# Operational Policy: BLENNZ Vehicles (NAG 4)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Blind & Low Vision Education Network NZ (BLENNZ) will ensure that wherever possible possible staff who require vehicles to carry out their work will be provided with a vehicle which is owned, leased or rented by BLENNZ (a “BLENNZ vehicle”).

## Policy Requirements:

1. BLENNZ vehicles are to be used for work purposes only unless specific approval has been received from the relevant Senior Manager or Principal. For the avoidance of doubt, “work purposes” does not include commuting to or from the employee’s home to their place of work or to the relevant parking base or sub-base.

2. Unless otherwise approved, and under exceptional one-off and not regular circumstances, BLENNZ vehicles must be collected from the parking base or sub-base at the beginning of the day’s work and returned to the parking base or sub-base at the end of the day’s work. BLENNZ parking bases are defined as:

* 1. Homai Campus
	2. Visual or Sensory Resource Centres
	3. Identified storage bases as approved by BLENNZ Senior Management.

3. Where the use of a BLENNZ vehicle is not reasonably practicable staff may be required to use their privately-owned vehicle.

4. Where the use of a BLENNZ vehicle is not reasonably practicable, and the request is made in advance, the relevant line manager will authorise the reimbursement for the costs of “mileage” for the use of the staff member’s privately-owned vehicle. For the avoidance of doubt, this will exclude mileage commuting to or from the employee’s home to their place of work or to the relevant parking base or sub-base.

5. From time to time a Senior Manager may approve the use of a rental vehicle.

6. BLENNZ vehicles will be managed in accordance with a “pool” system.

1. A booking system will be established which must be used by staff.
2. BLENNZ will allocate vehicles to teams as fairly and reasonably as possible.

7. BLENNZ will be responsible for maintenance and repair of BLENNZ vehicles including their roadworthiness, safety and cleanliness.

8. Staff who use BLENNZ vehicles must:

1. hold a current, appropriate, NZ Drivers Licence and provide a photocopy of this to BLENNZ.
2. not drink alcohol, or be effected by alcohol, prescription or non-prescription drugs while using a BLENNZ vehicle.
3. notify BLENNZ of anything that would / could impact on their ability to drive safely.
4. not smoke in a BLENNZ vehicle.
5. notify BLENNZ of any accident or damage involving the vehicle or anything which could affect the maintenance and/or repair of the vehicle.
6. pay the costs of any traffic or parking infringements.
7. exercise reasonable care and responsibility in relation to maintenance, repair and cleanliness of the BLENNZ vehicle.

9. BLENNZ decisions in relation to this policy will take into account:

1. The needs of ākonga.
2. The safety and wellbeing of staff.
3. The financial and other costs to BLENNZ.
4. Fairness and reasonableness.

Approved: 

Date: 12 August 2021

Next Review: 2024