POLICY TITLE: VEHICLE

TABLE OF CONTENTS

1. PURPOSE AND SCOPE OF THIS POLICY ................................................................. 1
2. RESPONSIBILITIES ............................................................................................. 1
3. PRINCIPLES IN PRACTICE .............................................................................. 2
4. PROCEDURES ...................................................................................................... 2
   LIFE OF THE SC VEHICLE ................................................................................. 2
   TYPE OF VEHICLE ............................................................................................. 2
   USE OF VEHICLE ............................................................................................... 3
   Registration .......................................................................................................... 4
   Insurance ............................................................................................................... 4
   Road User Charges .............................................................................................. 4
   Fringe Benefit Tax (FBT) .................................................................................. 4
   DRIVER RESPONSIBILITIES ............................................................................. 4
   GPS TRACKING .................................................................................................. 5
   Accident Management ....................................................................................... 6
   Breakdowns .......................................................................................................... 7
   Infringement ......................................................................................................... 7
   OTHER KEY RESPONSIBILITIES .................................................................. 7
   Driver Training .................................................................................................... 9
5. DEFINITIONS ..................................................................................................... 10
6. RELATED FORMS ............................................................................................... 10

1. PURPOSE AND SCOPE OF THIS POLICY

   - The purpose of this policy is to provide a comprehensive guide outlining the management and
     requirements for the vehicle fleet and fleet users.
   - This policy describes the services required for Spectrum Care fleet operations and the policies, procedures
     and relevant contact information in obtaining those services.
   - To provide guidelines concerning purchasing, maintenance and proper usage of vehicles owned by
     Spectrum Care, and inform staff of protocols regarding accidents.
   - To ensure Spectrum Care vehicles are properly managed to ensure safety, cost efficiency and optimal
     investment returns.

2. RESPONSIBILITIES

   It is the responsibility of each General Manager to ensure that all vehicles in the custody of staff under his/her
   control are maintained and used in accordance with this policy.
The vehicle fleet forms an important part of our image in the community. We expect drivers to be courteous and considerate, adhere to all safe driving practices and for vehicles to be maintained and managed in accordance with the Driver Policy.

It is the responsibility of every driver of a Spectrum Care vehicle to know these guidelines, and to conduct their activities accordingly.

3. PRINCIPLES IN PRACTICE

Spectrum Care may allocate a vehicle to a staff either for position status, compensation competitiveness, or where it is required to satisfy the job requirements.

Spectrum Care may provide a company vehicle to staff:

- as an approved benefit to senior and specialized positions (in accordance with market remuneration data) within Spectrum Care with the approval of the Chief Executive (CE); and/or
- For operational business use only with the approval of the CE.

Vehicles remain the property of Spectrum Care at all times and may be withdrawn from allocation to the user on the authority of the CE.

It is the responsibility of each General Manager to ensure that all vehicles in the custody of staff under his/her control are maintained and used in accordance with this policy.

The vehicle fleet forms an important part of Spectrum Care image in the community. We expect drivers to be courteous and considerate, adhere to all safe driving practices and for vehicles to be maintained and managed in accordance with the Driver Policy.

4. PROCEDURES

LIFE OF THE SC VEHICLE

- All vehicles are purchased new. However, there may be specific instances where the purchase of used vehicles are necessary and economically justifiable, to be authorised by the CE.
- The recommended replacement schedule is 160,000kms or 6 years and an extension will be considered on a case by case basis.
- If a vehicle is undertaking more than 35,000 km’s per annum it may be swapped with another low mileage vehicle partway through its life.
- The usual type of vehicle for the house is a 7 or 9 seater van although a “people mover” or station wagon may be preferred if this suits the people and their needs.
- Multiple disability houses will have a van equipped with mobility facilities for people in wheel chairs to travel safely and comfortably.

TYPE OF VEHICLE

The variety of vehicles should be minimized, preferably three makes:
Pool Vehicles for Service Coordinators and Team members

Cars 1300cc. A small number of 1600cc vehicles for longer distance.

Service Managers
Cars 1600cc to 1800cc

General Managers
Cars 1800cc to 2000cc

CE
Cars 2000cc to 2500cc
There may be variations to Senior Management vehicles according to the terms of their employment agreement.

Vans
Short wheel base van (seating for 7), Long wheel base van (seating for 9), high top for wheelchair access. The SM/SC will be consulted and their preference documented by completing and submitting the Requisition for Replacement Vehicle form to GMFISP.

USE OF VEHICLE

BUSINESS USE

Drivers and passengers of Spectrum Care vehicles are representing Spectrum Care at all times and are required to drive and behave responsibly.

All Spectrum Care vehicles must be available for other Spectrum Care business purposes should the assigned driver not require the use of the vehicle at the time. If the driver is on leave for whatever reason, Spectrum Care may require the vehicle to be returned to work during the period of absence.

PRIVATE USE

Private use is only permitted for staff who have been provided a company vehicle in accordance with their employment agreement. Full private use, if provided as part of an overall salary package, entitles the employee to use the company vehicle for his or her personal use. However the employee may not use the vehicle for travel to, or travel associated with, other employment unless specifically approved by the CE.

If private use is not part of the individual’s employment agreement, staff using Spectrum Care vehicle for unauthorised non-work purpose may be subject to costs of damage, disciplinary action and/or dismissal. Where Spectrum Care vehicle is used for non-work or private use, any incident in which the vehicle is damaged, the licence status of the driver may be affected, or the safety of others has been put at significant risk, will be treated as if it were a workplace incident.

MISUSE

Wear and tear that is significantly greater than the norm on any Spectrum Care vehicle may result in the driver being required to contribute to the costs of repairs or maintenance on that vehicle.

RENTAL & COURTESY VEHICLE
Under no circumstances must a Spectrum Care driver accept a loan vehicle from an auto repair provider, unless prior approval has been given by the CE or a General Manager. Prior to the approval, GM must be assured that Spectrum Care will not be liable for any insurance liabilities of the loan vehicle.

REGISTRATION

LeasePlan will send new registration labels for the vehicles, directly to Spectrum Care HO for the attention of the allocated driver or Service Coordinator of the house. Duplicate labels can be obtained from any Post Shop. If you have any queries, please contact the Finance Manager or LeasePlan.

INSURANCE

Spectrum Care vehicle insurance will be arranged by GMFISP.

ROAD USER CHARGES

All diesel-powered vehicles used on the road must pay Road User Charges (RUC). For any RUC requirements please contact LeasePlan.

FRINGE BENEFIT TAX (FBT)

Spectrum Care vehicles are exempt from this tax.

DRIVER RESPONSIBILITIES

SERVICING

The driver must ensure the vehicle receives regular servicing in accordance to manufacturers recommendations. Please refer to the service manual provided by the manufacturer or the service sticker on the front windscreen.

MAINTENANCE

As well as regular servicing, water, oil, tyre pressures and other indicators are to be checked frequently, preferably fortnightly. The vehicle is to be serviced at approved suppliers of Spectrum Care. The driver is responsible to report all faults immediately to their manager.

Should you require information regarding the location of your nearest approved agent refer to www.leaseplan.co.nz and select ‘Supplier Finder’ or contact 0800 LEASEPLAN (0800 532737). Please advise the supplier your vehicle is under LeasePlan management. The supplier will then call the lease company who will manage and issue order numbers for all required repairs.

Frequently a vehicle is under a 3 or 5 year service warranty provided by the motor dealer, in which case the vehicle should be serviced by the motor dealer. Details will be listed in the vehicle manual in the glove compartment.

TYRES

A daily check for any obvious tyre damage must be carried out, reported and immediately repaired through an approved tyre supplier of Spectrum Care.
Please take your vehicle to any Firestone, Bridgestone, Beaurepair or Frank Allen tyre store. Remember to specify the vehicle is under LeasePlan management. They will then contact LeasePlan and they will manage and issue order numbers for all required repairs or replacement.

For any LeasePlan tyre repairs please call 0800 4TYRES to be directed to your nearest Beaurepairs store.

**FUELS & FUEL CARDS**

The preferred fuel suppliers are Mobil and Shell although Spectrum Care has accounts with all the major fuel suppliers. If you have any fuel or fuel card queries please contact LeasePlan on 0800 LEASEPLAN (0800-532-737). It is the responsibility of the driver to provide an accurate reading of the odometer to the service station clerk whenever a fuel card is used.

Pump dockets are to be retained and checked against the statement sent by LeasePlan to the Service Coordinator or Manager at the end of each month. Drivers can access the LeasePlan website to check details of their fuel usage. For assistance, contact LeasePlan.

Only use the fuel type that is recommended by the manufacturer.

**CLEANING**

The person to whom the vehicle is allocated is responsible for ensuring that it is kept in a clean condition. Car valets are not reimbursable by Spectrum Care. A clean vehicle creates a positive impression consistent with Spectrum Care brand expectation.

**ROADWORTHINESS**

It is the driver’s responsibility to ensure the vehicle is always in a roadworthy condition and faults are reported so they can be fixed. The driver must ensure that current warrant of fitness, registration and road user labels (diesel vehicles only) are displayed. Once a month, complete the Monthly Vehicle Checklist (Reference: FOR-0124) and arrange to undertake the repairs where necessary.

**GPS TRACKING**

All Spectrum Care vehicles will be equipped with a GPS tracking equipment for driver safety, security and accountability. There are two levels of GPS oversight.

**Vehicles that are used solely and exclusively for work purposes** e.g. house vehicles and those used by some designated positions for work-only purposes e.g. Service Coordinators. The GPS will report on movement and vehicle location, and separately on reckless driving such as speeding, harsh braking and acceleration and sharp cornering which may endanger the driver or passengers, whether they are people we support or staff. When such incidents, including impacts and accidents, occur, a message will be sent from the vehicle to the GPS tracking company, Argus Tracking who will report back to Spectrum Care management. For vehicles that are driven by multiple drivers, a driver identification system is also in place which requires a driver to register his/her personal pin before commencing to drive.

**Vehicles that are supplied for full personal use that form part of the Individual Employment Agreement**, have both a work purpose and a private use component. Privacy issues constrain monitoring of those categories of vehicle’s location and use outside business hours when being used for private purposes. GPS monitoring of these vehicles,
by Argus Tracking will be continuous, but access by authorised managers to GPS data outside of business hours will be generally restricted unless authorised by a General Manager as part of an investigation. Because the technology has default organisation-wide settings, (0800-1800 hrs Monday – Friday) the monitoring policy will not incorporate annual leave, public holidays or accommodate individual requests for variance. Newly appointed staff with vehicles assigned that fall under this policy clause will need to be advised of this condition attached to vehicle usage. Monitoring of driving behaviour is not cost-effective for personal use vehicles because the purpose is to safeguard those who use our service from adverse driving behaviours.

Managers who have access rights to vehicle usage data in terms of this policy may only access data from vehicles within their Responsibility Centre unless a changed approval is provided by a GM.

SAFETY AND SECURITY

Where staff safety, investigative need, or vehicle security is determined by a General Manager, or CE as needing to be addressed, Argus Tracking can be requested to provide any and all data pertaining to any vehicle at any time. There may be cost for this service.

VEHICLE USAGE DATA

Vehicle usage data will be stored on a Spectrum Care server for 2 years before secure deletion. Argus Tracking will store data for 3 years.

ACCIDENT MANAGEMENT

If you are involved in an accident whilst driving a Spectrum Care vehicle, please adhere to the steps mentioned or contact LeasePlan on 0800 LEASEPLAN (0800-532-737) and speak to the accident team who will assist you with the accident reporting procedure.

Drivers must at all times protect Spectrum Care’s interest in regard to insurance cover and claims and must have a current driver’s licence which must be available on request. The assigned driver may be made to bear the insurance excess if involved in an accident where the driver is found to be guilty of gross negligence and carelessness. If involved in an accident please ensure to follow the steps detailed below:

WHAT TO DO AFTER AN ACCIDENT

a. DO NOT ADMIT LIABILITY TO THE OTHER PARTY.

b. Ensure everyone’s, most importantly your safety in moving or securing your vehicle

c. Call emergency services (if necessary i.e. injury requiring hospitalization or traffic hazard)

d. If anyone is injured as a result of the accident and you are able to offer assistance, do so.

e. Ask the other driver for their name, address and insurance company.

f. Record make of vehicle, registration number, direction the vehicle was travelling and estimated speed.

g. Wherever possible, obtain the name of the police officer attending at the scene of the accident.

h. Record the name and address of any witnesses to the accident including any occupants of your vehicle.

i. Note any damage to property (other car, premises, fixtures, etc.).

j. Record the details about the accident as it relates to your vehicle – date, time, place, condition of road, direction, speed you were travelling.
k. When you return to work or within 48 hours whichever is the earliest,
   1. Advise your Service Coordinator or Manager of the accident.
   2. Lodge an accident claim with LeasePlan.

l. All injury accidents must be reported to the police – this is a legal requirement.

WINDSCREEN/ GLASS

Contact Smith & Smith Glass (0800 48 33 88) or other relevant glass supplier or LeasePlan who will manage your glass requirement. For repair to a small chip in the windscreen, contact Novus (0800 10 35 35). Glass is covered in the Spectrum Care insurance policy and LeasePlan will administer this process on the customer’s behalf.

BREAKDOWNS

LeasePlan will manage your breakdown requirements for you. Roadside assistance is a mandatory service for LeasePlan managed vehicles. 24 hour by 7-day roadside assistance for mechanical breakdown is provided. 0800 LEASEPLAN (option 2) will connect you to the breakdown team for assistance.

For any LeasePlan breakdowns contact 0800LEASEPLAN to speak to the breakdown team.

INFRINGEMENT

Upon receipt of infringement notices from the NZ Police, the Finance Manager will distribute them to the assigned drivers or to the Service Coordinators to identify drivers at the houses. Fines must be paid promptly and before the original deadline. Should a fine remain unpaid, upon receipt of the first infringement reminder, Spectrum Care will redirect the fine to the identified driver by lodging a Statutory Declaration in Respect of a Moving Vehicle Offence with the NZ Police.

Fines for driving offences and all infringements, including parking and speeding, are the responsibility of the driver and will not be paid or reimbursed by Spectrum Care. If the vehicle was being driven by another party, it is the responsibility of the vehicle custodian to identify the offender.

OTHER KEY RESPONSIBILITIES

DRIVERS LICENCE

- Loss of Licence

Drivers shall not drive a Spectrum Care vehicle unless they have a current full licence applicable to the class of vehicle being driven. All driver licences registered with Spectrum Care are subject to ongoing checks through an arrangement Spectrum Care has with LTSA Driver Check facility. Any driving conviction which results in a period of licence suspension will result in the staff losing the use of the vehicle for that period. Where a Spectrum Care vehicle driver is disqualified from driving such disqualification must be advised to the Service Manager and HR Manager as soon as possible. Staff driving a Spectrum Care vehicle whilst unlicensed will face a disciplinary action which may lead to their dismissal.

Where a licence is revoked for any reason, and mobility forms part of the drivers requirement in satisfactorily performing the duties of their role, the staff member may be subject to disciplinary action and/or the employment
contract may be terminated unless suitable alternative transport arrangements can be made by the driver. Spectrum Care will not cover the cost of alternative transport arrangements resulting from a licence disqualification.

- Licence Checks

Spectrum Care requires all staff to allow access to their current driver’s licence details through LTSA Drivers Check. Driver Check is a Land Transport Safety Authority service that enables the status of driver licences to be queried by authorised users. Driver Check will also enable drivers to be linked to an employer and when a change occurs to the status of their licence, the employer will be automatically advised.

Roadside vehicle impoundment sends a clear message to owners of vehicles that they have an obligation to ensure only licenced drivers use their vehicles. Spectrum Care therefore needs to be able to check the validity of their staff driver licences before allowing them to drive their vehicle.

PROHIBITED USE

Drivers must always adhere to legal road legislation and vehicles must always be driven in a safe and courteous manner. Drivers are prohibited from using or allowing a Spectrum Care vehicle to be used by a person:

- who has a proportion of alcohol in their blood or breath which exceeds the legal limit, notwithstanding that such person may have died as a result of the accident
- while under the influence of any intoxicating substance or any drug
- who following an accident fails or refuses to supply a blood or breath sample as required by law
- for racing, pacing in reliability trials, speed or hill climbing tests
- for the purpose of teaching a learner to drive
- in a reckless or dangerous manner
- for hire, reward or other business activity
- for carriage of a load in excess of that for which the car is designed
- who is an unlicensed or disqualified driver
- In conditions that are likely to cause damage to the car.
- to pick up hitch hikers
- who has demerit points suspension
- failing to stop after a crash
- any actions which warrants a suspension of licence

Any of the above action will be viewed as serious breaches of conduct and dismissal may be a consequence.

In addition, if you are involved in an accident following any of the above breaches, you will be personally responsible for the payment of any insurance excess. The insurance company will also recover any cost of repairs to the insured vehicle as well as any other property damage caused by you in the accident.

SMOKING

Smoking is not permitted in any Spectrum Care vehicles.
PARKING

Overnight parking at home should be off street and reasonably secure. The vehicle must remain locked when not in use and keys should never be left in the vehicle by the driver.

OTHER DRIVERS

Unless a Spectrum Care vehicle is approved for full private use, the vehicle shall not be driven by anyone other than a Spectrum Care staff. A staff member who has a vehicle approved for full private use may nominate a spouse and/or an immediate family member as a secondary driver. The staff must ensure that the secondary driver has a full current licence for that class of vehicle and will be held responsible for any liability incurred by the secondary drivers.

CASH REIMBURSEMENT

When a staff is required to use his/her own private vehicle in place of a Spectrum Care vehicle, the terms and conditions of the vehicle use along with reimbursement for business related use shall be in accordance with Spectrum Care’s Transport Allowance as set out in the Collective Employment Agreement.

DRIVER TRAINING

Spectrum Care supports the training and up-skilling of staff in safer driving. If you need assistance in this area, please speak to your Service Coordinator or Manager or HR. Following an accident Spectrum Care may require staff to undertake training and up-skilling at GM discretion.

DRIVER RESPONSIBILITY FORM

All staff must read and sign the Driver Responsibility Form (Reference: FOR-0156).

SERVICE USER PARKING PERMITS

APPLICATION AND USE OF PARKING PERMITS

Application for Permits

Parking Permits for service users can be applied for (providing service users meet the criteria) through CCS. Either Individual (This is where just one person only needs a permit) or Corporate (This is where the house needs a permit for all the individuals in the house) can be applied for by downloading and completing the appropriate forms from Merlin.

Correct Use of Permits

Once they have been issued, permits must be managed and used in a manner that complies with organizational policies and procedures. A robust system needs to be used for monitoring permit expiry dates (e.g. note in communications book). Any infringements (e.g. parking ticket issued for misuse of permit/s) will be the responsibility of staff to resolve.

Note: Please refer to the “Service User Parking Permits” procedure (Doc. Ref.: PRO-0144) for a further outline around the process for management of Service User Parking Permits.
5. DEFINITIONS

<table>
<thead>
<tr>
<th>Abbreviation / Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUC</td>
<td>Road User Charges</td>
</tr>
</tbody>
</table>

6. RELATED FORMS

<table>
<thead>
<tr>
<th>Reference no.</th>
<th>Form Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR-0156</td>
<td>Monthly Vehicle Checklist</td>
</tr>
<tr>
<td>FOR-0124</td>
<td>Driver Responsibility Form</td>
</tr>
<tr>
<td>External Document</td>
<td>CCS Corporate Parking Permit Application</td>
</tr>
<tr>
<td>External Document</td>
<td>CCS Individual Parking Permit Application</td>
</tr>
<tr>
<td>PRO-0144</td>
<td>Service User Parking Permits</td>
</tr>
</tbody>
</table>