

7. University Vehicle bookings are charged at the University rates, as published from time to time. Rates are 'all inclusive' rates; including fuel, insurance, maintenance and unlimited kilometres.
8. All University Vehicles must be refueled at BP service stations using the fuel card provided in each vehicle before return.
9. Prior to booking a University Vehicle, please contact Fleet Management to register as a booker by emailing carbookings@massey.ac.nz and/or phoning (06) 951-8050.

EROAD GPS - Massey Driver Login

10. All University road-going vehicles are to be fitted with GPS monitoring to provide data on the use and location of vehicles, monitor unsafe driving behaviours, improve safety outcomes and assist with the optimisation and management of Fleet assets. All Massey travelers are required to log in to EROAD at the commencement of their journey. Details of EROAD login are provided in each vehicle.

EROAD Drive Buddy

11. Drive Buddy is an in-vehicle device providing visual and easy-to-understand feedback in real time to support better driving. Feedback helps avoid speeding, harsh braking, harsh acceleration, sharp cornering, and unnecessary engine idling.

EROAD ETrack Wired and EROAD Where Tag

12. ETrack Wired and EROAD Where Tags will be utilized to track and manage powered assets and equipment e.g. trailers etc. It is a durable, watertight and IP (Ingress Protection) rated enclosure with a small footprint. It has a long life battery that provides an anti-theft function.

Driver Licences

13. To drive a Massey University owned vehicle you must hold a full and valid NZ driver licence or an international licence that is valid for you to drive without restrictions in New Zealand.

Fringe Benefit Tax

Once approval has been acquired, the preferred booking method is through the Orbit World Travel Online Booking Tool <http://orbitonline.massey.ac.nz/>. Alternatively, bookings can be processed by contacting:

TRAVEL REQUEST	EMAIL ADDRESS	PHONE
Domestic (within New Zealand)	domestic.booking@orbitwellington.com	(06) 888 3149

28. The sourcing event will consider a range of vehicles that would meet the requirements and will also consider fit-out requirements. Additional options may be fitted only if required to ensure that the vehicle is fit-for-purpose.
29. If the vehicle is leased, approval must be obtained from the lease company prior to fitting the relevant GPS device.
30. As a general principle, University Vehicles will be replaced every three years or 60,000 kilometres, whichever is sooner.
31. All sourcing decisions will have regard of the need to ensure that vehicles are fit-for-purpose and consider Massey's vision of being a leader in sustainability; minimising GHG emissions by shifting mode of transport from higher emitting transport modes to lower emitting ones and replacing existing campus based and city bound ICE vehicles with EVs.
32. Prior to selecting a vehicle for lease or purchase by Massey University, an assessment must be undertaken that considers:
 - Active and passive safety features
 - Vehicle ergonomics and driving characteristics
 - Access and Egress
 - Visibility
 - ANCAP Safety Ratings
33. As far as practical the University's Fleet will be standardised. The following is the minimum specification of vehicles procured for the University Fleet:
 - Saloon cars to be hatchbacks, minimum size 1800-2000 cc
 - Station wagons to be a minimum of 2000 cc engines
 - Larger vehicles to be a minimum of 2400 cc engines, to seat 5 people comfortably
 - Vans should provide minimum seating for 8 plus driver and ease of access to rear seating
 - 4WD Ute to be supplied with Wrangler MTR tyres (mud grip), manual hubs, tow bar, protective coating (liner or splayfooted) on Ute tray or flat deck as required
34. All vehicles that are purchased or leased by Massey University must be selected with a preference for the inclusion of the following safety features, wherever appropriate for the type of vehicle:
 - Adaptive cruise control
 - Airbags - driver and passenger side
 - Air conditioning
 - Anti-lock braking system
 - Automatic transmission unless otherwise requested
 - EV options to be considered
 - Electronic stability control
 - First aid kit and seat belt cutter / glass breaker / fire extinguisher
 - Load restraint systems
 - Pre-tensioned seatbelts for all passengers
 - Reversing cameras and parking sensors
 - Side impact protection systems
 - Tow bar
 - Traction control
 - Tyres to be New Zealand specific for New Zealand conditions

47. Fuel cards are managed by Fleet Management.
48. Fuel transactions are recorded by both EROAD and BP and managed by Fleet Management.
49. Fuel card usage pertaining to University Vehicles will be audited on a regular basis.

Vehicle Allocation

50. The day-to-day administration of Fleet Vehicles is the responsibility of Fleet Management to whom the vehicles have been nominally allocated, with each vehicle being the responsibility of the approved driver when in use.
51. University Vehicles may only be allocated to a driver or task if the vehicle is fit for purpose.

Note: Some University Vehicles may not be suitable for the transportation of sensitive, expensive or hazardous equipment and materials, or be able to be operated off road. Hazardous equipment and/or materials cannot be transported in University Vehicles.

Approved Drivers / Driver Competency (please refer Critical Risk Standard – Driving)

- The inspection also includes that rego, WoF, CoF are current and that the driver is fit to drive the vehicle. The driver can pass, attention or fail a vehicle upon inspection. They can also add notes and photos of any damage or issues that need to be attended to. Once the report is completed the driver submits via the APP and the information is sent to the Massey EROAD Depot for review.

Fines and Infringements

54. The approved driver is responsible for any penalties or fines imposed, including speeding, traffic infringements and parking fines that they incur and any further charges incurred by the University as a result of non-payment of fines.

Parking and Security

55. Where possible, the University will provide secure lock-up garaging or parking on University campuses.
56. Vehicle Administrators are to make appropriate arrangements for the security and parking of University Vehicles where this is not possible.
57. University Vehicles must be locked when parked.
58. Under no circumstances are keys to be left in an unattended vehicle.
59. Drivers are to remove all valuable items from the vehicle whilst parked or ensure valuables are placed out of sight to remove temptation from would-be thieves.
60. Any personal items left in a University Vehicle are left at the risk of the owner. The University will not assume responsibility for any loss or damage to personal items.

Incidents and Accidents

61. Any incident or accident involving a University Vehicle or a vehicle hired for University travel must be reported as follows:
 - If any person is injured, the Police must be notified within 24 hours – this is the driver's statutory responsibility

The main points for drivers to be aware of:

- Make no admission of fault or liability or offer payment to any other party concerned irrespective of the circumstances
 - Obtain the following details from the other party:
 - a. Registration number, make and colour of vehicle
 - b. Name and address of the driver and owner
 - c. Owner and insurance company of any other vehicle involved in the accident
 - d. Where damage involves other property, the identity of the property owner must be established
 - e. Obtain the name and addresses of any witnesses
 - f. Take photos using the EROAD Inspect App
 - Immediately report to the staff member's Line Manager or in the case of students, visitors, honorary academics to their lecturer, reporting supervisor, host or department/school manager; and
 - Comply with the University's Accident Reporting requirements by submitting an incident report via <https://massey.donesafe.com/>
62. All vehicle accidents must be reported to Fleet Management within 12 hours or the next working day (whichever is sooner) of the incident, who will assist the driver in completing the vehicle insurance claim form.

Definitions: The following definitions apply to this document

Approved Driver	A person who has a verified and current Driver Agreement form and full driving licence.
Contracted Transport	A larger capacity vehicle such as a coach or mini-bus hired from a commercial rental company as

Massey University Driver Agreement

All University Traveler (s) intending to use a vehicle for University business must complete this form prior to booking/using a vehicle for the first time. Please complete this form and forwarded it to email: carbookings@massey.ac.nz .

First Name: _____ Last Name: _____

Driver Licence Number: _____ Country of Issue: _____

Driver Licence Issue Date: _____ Driver Licence Expiry Date: _____

I confirm I have a full valid NZ driver licence with no conditions that restrict my ability to drive a Massey vehicle; **or**

As a holder of an international driver licence, I confirm that my licence meets NZ licensing requirements.

Please note: If you do not meet the requirements stated above, you will not be able to use a Massey vehicle.

I acknowledge that any change of circumstance related to the above information, or my driving ability, must and will be advised to Fleet Management as soon as reasonably practical, or if there is any change in circumstances that I do not wish to advise Fleet Management of for privacy reasons, I will not drive for Massey business. I acknowledge that failure to do so may invalidate insurance cover and may constitute