



Waitakere City Council
Te Taiao o Waitakere

FLEET MANAGEMENT

COMMUNITY BUS HIREAGE POLICY

Contents

1.0 Strategic and legal context of the policy

- 1.1 Sustainable Energy and Clean Air
 - 1.2 Corporate Sustainability reporting
-

2.0 Framework for the policy

- 2.1 Introduction
 - 2.2 Purpose
-

3.0 Scope of the policy

- 3.1 Allocation
 - 3.2 Operating Rules and Maintenance
 - 3.2.1 Persons authorised to drive
 - 3.2.2 Conditions of Use
 - 3.2.3 Compliance
 - 3.2.4 Maintenance
 - 3.3 Hireage Fees
 - 3.4 Fuel
 - 3.5 Internal Process for booking Community Bus
 - 3.6 External Process for booking Community Bus
-

Appendix 1 Process Flowchart for Community Bus Booking Process (internal document)

1.0 Strategic and legal context of the policy

The following strategic principles and policy directions provide the framework for this policy. Council will as far and as practically possible manage its fleet along the following principles:

1.1 Sustainable Energy and Clean Air (taken from the Long Term Council Community Plan)

Model clean air and efficient energy possibilities in the design and management of our own buildings, fleet, infrastructure and operations.

- Implement the Corporate Sustainability Strategy
- Develop and implement an energy efficient plan for Council's vehicle fleet
- Showcase new technology by providing an environmentally friendly and efficient car for a high profile person in the city.

1.1.1 strongly advocate for first –world vehicle and fuel standards

- Advocate for changes in national vehicle and fuel standards
- Continue to regularly review the Council's vehicle emission testing

1.2 Corporate Sustainability

1.2.1 Efficiency

- A vehicle fleet audit will be undertaken to identify opportunities to reduce fuel usage
- The Council will undertake a review of Council's fleet policy in order to minimise Council's fuel emission from vehicles.

1.2.2 Suppliers

- Review and identify options to work with the Council's preferred suppliers or purchasing groups, to ensure that appropriate levels of sustainable practises are in place.
- Wherever possible, Waitakere based suppliers will be used in line with Council's Buy Waitakere policy.

1.2.3 Energy Usage

- Introduction of Rideshare programme to facilitate carpooling among staff
- 3% reduction in Council's vehicle fuel (petrol, diesel) to 282,594 litres in 2003/04.

2.0 Framework for the policy

2.1 Introduction

Council has a substantial fleet of vehicles for the purpose of carrying out its day-to-day business. Fleet vehicles are all vehicles not covered by the remuneration vehicle policy, and the Mayor's vehicle. For the avoidance of doubt, all pool, dedicated vehicles and vans are considered fleet vehicles.

2.2 Purpose

To outline the guidelines for the allocation and use of Waitakere City Council's Community Bus while incorporating the principles of Sustainable energy and clean air, Corporate Sustainability and Governance.

This policy outlines conditions of use, management and driver responsibilities. It supersedes all previous codes of vehicle use and vehicle user policies.

3.0 Scope of Policy

3.1 Allocation

The Community Bus is available for use by registered community groups based within the boundaries of Waitakere City. The Community Bus and Carrier Van is also available to Council staff for business use. It is not available for private individual use.

3.2 Operating rules and maintenance

3.2.1 Persons authorised to drive

- Any staff member or community group wishing to use the Community Bus must follow the booking process provided.

3.2.2 Conditions of Use

- The Community Bus or Carrier Van may not be used outside the boundaries of the greater Auckland area (Wellsford to the North and Pukekohe to the South)
- A maximum of two separate bookings will be accepted from any group or staff member at any one time.
- Staff may request permission to use the Community Bus or Carrier Van outside of Waitakere City boundaries, if a business case demonstrates the

requirement for such transport during business hours for business use, at the discretion of the Fleet Management Officer.

- Community Groups may request written permission to use the Community Bus outside the greater Auckland area. Correspondence is to be addressed to the Fleet Management Officer.

3.2.3 Compliance

- You must hold and maintain a current New Zealand Driver's License to be able to drive the bus.
- Drivers must abide by any conditions of your license
- Fleet Management will sight your license on collection of keys
- Traffic regulations must be followed at all times. Failure to do so will result in traffic infringements being issued and/or loss of rights to use the Community Bus. The Hirer is responsible for payment of any traffic infringements incurred during your hireage period.
- The Community Bus can be collected between from 8:30am & 5:00pm weekdays.
- If the Community Bus is returned late, an additional fee of \$25.00 will be charged for the first 5 hours, after the first 5 hours the late fee will increase to \$50.00.
- Details of mileage travelled must be noted and provided to Fleet Management upon return.
- For safety reasons the back door of the van must be unlocked while the vehicle is in motion.
- All users must remember that they are ambassadors of Waitakere City whilst using the Community Bus and appropriate behaviour is requested.
- All equipment in the Community Bus must be left as found. Any items from First Aid Kit must be reported to Fleet Management to enable replacements to be made.

3.2.4 Maintenance

- The vehicle must be returned in a clean and tidy state internally and externally.
- All damage must be reported upon return and the appropriate forms completed.

3.3 Hireage Fees

The pricing structure below is reviewed annually. Hireage fees are based on recovering the cost of wear and tear of the vehicle as well as cost of fuel, oil and maintenance.

	Community Group Rate
Half Day (1- 4 hours)	\$25.00
Full Day (min 4 hrs – max 24 hrs)	\$50.00
Weekend Rate (2 Full days)	\$75.00
Public Holiday Rate	\$50.00

3.4 Fuel

- For community groups, the Community Bus or Carrier Van will be provided with a full tank of fuel. The vehicle must be returned to Council with a full tank of fuel.
- Community Groups are not provided with a fuel card
- Staff are permitted the use of a fuel card, however must comply with condition 3.8 of the Fleet Management *Fleet Vehicle Policy*.

3.5 Internal Process for booking Community Bus

- Staff must complete an application to hire Community Bus and give to Fleet Management for approval.
- An application form can be downloaded off Council's document central or can be found under the Democracy & Support Services home page on Council's intranet.
- The confirmation of a successful booking will depend on availability; staff will be advised if a booking is unsuccessful.

3.6 External Process for booking Community Bus

- Information about this service is provided on Council's website with an application form downloadable
- A form can be posted out to applicants
- The confirmation of a successful booking will depend on availability; groups will be advised if a booking is unsuccessful.