

Use of Fire and Emergency vehicles agreement

When to use All Fire and Emergency New Zealand personnel and authorised non-Fire and Emergency drivers, (see explanation after the signature block), must read and sign this form to acknowledge acceptance of the operating requirements for Fire and Emergency contractual and tool of trade motor vehicles.

What to do Read all the points below, then sign and date on the next page.

Requirement	Description
1. Insurance and registration	<p>Fire and Emergency:</p> <ul style="list-style-type: none"> insures and registers the motor vehicles at the time of purchase/lease accepts no liability for personal belongings in a Fire and Emergency motor vehicle.
2. Fuel card use	<p>A fuel card will be supplied for each Fire and Emergency motor vehicle. Requirements relating to this card are as follows:</p> <ul style="list-style-type: none"> mileage must be supplied to the petrol station whenever a fuel card transaction is undertaken the fuel card must only be used for purchasing fuel and oil, and only for the vehicle to which it has been allocated. <p>See <i>Fuel card policy (FL1-5 POPa)</i> for more details. Note: Fuel card usage will be audited.</p>
3. Security	<p>Motor vehicles must be locked when parked, and in no circumstances are keys to be left in unattended vehicles.</p>
4. Traffic offences, parking fines and speed camera fines	<p>Any such offences and fines are the responsibility of the offending driver. Fire and Emergency will accept no responsibility, financial or otherwise.</p>
5. Driving under the influence of intoxicating liquor and/or drugs	<p>If loss, damage and/or injury is caused whilst a Fire and Emergency vehicle is being driven by a member of our personnel (or any person permitted to use the vehicle by them) whilst under the influence of intoxicating liquor and/or drugs, we will not be responsible for any:</p> <ul style="list-style-type: none"> loss or damage liability compensation for damage and/or injury occurring during, or as a result of, such use. <p>The person to whom the vehicle is allocated is responsible for all costs and damages associated with any such actions.</p> <p>In addition, Fire and Emergency may withdraw a person's entitlement to a vehicle in the event that they, or any person permitted to use the vehicle by them, are convicted for operating a vehicle under the influence of intoxicating liquor and/or drugs.</p>
6. Accessories	<p>No accessories are to be added to the motor vehicle after purchase without the approval of the National Manager Fleet and potential adjustment to the salary sacrifice.</p>

Requirement	Description
7. Modifications	No modifications are allowed to motor vehicles without the approval of the National Manager Fleet.
8. Accidents	All accidents must be reported as soon as possible. If a tool of trade or pool vehicle is damaged outside the realms of Fire and Emergency business, the employee may be liable to pay the excess under the insurance policy. This will be determined on a case by case basis. Note: Repeated accidents may result in access to Fire and Emergency vehicles being removed or restricted in the future.
9. Fringe benefit tax	Drivers of contractual vehicles and drivers of tool of trade with limited private use vehicles are required to complete and submit a vehicle log sheet monthly in accordance with the procedure published on the Portal "Complete vehicle Log sheet" (https://portal.fireandemergency.nz/how-do-i/purchases-contracts-and-claims/complete-vehicle-log-sheet/)
10. Cellphones	While the vehicle is in motion, drivers may only use a cellphone if it is set up for hands-free operation. In no circumstance must a driver text or use any other cellphone function while the vehicle is moving.
11. "Authorised non-Fire and Emergency drivers"	An "authorised non-Fire and Emergency driver" is a person who: <ul style="list-style-type: none"> • is the husband/wife/partner or child of the person assigned the contractual motor vehicle • is over 25 years of age, and • holds a current New Zealand driver's licence. Note: Applies to contractual vehicles only.
12. Vehicle care	Drivers must keep Fire and Emergency vehicles in a clean, neat and tidy condition.

Please fill out and sign

Vehicle details	Check one box to show the type of vehicle	
	Contractual (private use)	<input type="checkbox"/>
	Contractual (limited private use)	<input type="checkbox"/>
	Tool of trade – limited private use	<input type="checkbox"/>
	Tool of trade	<input type="checkbox"/>
Declaration	<p>To be signed by the person authorised to drive the contractual or tool of trade motor vehicle.</p> <p>Important: Your signature indicates your acceptance of these conditions.</p> <p>I, acknowledge that I:</p> <ul style="list-style-type: none"> • have read and agree to abide by these operating rules in relation to the use of a Fire and Emergency motor vehicle • have read and understood <i>Fire and Emergency Motor Vehicle policy (FL2-5 POP)</i>. <p>.....</p> <p>Signature _____ Date _____</p> <p>If you are an "authorised non-Fire and Emergency driver", indicate your relationship with the person to whom the contractual motor vehicle is allocated below:</p> <p>Husband, wife, or defacto or civil union partner <input type="checkbox"/> Child <input type="checkbox"/></p>	

Who to give the form to

Send signed forms to the National Manager Fleet for filing at NHQ.

Document information

Owner	National Manager Fleet
Last reviewed	14 June 2021
Review period	Every second year

Record of amendments

Date	Brief description of amendment
July 2017	Amended for Fire and Emergency transition.
14 June 2021	Amended to add parking and title changes