-Ordinator as soon as possible
- obtain permission from their Operational Manager to keep a WCDHB vehicle overnight at their house.

5. Resources Required

This Procedure requires:

- i) WCDHB vehicle
- ii) Vehicle Running Sheets
- iii) WCDHB Accident/Incident Report Form
- iv) Fringe Benefit Tax Vehicle Return Form

6. Process

- 1.00 All staff members who drive WCDHB vehicles must be the holder of the correct and current New Zealand license (NOTE: international licenses are not valid whilst working in New Zealand). They must also have completed a WCDHB Vehicle Use Acknowledgment Form (including a photocopy of their drivers license), and provided this to their relevant Manager.



Use Of WCDHB Vehicles Procedure

Procedure Number

CHC-PG-0060

Version Nos:

6

- 1.01 The use of a WCDHB vehicle is to be arranged through the Transport Manager (for Grey Base Hospital) or through designated transport co-ordinators in WCDHB Departments/Services/Units or at other WCDHB locations, by providing the following information:
- Name of person requiring the vehicle and number of people travelling;
 - Destination;
 - Date and time vehicle required;
 - Date of return.
- 1.02 WCDHB vehicles are to be returned to the point of origin as soon as possible after their use, unless alternative arrangements are made.
- 1.03 Drivers of a WCDHB vehicle are required to conduct a vehicle safety inspection prior to the operation of the vehicle. Windows and mirrors must be scraped and defrosted during inclement weather. Vehicles found to be in unsafe condition are not to be operated until repairs have been made.
- 1.04 Vehicle running sheets must be correctly completed and signed by the driver immediately after the vehicle has been returned. Vehicles are to be returned in good clean condition, with all rubbish and food items removed.
- 1.05 Where possible, staff members are requested to co-operate by travelling together and sharing the use of WCDHB vehicles.
- 1.06 The driver of a WCDHB vehicle takes full responsibility for the vehicle whilst it is in their care. It is the responsibility of all staff members to
- drive in a safe manner;
 - conform to all applicable laws and regulations;
 - not drive under the influence of drugs or alcohol;
 - not transport unauthorized passengers such as hitchhikers, family members, or friends
 - use seat belts or other available occupant restraints and require all occupants to do likewise in accordance with all applicable laws and regulations;
 - use WCDHB vehicles for authorised WCDHB activities only;
 - not drive the vehicle "off road" unless it is made for that use;
 - drive the vehicle at posted speed limits or less depending on road conditions;
 - be aware of the load and handling characteristics associated with the vehicle and drive the vehicle accordingly;
 - avoid wearing radio headsets or listening to loud music that would prevent them from hearing traffic warning devices;
 - securely fasten all doors while the vehicle is in operation;
 - ensure the safe transport of all materials and goods by securely fastening all loads, regardless of weight or height, to prevent rolling, pitching, shifting or falling;
 - ensure that the ignition is turned off , the keys are removed and the doors are locked when the vehicle is to be left unattended.
- 1.07 Staff members must also report to their Manager the onset of any physical or mental condition that may impair their ability to drive as soon as they become aware of the condition.



Use Of WCDHB Vehicles Procedure

Procedure Number

CHC-PG-0060

Version Nos:

6

- 1.08 The WCDHB accepts no responsibility for any breach of the Traffic Regulations by any staff member whilst having responsibility of a WCDHB vehicle. Any traffic issued to WCDHB because of the involvement of an identified WCDHB vehicle are the responsibility of the staff member identified as being the driver at the time of the alleged infringement. Staff members must also report all traffic infringement notice received while on WCDHB business to their Manager.
- 1.09 All accidents, damage or mechanical defects must be reported to the Transport Manager/Co-Ordinator as soon as possible. Vehicles unsafe condition are not to be operated until repairs have been made.
- 1.10 Any staff member involved in an accident with another vehicle should not admit liability under any circumstances. Appropriate details should be noted, ie name, address, telephone number and registration number of the other vehicle, also the name of their Insurance Company. If there are witnesses, these should also be approached for name and addressed. Upon return to their place of work, the staff member is to notify their Manager and complete a CHC Accident/Incident Report Form.
- 1.11 Where a WCDHB vehicle is kept overnight at a staff member's house, away from a hospital or clinic site, fringe benefit tax is payable on that car. Therefore WCDHB vehicles may only be taken home when operationally essential and no better solution is available. It must also have been authorised by the relevant Service/Operational Manager. A FBT Vehicle Return Form must also be completed.
- 1.12 Improper attention to vehicle maintenance, unsafe operation of a WCDHB vehicle, or violations of this Procedure, may result in disciplinary action being taken (*as per the requirements of the WCDHB Staff Discipline Procedure*).
- 1.13 Where a WCDHB vehicle has been allocated to a specific Service/Department/Unit, it is the responsibility of the relevant Manager (of that specific Service/Department/Unit) to ensure that the vehicle is maintained according to the motor vehicle manufacturer's recommendations and that preventive maintenance schedules are adhered to (including ensuring that Warrant of Fitness and Registration requirements are met) .
- 1.14 Managers are not to put any undue pressure on staff members to drive on WCDHB business if the staff member believes that they are incapable of driving due to stress and/or fatigue.

7. Precautions And Considerations

- ➔ The WCDHB accepts no responsibility for any breach of the Traffic Regulations by any staff member
- ➔ All accidents, damage or defects noticed must be reported to the Transport Manager/ Co-Ordinator as soon as possible.
- ➔ A Pool vehicle may only be kept overnight at a staff member's house with the prior authorisation of the relevant Service/Operational Manager.



Use Of WCDHB Vehicles Procedure

Procedure Number

CHC-PG-0060

Version Nos:

6

8. References

There are no references associated with this Procedure.

9. Related Documents

WCDHB Use Of Mental Health Vehicles Policy

Revision History	Version:	6
	Developed By:	Quality Improvement Co-Ordinator
	Authorised By:	Chief Executive Officer
	Date Authorised:	January 1998
	Date Last Reviewed:	September 2010
	Date Of Next Review:	September 2012