

All bookings for Division of Sciences fleet vehicles must be requested via Resource Booker and will not be approved until the following has been completed for **each designated driver**:

- [Designated Driver Agreement Form](#)
- A driver induction and/or assessment (the department the vehicle belongs to will provide details once a booking is received).

For Drivers of Division of Sciences Vehicles, University of Otago

The driving of University vehicles is INHERENTLY RISKY. This agreement seeks to minimise the risks for passengers and drivers travelling in University vehicles. The following vehicle procedures **MUST** be followed by all drivers:

- PRIOR TO STARTING THE VEHICLE, a visual check of the outside of the vehicle should be completed.
- This procedure will include ensuring all lights including indicators are functional, a tyre check and that trailer hitches and loads are effectively secured. Check the availability of snow chains if they are likely to be required.
- Report any faults found to the person responsible for vehicle maintenance PRIOR to departure.
- All persons within a moving vehicle will wear seatbelts. Fines for violation will be the responsibility of the driver of the vehicle.
- All speed limits and motor vehicle laws will be complied with. Fines for violation will be the responsibility of the driver of the vehicle.
- Drivers will take rest stops at regular intervals, and when necessary rotate driving responsibilities.
- Extra precautions will be taken in special situations, such as off-road conditions, non-sealed roads, when passing other vehicles, during steep downhill gradients, during winter to allow for icy roads, when towing trailers and on back country roads requiring reduced speeds and/or winter chains.
- In the event of a vehicle accident or incident, the procedure outlined on page 3 will be followed.
- Smoking and vaping are not permitted in departmental vehicles at any time.
- NOTE: NO INSURANCE COVER EXISTS for accidents where a driver is influenced by recreational drugs and/or alcohol. Driving under the influence of drugs and/or alcohol deems the driver 100% responsible for all damages caused.

In addition:

- The vehicle log located in the vehicle must be completed and signed off.
- Vehicles shall be returned clear of rubbish and left clean and tidy for the next person.
- A cleaning fee will apply for any vehicles not returned clean and tidy.
- A driver assessment fee may apply and if applicable, will be charged to the account code provided with the vehicle booking.
- As a driver, you also agree to the following:
 - I hereby accept the responsibilities of acting as a designated driver, having read the above points and the University of Otago [Vehicle and Safe Driving Policy](#) and [Vehicle and Safe Driving Guidelines](#) and agree to abide by them.
 - I further agree to use the vehicle fleet card solely for vehicle related costs and NOT for the purchase of personal items.
 - I have a current driver's licence with all correct classes and necessary endorsements.

Information for Designated Drivers

Vehicle keys can be collected from the department that is responsible for the vehicle. Upon an approved booking, you will be advised where to collect the keys from and any other instructions for returning the keys and vehicle. Cleaning instructions will also be provided and any deviations from the below information regarding refueelling.

Refuelling

Inside the car is a folder (usually on the front passenger seat or between the front seats beside the centre console) containing important information including the PIN for the fuel card (when refueling please make a note of the kms as this needs to be entered on payment at the petrol station) and who to contact in case of breakdown etc.

There is a log sheet inside the folder which needs to be completed and signed.

N.B. Please refill the vehicle with fuel if fuel capacity is below 50% before returning it to the carpark. Ensure the correct fuel is used (ie. diesel/petrol).

Health and Safety

Health and Safety procedures and risk management relating to the activity the vehicle is used for is the responsibility of the department whom the driver belongs to and not the department who owns the vehicle.

The driver needs to ensure they are adhering to their departments health and safety and risk management policies and following the necessary procedures to ensure compliance.

In Case of Accident

- Stop your vehicle in a safe place as close to the accident scene as possible.
- Ensure your own safety.
- Help any injured persons and call for assistance if required.

EMERGENCIES – DIAL 111

Non-emergency traffic incidents – Dial *555 from a mobile phone

- Contact the Police on the above numbers if any injuries have been sustained or if you damage property other than your own.
- Collect and give the accident and insurance information below.
- **Call your department from the scene:**
 - AskOtago Service Portal: 0800 80 80 98 or 03 479 7000

Insurance

DO NOT ADMIT LIABILITY

Where applicable record the following information:

- Date, time and place of accident
- Road conditions
- General description of accident
- Registration, make, model and colour of all vehicles involved
- Name and address of other vehicle owner/driver
- The other driver's insurance company and policy details
- Name and address of any witness

Give the following information when requested:

- Your name
- The following details as your contact address:
University of Otago Insurance Administrator
P O Box 56
Dunedin

Call Security – University of Otago on 03 479 5000 if you require any further advice.