



## VEHICLE MANAGEMENT POLICY

<b>Section</b>	Campus Facilities
<b>Contact</b>	Regional Registrar Facilities Management - Manawatu
<b>Last Review</b>	February 2008
<b>Next Review</b>	February 2009
<b>Approval</b>	VCEC 08/02/15

### Purpose:

To direct decision making in relation to: the establishment and operation of the University Fleet; and procurement and management of University Vehicles.

### Definitions:

- **University Business:** means any activity associated with the University. It includes activities such as teaching, research, administration, cultural and sporting activities.
- **University Fleet:** the fleet of vehicles owned or leased by the University and managed by Fleet Management. This consists of Pool Vehicles and Dedicated Vehicles.
- **Pool Vehicle:** a vehicle owned or leased by the University permanently located at the Fleet compound and available for booking on a daily basis by departments as required.
- **Dedicated Vehicles:** a vehicle owned or leased by the University assigned to a specific department and held by that department on a permanent basis, usually physically located at that department.
- **Fleet Management:** the Fleet Management offices located at Regional Facilities Management sections.
- **Private Vehicle:** a privately owned vehicle used by the driver for a particular journey for which expenses are reimbursed by the University.
- **Rental Car:** a car hired from a commercial rental company on a daily basis as required.
- **University Vehicle:** any vehicle used on University Business, consisting of Pool Vehicles, Dedicated Vehicles, Private Vehicles, and Rental Cars.
- **Public Transport:** includes train, airport shuttle, bus service and the like.
- **Contracted Transport:** a larger capacity vehicle such as a coach or mini bus hired from a commercial rental company as required.

### Policy:

1. Fleet Management is established as the University's sole procurement and service management agency of Pool Vehicles and Dedicated Vehicles.
2. Fleet Management is responsible for the management of Pool Vehicles and Dedicated Vehicles in accordance with the requirements of the Vehicle Management and Usage Procedures.
3. Dedicated Vehicles may be allocated to departments upon approval of a suitable business case. The business case is to present a detailed financial analysis and a justification of need.
4. The only vehicles to be purchased by University are University Fleet vehicles. For this purpose, purchased includes long term leasing and those offered to the University on loan or donated.

5. All users of University Vehicles are to abide by the Vehicle Management and Usage Procedures.
6. University Vehicles are to be used in the following order of precedence, depending on availability and cost effectiveness:
  - i) Pool Vehicles and Dedicated Vehicles
  - ii) Public transport, Contracted Transport, Rental Cars, and taxis
  - iii) Private Vehicles.
6. University Vehicles are to be used for University Business only.
7. The application of this Policy is retrospective with regard to Paragraphs 3 and 4. All existing vehicles possessed for University Business, other than University Fleet Vehicles, are to be subject to the business case process set out in Paragraph 3. If approved, such vehicles will either be reclassified as Dedicated Vehicles or disposed of and replaced by a new Dedicated Vehicle. All vehicles that do not meet the business case criteria are to be disposed of by the Fleet Management and the financial benefit to the University declared.

### **Audience:**

All staff, students, and users of University Vehicles.

### **Relevant Legislation:**

Land Transport Act (2004)

### **Legal Compliance:**

You must abide by the Land Transport Act (2004).

### **Related Procedures:**

[Travel Policy](#)

[Domestic Travel Procedures](#)

[Vehicle Management and Usage Procedures](#)

### **Document Management Control:**

Prepared by: Regional Registrar - Facilities Management (Palmerston North)

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