

OIA-CE-2025-02879

24 April 2025

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Tēnā koe

Thank you for your email, received on 5 April 2025, to Oranga Tamariki—Ministry for Children (Oranga Tamariki) requesting information on policies regarding vehicle use. Your request has been considered under the Official Information Act 1982 (the Act). I want to thank you for taking the time to make contact and for raising your concerns.

You have requested:

“I am writing to express my concern about repeatedly seeing one of your vehicles parked at PO Pub and Hotel in Pahiatua. As an organization dedicated to child welfare, I expect the highest standards of professionalism and responsibility from your staff. It is disappointing to witness an official vehicle being used in a manner that may raise questions about appropriate use during work hours or for work-related purposes. Public perception matters, and I believe it is important that Oranga Tamariki maintains a reputation that aligns with its mission.

Outcomes Sought

I would appreciate some clarification on your policies regarding vehicle use and whether this has been investigated.”

Oranga Tamariki's vehicle policy focuses on the safe and appropriate transportation of tamariki (children) and rangatahi (young people) in its care or custody, whether through Oranga Tamariki vehicles or hired vehicles. The policy emphasizes that all vehicles used must be registered, warranted, and insured, and drivers must hold a full driver's license. Additionally, the policy addresses private vehicle use, support for rangatahi learning to drive, and specific guidelines for caregivers.

Please find attached as Appendix One information in response to clarification on Oranga Tamariki policies regarding vehicle use.

Please note, your email has been shared with our Tararua Site. I have been advised that Oranga Tamariki are satisfied that all uses of an Oranga Tamariki vehicle in this region are of a work nature and reasonable. We have also cross-referenced with our vehicle logbook to confirm who is using the vehicle at that time and for what purpose.

IN-CONFIDENCE

If you wish to discuss this matter further, we encourage you to contact our Dannevirke Site Manager. They can be contacted by email at [REDACTED] to discuss your information request.

Oranga Tamariki may make the information contained in this letter available to the public by publishing this on our website with your personal details removed.

I trust you find this information useful. Should you have any concerns with this response, I would encourage you to raise them with Oranga Tamariki. Alternatively, you are advised of your right to also raise any concerns with the Office of the Ombudsman. Information about this is available at www.ombudsman.parliament.nz or by contacting them on 0800 802 602.

Nāku noa, nā



Michelle Malyon
General Manager Public Information and Ministerial Services

DRIVER AND VEHICLE GUIDELINES

Purpose

The purpose of this document is to provide guidance and advice relevant to the Driver and Vehicle Policy and this document should be read in conjunction with the Policy.

If you have questions and/or clarifications, please contact your local Vehicle Administrator and if they are unable to assist, please contact the Fleet team on OT_Vehicles@ot.govt.nz.

Vision

Our people are experienced and competent drivers who can choose road transport options matched to their needs that allow them to work optimally, and that no harm occurs to our kaimahi, tamariki or the public.

Authorisation

To be authorised to use any Oranga Tamariki supplied vehicle, you must:

- ▶ have read and understood the Driver and Vehicle Policy as well as the obligations and responsibilities as set out in these guidelines;
- ▶ have a valid New Zealand full driver licence;
- ▶ have attended a vehicle orientation and induction to understand that particular vehicle's safety features and driver aids;
- ▶ have completed vehicle duress alarm training;
- ▶ have assessed any specialised training needed with your manager

1. General Use

- 1.1. Priority is to be given to tamariki, rangatahi and whānau related transport (transporting tamariki, rangatahi and visits to homes). Workspace/s are to ensure priority is given to this use and enough vehicles remain available for urgent work. Only Oranga Tamariki supplied vehicles are to be used for this purpose.
- 1.2. If you do not have enough vehicles onsite to fulfil your duties the budget manager needs to make a case to the Fleet Team for additional vehicles. To meet the immediate short term need your budget manager can approve short term rentals. Refer to the Travel Policy for details regarding rentals.
- 1.3. Regarding impairments:
 - ▶ You must not drive any Oranga Tamariki supplied vehicle for work purposes if you:
 - are tired, fatigued or stressed to the point where your driving could be affected;
 - are under the influence of drugs and/or alcohol, zero limit rule applies;
 - have taken prescription or non-prescription drugs that may impair your ability to drive. If you are taking prescription or non-prescription medication, check with your medical provider to make sure that it is safe for you to drive
 - ▶ Please speak to your manager if you think your medication could impact on your ability to carry out your work or you believe your driving could be affected for any other reason.
 - ▶ If for any reason you would like someone to talk to about this or any pressure you may be facing, please contact the free counselling service we have available through our Employee Assistance Programme (Benestar). You can use BeneHub to find a counsellor in your area and book an appointment. You can call Benestar on 0800 360 364 or find further details online by searching for EAP on Te Pae.
- 1.4. Before making a journey:
 - ▶ Plan your trip to ensure that you have adequate resources in compliance with Health, Safety and Security and any other operational policies relating to safe transportation and escorting of rangatahi/tamariki. Refer to the Travel Policy for more information. Consider number of passengers, types of car seats and size of vehicle.
 - ▶ Do not drive if you are tired, fatigued or stressed to the point where your driving could be affected. Refer to the [Driver fatigue infographic \(nzta.govt.nz\)](https://www.nzta.govt.nz/driver-fatigue) for further information.

- ▶ Allow enough time to achieve a safe journey including rest breaks as appropriate, avoid peak traffic flows or road closures so far as reasonably practicable.
- ▶ All pool vehicles are required to be booked using the Oranga Tamariki Vehicle Booking System so that Oranga Tamariki are aware of the vehicle usage and the driver in case of an accident or incident.
- ▶ Drivers must ensure that information entered in the Oranga Tamariki Vehicle Booking System is accurate and complete to the best of their knowledge at the time. Booking details should be updated if they change. Oranga Tamariki may use the requested information such as driver name, number of passengers and whether tamariki are in the vehicle for responding in emergency situations.
- ▶ Vehicles must be booked using the usual workspace/s system ensuring selection of a fit for purpose vehicle for the journey e.g.
 - If you require a vehicle equipped with a duress alarm and you have been shown how to activate
 - Road and weather conditions
 - Number of passengers
 - Number and type of car seats
 - Other items required for the journey (e.g. tamariki personal belongings, sports equipment, bikes etc.)
 - Length of journey
- ▶ When all passengers are in the vehicle, make sure everyone is wearing a seatbelt or are secured correctly into car seats. Under NZ law, all children under 7 years of age must use an approved child restraint appropriate for their age and size (see the Child Restraint guide for assistance). Children under 14 years of age are not to travel in the front seat. If you are unsure how to securely fit a car seat, please refer to your Vehicle Administrator.
- ▶ Let your supervisor / manager know where you are going, when you are planning to leave and what time you expect to arrive at your destination.
- ▶ Complete the pre-drive vehicle safety checks. Drivers must check the vehicle is road-worthy and warranted, and there are no obvious faults before driving. If the vehicle is damaged or defective, or you think it may be in an unsafe condition, don't drive it and report any faults to your Vehicle Administrator.
- ▶ Secure any equipment and goods in the load-carrying area of the vehicle before leaving, to prevent them moving around.

1.5. While driving:

- ▶ Do not alter or disable any of the vehicle safety features;
- ▶ Drive safely and legally, driving at safe speeds; be mindful of school zones, change of speed limits and road works. Exceeding the speed limit at any time, including while overtaking, is not acceptable. Always adjust your speed to weather and road conditions;
- ▶ You are not allowed to use a mobile phone while driving or stopped at lights except for a few specific scenarios such as handsfree calls, music, and navigation, all of which must be able to be done without touching any part of the phone. Although allowed by law, the making or receiving of handsfree calls is known to be a distraction and risk while driving. Oranga Tamariki discourages any such calls other than in emergency situations.
- ▶ You must pull over when entering destinations or coordinates into GPS or mapping and guidance software.
- ▶ If a distraction occurs at any point while driving, please pull over to resolve the situation so as not to endanger yourself, any passengers, or other road users;
- ▶ Do not pick up hitchhikers or any other passenger unrelated to your work.

1.6. When your journey is complete:

- ▶ Vehicles should be returned in a safe and clean condition with a minimum of half a tank of fuel for the next driver.
- ▶ Ensure that you have completed the logbook (electronic or manual) using your cost centre for FBT purposes.
- ▶ Report any vehicle faults or damage to the local Vehicle Administrator.
- ▶ Please ensure the vehicle is in a tidy and professional state. Remove all personal belongings and rubbish from the vehicle after use. Ensure the exterior is washed regularly (car wash may be charged to your fuel card). In the case of additional cleaning needs e.g. soiling of vehicle, speak to your Vehicle Administrator.

1.7. Additional vehicles may be ordered using the process in the Fleet Management Handbook.

2. Driver Requirements to Operate Oranga Tamariki Supplied Vehicles

2.1. Drivers must have completed any training specified by Oranga Tamariki prior to booking and using Oranga Tamariki fleet vehicles. This currently includes the following mandatory Fleetcoach driver safety training modules:

- ▶ Skills Awareness (requires a 70% pass rate)
- ▶ Fatigue
- ▶ Speed

2.2. Additional specific training will be organised by your manager when necessary. You may be required to complete specific training if you:

- ▶ are under 25 years old or
- ▶ have held a New Zealand full driver licence for less than one year or
- ▶ have converted an overseas licence to a New Zealand driver licence within the last year; or
- ▶ are exposed to high-risk environmental factors, such as adverse winter conditions or off-road driving.

2.3. When your driver licence is changed or updated e.g. additional class types, requirement for glasses, etc., submit copies of relevant documentation to your manager.

2.4. In the event of an accident or incident which may include a crash while driving for work, licence suspension/disqualification, or if stopped by police except for routine check, notify your line manager at the earliest possible time with details of the event. This may require you to record the event in the organisation's event reporting system or some other form of documentation. Discuss this with your line manager.

2.5. When driving a vehicle model which you are unfamiliar with you should request a walk through from your Vehicle Administrator or the relevant local vehicle dealership. This may include key features such as hybrid technology, safety aspects and proper fitting of car seats. If your vehicle is a rental, you may request this from the rental agency who are obliged to provide such a walk through.

3. Permitted Use of Oranga Tamariki Supplied Vehicles

- 3.1. Oranga Tamariki supplied vehicles are for travel for work purposes only and are not available for private use at any time. The only exception is incidental travel, travel which requires minimal departure from the route you would be taking for a work trip (e.g. stopping at a café on the way to an appointment to get lunch is incidental but taking a Oranga Tamariki supplied vehicle solely to get lunch is not).
- 3.2. All Oranga Tamariki leased fleet vehicles are to be shown in the Vehicle Booking System, including vehicles that have one primary driver. Fleet vehicles that are primarily used by one person should be kept at the office and available for use by other kaimahi when the primary driver is not using the vehicle for extended periods, such as when on annual leave, out of town without the vehicle, or on extended sick leave.
- 3.3. Car parks should be labelled with a vehicle registration. Notify the Vehicle Administrator if the allocated car park is occupied by another vehicle.
- 3.4. When the new fuel card for the new vehicle arrives, the Vehicle Administrator is responsible for obtaining and destruction of the old card.
- 3.5. When fuelling your vehicle please take care to ensure the correct odometer reading is provided.
- 3.6. If you are having to use a loan vehicle as the Oranga Tamariki supplied vehicle is in for repair, you may use the fuel card from the Oranga Tamariki supplied vehicle when filling the loan vehicle, but you must enter 999999 as your odometer reading. This will alert the Fleet Team whilst not corrupting any previous readings.
- 3.7. If your fuel card is lost or stolen, contact your Vehicle Administrator.
- 3.8. BP fuel cards are the standard issue with Oranga Tamariki supplied vehicles. If this is not suitable for the region you work in (e.g. lack of BP sites) contact your Vehicle Administrator.
- 3.9. Ensure petrol vehicles are refuelled using 91 Unleaded. *Do not use premium unleaded / 96 as using higher octane petrol than that specified in the owner's handbook or listed on the inside of the fuel filler cap provides no benefit. Your car won't go any better, it won't be any faster or run cleaner.*
- 3.10. If you need a vehicle for work, your first option should always be a means of transport provided by Oranga Tamariki. Be aware that Oranga Tamariki insurance will not provide coverage for the use of personal vehicles. Please refer to the Travel Guidelines and contact your manager if you have queries.

4. Vehicle Suitability

- 4.1. As part of choosing the right vehicle for your trip you should consider a number of things such as purpose of journey, passengers, length of journey, road conditions, weather, etc. Your workspace/s will have a mix of the following vehicle types: 10 seater van, 7 seater SUV, 5 seater SUV and compact (hatchback or similar). If your workspace/s has a specialist need that is not covered by these vehicles, please contact the Fleet Team to discuss.

5. Transportation of Tamariki

- 5.1. When transporting tamariki and / or their whanau, please refer to the [Escorting Tamariki and Rangatahi Policy](#). This policy outlines what we must do to ensure the ora (wellbeing, health, safety and security) of tamariki and rangatahi we have responsibilities for while they are travelling.

6. Speeding

- 6.1. The safety of the tamariki and whānau we work with, kaimahi, and the public is paramount and there is no excuse for speeding.
- 6.2. Compliance with the speed limit is required at all times, even when overtaking. Take time to plan your day. If you feel that there is insufficient time for travel discuss with your manager.
- 6.3. The police radars and traffic camera infringements are treated as a definitive instance in time whereas there are many factors to be taken into account when looking into GPS notifications. Therefore a follow-up discussion will occur as to the instance notified and assessed as to whether further action is required as outlined in the disciplinary policy.
- 6.4. The table below shows how Oranga Tamariki will generally approach issues around speeding. These apply to both speeding tickets and GPS tracking notifications of excessive speed. In both circumstances email notifications will be sent to both the driver and their manager.

Just and fair Framework for Infringements and GPS Overspeeds

Driver behaviour



ORANGA TAMARIKI
Ministry for Children



| EXCEPTIONAL | LOW RISK | MODERATE RISK | HIGH RISK |
|--|---------------------------------|---------------------------------|---------------------------------------|
| Safe driving behaviour consistently observed | 10-15km over posted speed limit | 16-20km over posted speed limit | 121km/h plus |
| | | | Repeated 21km over posted speed limit |

Oranga Tamariki actions

| RECOGNISE | SUPPORT | TRAIN AND COACH | INVESTIGATE |
|--|---|--|--|
| Discussion led by manager, recognising and commending behaviours | Informal coaching conversation with Manager Repeated behaviour may result in formal manager conversation | Formal manager conversation: <ul style="list-style-type: none"> Agreement on future behaviours and expectations e-Learning module refresher Consider in-car driver assessment | Immediate alert to Fleet and Health & Safety teams |
| | | Repeated / trending 'moderate risk' behaviour | Formal investigation |
| | | | In conjunction with Human Resources, consider disciplinary action in line with relevant policies |

TERM DEFINITIONS

Repeated Three or more incidents within 12 months

Trending Based upon the last three incidents a direction where the type of behaviour continues to increase in frequency or reduce periods between
Repeated / trending moderate risk behaviour may result in formal investigation

Notes

- Most people don't want to break the rules/law or get injured at work/home, so we should have conversations about what's going on and why things happen
- This model is in-line with Worksafe practice.
- Overspeeds of 0-9 kmph behaviour is recorded
- Current Speeding bands / fines: <https://www.nzta.govt.nz/driver-licences/driving-offences-and-penalties/driving-offences/speeding/>
- Current Demerit Points related to speed: <https://www.nzta.govt.nz/driver-licences/driving-offences-and-penalties/demerit-points/#speed>

7. Accidents & Infringements

For 24-hour emergency and roadside assistance phone Custom Fleet on 0800 11 6363.

7.1. You should call 111 if:

- ▶ someone's in danger
- ▶ someone's having chest pain, breathing difficulties or is seriously ill or injured
- ▶ there's a fire or serious risk to property
- ▶ a crime is being committed and the offenders are still there or have just left
- ▶ you've come across a major public inconvenience, like trees blocking a state highway.
- ▶ If you cannot decide whether it's a real emergency and you're still worried, call 111. The operator will help you work out what to do.

7.2. We strongly recommend that you get a medical examination following a serious accident, or any incident after which you feel unwell, for which you will be reimbursed. This includes cases where the vehicle is unable to be driven and/or the airbags have been deployed.

7.3. In the event of a breakdown or accident, the following applies:

- ▶ If you are involved in an accident, you are obliged to stop and put your hazard warning lights and headlights on.
- ▶ Check to ensure the accident scene is safe, render assistance if anyone is injured and call emergency services if required.
- ▶ Follow the instructions contained in the Custom Fleet Driver Information Guide located in the glovebox.
- ▶ All crashes resulting in a non-life threatening injury (such as broken bones or a hospital visit) should be reported by calling 105 or visiting your local police as soon as is practicable and no later than 24 hours from the time of the crash.
- ▶ After a non-injury crash you should swap names and addresses with other motorists involved. Do not admit liability. If the crash involved another person's property, such as a fence, you should report it to the owner of the property within 48 hours of the crash. If the owner cannot be located, you are required by law to report to police within 60 hours of the crash.
- ▶ Report any incidents, such as a crash or damage by calling Custom Fleet on 0800 11 6363. Please also advise your local vehicle Administrator as soon as possible.
- ▶ Health, Safety & Security are to be notified of any accidents or incidents, including all non-injury accidents and near misses.

- 7.4. All infringements (including parking) and resulting penalties are transferred into the name of the recorded driver of the vehicle within 7 days of notification from the Fleet Team. Drivers are responsible for paying any fines incurred. Oranga Tamariki will not reimburse any infringement costs. If the driver cannot be identified, the liability will transfer to the budget manager.

8. GPS, Telemetry & Duress Alarm

- 8.1. Oranga Tamariki supplied vehicles are being progressively fitted with GPS and telemetry monitoring active which will typically include a duress alarm.
- 8.2. Prior to travel, drivers should check if the duress alarm button is illuminated (the duress alarm button is generally located on the right-hand side of the steering wheel). If the button is illuminated, this indicates an issue with the duress alarm capability to transmit the signal. In this case, please do not use the vehicle and ask your Vehicle Administrator to contact the Fleet Team (OT_Vehicles@ot.govt.nz) to report the issue.
- 8.3. Kaimahi that need to transport tamariki, rangatahi and whānau should be given priority access to Oranga Tamariki supplied vehicles equipped with a duress alarm. Rental and loan vehicles are not fitted with duress alarms. If you require a vehicle with a duress alarm, please speak with your Vehicle Administrator or manager ahead of time to request an Oranga Tamariki fleet vehicle for that trip.
- 8.4. Oranga Tamariki supplied vehicles with GPS and telemetry installed are to have a label affixed to notify users. The Fleet Team will advise placement of sticker, which is model specific and, in most cases, should be applied prior to delivery. Notify your Vehicle Administrator if the label is damaged or missing. Fleet Team can provide additional stickers if required.
- 8.5. Managers will be able to request data on vehicle usage and statistics to help make decisions for their teams related to vehicle suitability and fleet capacity, and to help manage a number of potential risks including driver fatigue. Requests for data must be made in writing to the Fleet Manager.
- 8.6. To ensure the most efficient response to a duress alarm or g-force alert, you must book and check the vehicle out /in in the Oranga Tamariki vehicle booking system, ensuring accurate driver information is recorded. If the driver identity and contact details are not known, the emergency alert monitoring provider must take extra time to determine the driver and contact details.
- 8.7. During a response to a vehicle emergency alert, Oranga Tamariki's external security monitoring company may provide driver contact details to emergency service responders (e.g. Police) to help responders locate and contact the driver.

Further guidance

Related policies and guidance:

- ▶ [Fleet page on Te Pae](#)
- ▶ [Escorting Tamariki and Rangatahi Policy](#)
- ▶ [Oranga Tamariki Travel Policy](#)
- ▶ [Oranga Tamariki Travel Guidelines](#)
- ▶ [Oranga Tamariki Disciplinary Policy](#)
- ▶ [Oranga Tamariki Disciplinary Guidelines](#)
- ▶ [Oranga Tamariki Code of Conduct](#)
- ▶ [Custom Fleet Driver Information Guide](#)
- ▶ [Custom Fleet - Fleet Management Handbook](#)
- ▶ [NZTA Requirements for using child restraints in New Zealand](#)
- ▶ [NZTA 'Child restraints save lives'](#)
- ▶ [Pre-drive vehicle safety check](#)
- ▶ [NZ Police what should I do if I've been involved in a minor car crash](#)

Relevant legislation and regulations:

- ▶ [Land Transport Act 1998](#) and associated regulations and rules
- ▶ [Health and Safety at Work Act 2015](#)

Key Definitions

The definitions provided in the table below are relative to the Vehicle and Driver policy and guidelines only.

| Term | Definition |
|----------------------|--|
| <i>Driver</i> | Any Oranga Tamariki employee or contractor, including casuals who drive a work vehicle for work purposes. |
| <i>Vehicle</i> | Any Oranga Tamariki fleet vehicle, or any vehicle hired by Oranga Tamariki from an external rental or leasing company for work purposes (Ministry of Social Development vehicles are no longer available for Oranga Tamariki use). |
| <i>GPS/Telemetry</i> | Global Positioning System is a locational position identification used to transmit the telemetry data from the vehicle to monitor mileage, speeds, and use. |
| <i>FBT</i> | Fringe Benefit Tax – refers to a benefit given to an employee other than their salary or wages. |
| <i>Manager</i> | A staff member's direct one-up Manager (i.e. for a GM the direct one-up Manager is his/her DCE, for a Senior Advisor/Advisor the direct one-up Manager is his/her Team Manager). |

APPENDIX A: Management responsibilities

Line Managers

Line managers must:

- ▶ ensure that anyone driving a vehicle is authorised to do so and meets the requirements stipulated in this policy
- ▶ set clear expectations with your team around safe and healthy driving
- ▶ ensure that our drivers complete the above before driving and follow necessary procedures where required
- ▶ ensure that our drivers understand their responsibilities when driving for work
- ▶ arrange and fund any required driver competency assessment or development for your team
- ▶ ensure that fit for purpose vehicles are available

Vehicle Administrators

Vehicle Administrators are required to:

- ▶ arrange and verify routine safety checks of Oranga Tamariki vehicles
- ▶ ensure the driver is given a vehicle orientation and induction to understand the safety features of the vehicles
- ▶ ensure the [Custom Fleet Driver Information Guide](#) is kept in the glovebox of the vehicle
- ▶ coordinate regular cleaning and maintenance of vehicles
- ▶ provide suitable secure key storage to prevent unauthorised access to vehicles
- ▶ remove damaged or defective vehicles from use until repaired
- ▶ ensure vehicles are equipped with a first aid kit, logbook, fuel card, driver booklet, appropriate PPE gear and cleaning kits
- ▶ report to the work manager about vehicle suitability

Fleet Manager & Team

The Fleet Manager & Team are required to:

- ▶ procure vehicles that meet the Australasian New Car Assessment Programme (ANCAP) 5-star safety standard, or 4-star where a 5-star is not available due to vehicle type
- ▶ ensure vehicles are delivered with appropriate emergency equipment
- ▶ monitor vehicle servicing and maintenance to make sure that it meets recognised standards (e.g. manufacturers' recommendations)
- ▶ audit vehicle maintenance and inspection records to make sure vehicles remain fit for purpose
- ▶ own and disseminate data from vehicle monitoring and telemetry systems (including personal information protection and system reliability)
- ▶ collect and audit Fringe Benefit Tax data on behalf of Finance Team
- ▶ check that vehicles are maintained, and defects repaired promptly
- ▶ manage procurement of vehicle service providers

- ▶ work with Health, Safety and Security and frontline staff to ensure vehicle suitability for the safe transport of our tamariki, rangatahi and staff

Health, Safety and Security team

The Health, Safety and Security team are required to:

- ▶ support learning and development and business support staff to source suitable driver training for the Oranga Tamariki
- ▶ support the communication of this policy and its procedures to staff
- ▶ consult on policy and procedures
- ▶ provide tools and checklists to support policy
- ▶ support the Work Manager with information to be able to provide suitable vehicles for the safe transport of tamariki, rangatahi and staff.

Vehicle supplier & Vehicle lease management company

The vehicle supplier and lease management company are required to:

- ▶ provide vehicles that meet the Australasian New Car Assessment Programme (ANCAP) 5-star safety standard, or 4-star where a 5-star is not available due to vehicle type
- ▶ Provide vehicle orientation and induction to understand that particular vehicle's safety features and driver aids

Infrastructure – Property team

The property team are responsible for ensuring the acquisition and labelling of car parks for our work vehicles as deemed appropriate by the Health, Safety & Security team.

DRIVER AND VEHICLE POLICY

Many kaimahi will be required to use vehicles to carry out their mahi. Every year many people are seriously injured or lose their lives on our roads. We all have a responsibility to keep the tamariki and whānau we work with, our fellow kaimahi, and the public safe. There is no excuse for speeding.

This policy aims to ensure that when kaimahi use vehicles for work, this occurs safely and that vehicles are used appropriately.

Please note:

- This policy is to be read in conjunction with the Driver and Vehicle Guidelines.
- While we understand mistakes may occur, we expect our people to take particular care when driving for work, and even more so when tamariki are in the vehicle. We will provide the tools and training to support this.

Policy Statements

Drivers must have read and understood this Driver and Vehicle Policy document as well as the information set out in the Driver and Vehicle Guidelines.

The policy statements or 'must do' requirements related to Oranga Tamariki supplied vehicles are:

1. General Use

- 1.1. All Oranga Tamariki supplied vehicle use must be consistent with the purpose, values and vision of Oranga Tamariki.
- 1.2. Oranga Tamariki supplied vehicles must be driven in a manner that reflects positively on Oranga Tamariki and ensures that anyone travelling in the vehicle, or who are near the vehicle, are kept safe.
- 1.3. Priority is to be given to tamariki, rangatahi and whānau related transport (transporting tamariki, rangatahi and visits to homes). Workspace/s are to ensure priority is given to this use and enough vehicles remain available for urgent work.

IN-CONFIDENCE

- 1.4. Drivers are to observe the New Zealand Road Code, traffic laws, rules and regulations at all times. This includes and is not limited to speed, cell phone use, seatbelts and child restraints, and adjusting driving to suit the conditions.
- 1.5. Drivers must ensure they can drive safely and effectively at all times, for example:
 - ▶ they are not fatigued (e.g. taking rest breaks as required)
 - ▶ they do not operate a vehicle under the influence of alcohol or illicit drugs (a zero limit applies)
 - ▶ they are not impaired due to taking prescription or over the counter medication.
- 1.6. Drivers must check the vehicle to ensure it is fit for purpose for the journey, is road-worthy and warranted, and there are no obvious faults before driving. If you think that the vehicle is in an unsafe condition do not drive it and report any issues to your local Vehicle Administrator or your Line Manager.
- 1.7. Appropriate routes need to be taken including consideration of time, cost and environmental impacts.
- 1.8. All drivers must record trip details appropriately as per the Driver and Vehicle Guidelines.
- 1.9. Smoking and vaping is prohibited in all vehicles.
- 1.10. Hazardous substances are not to be transported.
- 1.11. Vehicles must always be left in a clean and tidy condition.
- 1.12. If a driver operates an Oranga Tamariki supplied vehicle illegally or outside the Driver and Vehicle Policy requirements and an accident or damage occurs, they will be liable for the costs of repair and reparation.
- 1.13. Any breach of the road code, traffic laws, rules or regulations and the Driver and Vehicle Policy while operating an Oranga Tamariki supplied vehicle, may be considered misconduct or serious misconduct and may result in disciplinary action in accordance with Oranga Tamariki's Code of Conduct and Disciplinary Policy and Guidelines. Oranga Tamariki may also withdraw authorisation for the staff member to use a vehicle (either temporarily or permanently).
- 1.14. All Oranga Tamariki supplied vehicles must be sourced through the Fleet Team or approved rental car suppliers via the Oranga Tamariki travel agent. No direct purchasing of vehicles is to occur.

2. Driver requirements to operate supplied vehicles

- 2.1. Drivers must be an employee or a contractor of Oranga Tamariki.
- 2.2. Drivers must hold a valid full New Zealand driver licence of the appropriate class, have provided a copy of their driver licence and all other documentation needed to operate an Oranga Tamariki supplied vehicle and have completed any training specified by Oranga Tamariki.
- 2.3. Drivers must notify their manager immediately if:
 - ▶ their driver licence is changed or updated (e.g. a requirement for glasses is added)
 - ▶ they are involved in an accident or incident while driving for work
 - ▶ their driver licence is suspended or if they are disqualified from driving
 - ▶ if they are stopped by the police while driving an Oranga Tamariki supplied vehicle unless it was for a routine check (e.g. breath test checkpoint) with no adverse finding.
- 2.4. Drivers must complete a vehicle orientation for the particular vehicle type they are using. For short term rental cars, drivers should request this from the rental car company if they are unfamiliar with the vehicle.

3. Permitted use of Oranga Tamariki supplied vehicles

- 3.1. Oranga Tamariki supplied vehicles are for travel for work purposes only and are not available for private use at any time. The only exceptions are:
 - ▶ Incidental travel - travel which requires minimal departure from the route you would be taking for a work trip.
 - ▶ Where provision of a vehicle is a term of your employment agreement.
 - ▶ Where you have been requested by your manager to take a vehicle home due to lack of secure parking at workspace/s.
 - ▶ Where you are on call and your manager has agreed to the car being available from the place of residence.
 - ▶ Any other work-related reason that abides by the Oranga Tamariki Travel Policy that your manager deems appropriate.
- 3.2. Where Oranga Tamariki supplied vehicles are provided for use by whānau, caregivers or providers for the provision of care, an appropriate member of staff must take accountability for the vehicle and the vehicle must be arranged through the Fleet Team who will specify how it is to be used and managed. This usage is outside the scope of this Policy.
- 3.3. Drivers may only take passengers who require travel for Oranga Tamariki work purposes, for example: tamariki, rangatahi, and whānau we are working with as well as caregivers or work colleagues. Unauthorised passengers may include, kaimahi whānau members, friends, hitchhikers, etc. Any exceptions to this must be approved in writing by your manager.

- 3.4. Oranga Tamariki supplied vehicles must be parked in allocated spaces onsite unless approved by the Budget Manager. Approval to park offsite will only be given where the vehicle may be required for work purposes by the staff member outside usual operating hours (e.g., for an emergency call).
- 3.5. Oranga Tamariki supplied vehicles must always be locked when unattended.
- 3.6. Fuel cards can only be used to wash and refuel the vehicle they are assigned to and are not to be used for any other purchases. The odometer reading must be entered correctly (either at the pump or at the counter) when refuelling the vehicle.
- 3.7. If you need a vehicle for work, your first option should always be a means of transport provided by Oranga Tamariki. Be aware that Oranga Tamariki insurance will not provide coverage for the use of personal vehicles. Please refer to the Travel Guidelines and contact your manager if you have queries.

4. Vehicle suitability

- 4.1. The type of vehicle used should be suitable for the work and conditions you are likely to encounter (e.g. the number of passengers, the particular travel and road conditions).
- 4.2. Oranga Tamariki supplied vehicles are only suitable for use on sealed or gravel roads. Should you require an off-road vehicle please let the Fleet Team know so a more suitable vehicle type can be provisioned and driver requirements can be checked.

5. Transportation of Tamariki

- 5.1. When transporting tamariki and / or their whānau, please refer to the [Escorting Tamariki and Rangatahi Policy](#). This policy outlines what we must do to ensure the oranga (wellbeing, health, safety and security) of tamariki and rangatahi we have responsibilities for while they are travelling.

6. Speeding

- 6.1. The safety of the tamariki and whānau we work with, kaimahi, and the public is paramount and there is no excuse for speeding.
- 6.2. Compliance with the speed limit is required at all times.
- 6.3. Driving at excessive speeds or repetitive speeding will be considered misconduct or serious misconduct and may result in disciplinary action in accordance with Oranga Tamariki's Code of Conduct and Disciplinary Policy and Guidelines. Oranga Tamariki may also withdraw authorisation for the staff member to use a vehicle (either temporarily or permanently).
- 6.4. Managers are to address incidents of speeding appropriately, with consequences appropriate to the circumstances and severity of the speeding, in accordance with the Driver and Vehicle Guidelines.

7. Accidents & Infringements

- 7.1. Drivers must report any accident, incidents, or damage to their manager within 48 hours of occurrence.
- 7.2. All infringements (including parking) and resulting penalties are the accountability of the driver.

8. GPS, Telemetry and Duress Alarm

- 8.1. Where Oranga Tamariki supplied vehicles have GPS and telemetry monitoring, users will be notified through signage and must not interfere with equipment.
- 8.2. Oranga Tamariki may monitor the GPS location information of Oranga Tamariki supplied vehicles. GPS data is collected and analysed by the Fleet Team for the following reasons:
 - a. to enable Oranga Tamariki to meet its health and safety obligations
 - b. to ensure compliance with relevant policies, guidelines, laws and regulations
 - c. ongoing refinement of our transport strategy
 - d. to arrange replacement scheduling and/or any other activities the Fleet Team is required to undertake.
 - e. to enable efficient utilisation of vehicles (at both a national and local level)
- 8.3. Managers will be able to request data relating to vehicle usage and statistics as required to determine local vehicle suitability and capabilities. The Fleet Team may also provide managers data relating to potentially dangerous behaviours.
- 8.4. Oranga Tamariki's external security monitoring company will have access to live status GPS location information and driver contact details for Oranga Tamariki supplied vehicles to respond to duress alarms and emergency incidents in/near vehicles. The monitoring provider will not be given access to historical data or reporting functionality.
- 8.5. During a response to a vehicle emergency alert, Oranga Tamariki's external security monitoring company may provide driver contact details to emergency service responders (e.g. Police) to help responders locate and contact the driver.
- 8.6. Nominated kaimahi within the Health, Safety & Security and National Call Centre teams will have access to GPS location information for Oranga Tamariki supplied vehicles to support response to duress alarms and emergency incidents in/near vehicles.
- 8.7. Access to data may be granted to HR staff where they are assisting with addressing concerns related to vehicle use, including potential misconduct/serious misconduct, for which the data would be relevant but will not be provided unless such concerns exist.

Key Definitions

The definitions provided in the table below are relative to the Driver and Vehicle policy and guidelines only.

| Term | Definition |
|---|---|
| <i>Driver</i> | Any Oranga Tamariki employee or contractor, including casuals who drive a work vehicle for work purposes. |
| <i>Oranga Tamariki supplied vehicle</i> | Any Oranga Tamariki supplied vehicle, including rental or leased vehicles for work purposes. |
| <i>GPS and Telemetry Monitoring</i> | Equipment to track and monitor how vehicles are driven and where they are. |

Further Guidelines and Related Policies

- [Oranga Tamariki Driver and Vehicle Guidelines](#)
- [Escorting Tamariki and Rangatahi Policy](#)
- [Oranga Tamariki Disciplinary Policy](#)
- [Oranga Tamariki Disciplinary Guidelines](#)
- [Oranga Tamariki Code of Conduct](#)

Relevant legislation and regulations:

- [Land Transport Act 1998](#)
- [Health and Safety at Work Act 2015](#)

Additional guidance under development:

- Process for validation of driver licences for new and existing kaimahi
- Guidelines for kaimahi on the appropriate use of personal information in FleetLocate
- Guidance on information requests / release, including how kaimahi can request their own information

Contact

For further information about this policy, contact the Fleet Team on OT_Vehicles@ot.govt.nz or via the [Fleet page](#) on Te Pae.