

Reprint
as at 1 July 2015



Accident Compensation (Motor Vehicle Account Levies) Regulations 2014 (LI 2014/161)

Accident Compensation (Motor Vehicle Account Levies) Regulations 2014: revoked, on 1 July 2015 (but continuing to apply in respect of any licensing period that commenced on or after 1 July 2014 but on or before 30 June 2015), by regulation 10(1) of the Accident Compensation (Motor Vehicle Account Levies) Regulations 2015 (LI 2015/60).

Jerry Mateparae, Governor-General

Order in Council

At Wellington this 26th day of May 2014

Present:

His Excellency the Governor-General in Council

Pursuant to sections 213(7), 216, and 329 of the Accident Compensation Act 2001, His Excellency the Governor-General, acting on the advice and with the consent of the Executive Council and on the recommendation of the Minister for ACC made after complying with the consultation requirements of sections 330 and 331 of that Act, makes the following regulations.

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Note

Changes authorised by subpart 2 of Part 2 of the Legislation Act 2012 have been made in this official reprint. Note 4 at the end of this reprint provides a list of the amendments incorporated.

These regulations are administered by the Ministry of Business, Innovation, and Employment.

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Regulations

- 1 Title**
 These regulations are the Accident Compensation (Motor Vehicle Account Levies) Regulations 2014.
- 2 Commencement**
 These regulations come into force on 1 July 2014.
- 3 Interpretation**
 In these regulations,—
Act means the Accident Compensation Act 2001
ambulance has the same meaning as in section 2(1) of the Land Transport Act 1998
Corporation means the Accident Compensation Corporation
current portion, in relation to the motor vehicle levy, means a portion of the levy to provide for the purposes referred to in section 213(7)(a) of the Act

customer, in relation to a rental service vehicle, means the person who rents the vehicle

exempted vehicle means—

- (a) a motor vehicle that is described in regulation 77(3)(a), (b), (c), or (f) of the Land Transport (Motor Vehicle Registration and Licensing) Regulations 2011; or
- (b) a motor vehicle of the kind described in the Schedule of the Land Transport Management (Apportionment and Refund of Excise Duty and Excise-Equivalent Duty) Regulations 2004; or
- (c) a trailer that is attached to or being drawn by a motor vehicle to which paragraph (b) applies

fire brigade has the same meaning as in section 2(1) of the Land Transport Act 1998

fire brigade vehicle means a vehicle used by a fire brigade

Fleet Safety Incentive Programme or **Fleet Saver** means the levy scheme for heavy goods service vehicles prescribed in Schedules 2 to 4

fuel levy means the levy payable under sections 213(2)(c) and (3) and 214(4) of the Act

goods service vehicle—

- (a) means a motor vehicle designed exclusively or principally for the carriage of goods (including animals and mail); but
- (b) does not include a tractor

heavy goods service vehicle means a goods service vehicle with a gross vehicle mass of more than 3 500 kilograms

licensing period, in relation to a licence, means the period for which the licence has been issued under section 244(2) of the Land Transport Act 1998

moped means a motor vehicle running on 2 or 3 wheels that is—

- (a) fitted with a motor having a power output not exceeding 2 kilowatts; and
- (b) designed to be ridden at a speed not exceeding 50 kilometres per hour under normal conditions of use

motor spirits has the same meaning as in section 79A(2) of the Customs and Excise Act 1996

motor vehicle—

- (a) has the same meaning as in section 2(1) of the Land Transport Act 1998; but
- (b) despite paragraph (c) of that definition, includes any vehicle classified in Schedule 1 of these regulations

motor vehicle levy means the levy payable under section 214(1) and (2) of the Act

motorcycle—

- (a) means a motor vehicle running on 2 wheels, or not more than 3 wheels when fitted with a sidecar; and
- (b) includes a vehicle with motorcycle controls that is approved as a motorcycle by the New Zealand Transport Agency; but
- (c) does not include a moped

motorcycle safety levy means the levy payable under section 214(3) of the Act

non-petrol driven, in relation to a motor vehicle, means using a fuel other than petrol as the primary fuel for operation, regardless of whether the vehicle uses or is capable of using petrol

passenger service vehicle has the same meaning as in section 2(1) of the Land Transport Act 1998

passenger vehicle means a motor vehicle (other than a motorcycle or moped) designed exclusively or principally for the carriage of people not exceeding 9 in number inclusive of the driver

petrol driven, in relation to a motor vehicle, means using petrol as the primary fuel for operation, regardless of whether the vehicle uses or is capable of using another fuel

prescribed standards means the standards prescribed in—

- (a) Schedule 3, in the case of vehicles other than rental service vehicles;
- (b) Schedule 4, in the case of rental service vehicles

registered owner, in relation to a vehicle, means the person registered under Part 17 of the Land Transport Act 1998 in respect of that vehicle

rental service vehicle has the same meaning as in section 2(1) of the Land Transport Act 1998

residual portion, in relation to the motor vehicle levy, means a portion of the levy to provide for the purposes referred to in section 213(7)(b) of the Act

specified vehicle means—

- (a) a motor vehicle that is described in regulation 77(3)(e) of the Land Transport (Motor Vehicle Registration and Licensing) Regulations 2011; or
- (b) a motor vehicle of a kind specified in Part 2 of Schedule 2 of the Land Transport (Motor Vehicle Registration and Licensing) Regulations 2011

traction engine means a motor vehicle that—

- (a) is propelled by steam power; and

- (b) is not a rail vehicle within the meaning of section 4(1) of the Railways Act 2005; and
- (c) is not designed for the carriage of goods or people other than the driver and any other people involved in its operation

tractor means a motor vehicle (other than a traction engine) that is designed principally for traction at speeds not exceeding 50 kilometres per hour

trade plate means a trade plate issued under Part 17 of the Land Transport Act 1998

trailer—

- (a) means a vehicle without its own power source that is capable of being drawn or propelled by a motor vehicle from which it is readily detachable; but
- (b) does not include—
 - (i) a sidecar (attached to a motorcycle); or
 - (ii) a vehicle normally propelled by mechanical power while it is being temporarily towed without the use of its own power

veteran vehicle means a motor vehicle that was manufactured before 1 January 1919

vintage vehicle means a motor vehicle that—

- (a) was manufactured on or after 1 January 1919; but
- (b) is at least 40 years old on the day that it is registered, reregistered, or licensed.

Fuel levy

4 Fuel levy

- (1) The rate of fuel levy is 9.90 cents per litre of motor spirits.
- (2) The fuel levy is payable on and after 1 July 2014 with any excise or excise-equivalent duty payable on the motor spirits.

Motor vehicle levy and motorcycle safety levy

5 Motor vehicle levy and motorcycle safety levy

- (1) Schedule 1—
 - (a) classifies types of motor vehicles, holders of trade plates, and registered owners of certain heavy goods service vehicles by risk rating; and
 - (b) specifies the annual rates of—
 - (i) the current portion and residual portion of the motor vehicle levy for the motor vehicles and holders of trade plates in each class; and

- (ii) the motorcycle safety levy, if applicable to a class.
- (2) The motor vehicle levy and motorcycle safety levy are payable—
 - (a) for each licensing period that commences on or after 1 July 2014; and
 - (b) on application for one of the following:
 - (i) a licence for a motor vehicle, under section 244 of the Land Transport Act 1998;
 - (ii) a trade plate, under section 262 of the Land Transport Act 1998.

6 Lower motor vehicle levy rates for certain heavy goods service vehicles

- (1) Part 3 of Schedule 1 specifies lower rates of the motor vehicle levy that are payable for a heavy goods service vehicle instead of the rates prescribed in Part 1 of Schedule 1 if the vehicle is in the Fleet Safety Incentive Programme prescribed in Schedules 2 to 4.
- (2) Different rates are payable depending on whether the safety management practices to which the vehicle is subject meet the prescribed standards to a bronze, silver, or gold level.

Miscellaneous provisions

7 Levies exclusive of GST

In accordance with section 214(5) of the Act, the rates of levy prescribed in these regulations are expressed exclusive of any goods and services tax payable.

8 Revocation and saving

- (1) The Accident Compensation (Motor Vehicle Account Levies) Regulations 2013 (SR 2013/419) are revoked.
- (2) Despite subclause (1), the Accident Compensation (Motor Vehicle Account Levies) Regulations 2013 continue to apply in respect of any licensing period that commenced on or after 2 December 2013 but on or before 30 June 2014 as if those regulations had not been revoked.

**Schedule 1
Motor vehicle levy**

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**Part 1
Motor vehicle levy on licensed vehicles**

Class of vehicles	Classification description	Motorcycle safety levy (\$)	Annual rate of current portion of motor vehicle levy (\$)	Annual rate of residual portion of motor vehicle levy (\$)	Total (\$)
1	Ambulances Fire brigade vehicles Exempted vehicles Trailers	Nil	Nil	Nil	Nil
2	All petrol driven vehicles not classified elsewhere, including— • passenger vehicles • self-propelled caravans • mobile cranes • passenger service vehicles • hearses	Nil	124.32	74.33	198.65
3	Petrol driven— • tractors • veteran vehicles • vintage vehicles • specified vehicles	Nil	43.31	26.22	69.53
4a	Petrol driven mopeds	30.00	65.15	34.18	129.33
4b	Petrol driven motorcycles 600 cc or less	30.00	217.83	80.08	327.91

**Accident Compensation (Motor Vehicle Account Levies)
Regulations 2014**

Class of vehicles	Classification description	Motorcycle safety levy (\$)	Annual rate of current portion of motor vehicle levy (\$)	Annual rate of residual portion of motor vehicle levy (\$)	Total (\$)
4c	Petrol driven motorcycles over 600 cc	30.00	294.16	103.02	427.18
5L	Petrol driven goods service vehicles 3 500 kg or less	Nil	124.50	82.19	206.69
5H	Petrol driven goods service vehicles over 3 500 kg	Nil	83.96	154.19	238.15
6	All non-petrol driven motor vehicles not classified elsewhere, including— <ul style="list-style-type: none"> • passenger vehicles • self-propelled caravans • mobile cranes • passenger service vehicles • hearses 	Nil	247.26	74.33	321.59
7	Non-petrol driven— <ul style="list-style-type: none"> • tractors • veteran vehicles • vintage vehicles • specified vehicles 	Nil	87.21	26.22	113.43
8a	Non-petrol driven mopeds	30.00	113.70	34.18	177.88
8b	Non-petrol driven motorcycles 600 cc or less	30.00	266.38	80.08	376.46
8c	Non-petrol driven motorcycles over 600 cc	30.00	342.71	103.02	475.73
9L	Non-petrol driven goods service vehicles 3 500 kg or less	Nil	273.40	82.19	355.59
9H	Non-petrol driven goods service vehicles over 3 500 kg	Nil	312.89	154.19	467.08

Part 2
Motor vehicle levy on holders of trade plates

Classification description	Motorcycle Safety levy (\$)	Annual rate of current portion of motor vehicle levy (\$)	Annual rate of residual portion of motor vehicle levy (\$)	Total (\$)
Holders of trade plates for trailers/caravans	Nil	Nil	Nil	Nil
Holders of trade plates for vehicles not classified elsewhere	Nil	124.32	74.33	198.65
Holders of trade plates for mopeds and motorcycles 60 cc or less	30.00	65.15	34.18	129.33
Holders of trade plates for motorcycles over 60 cc	30.00	294.16	103.02	427.18

Part 3
Lower levies for registered owners participating in Fleet Safety Incentive Programme

Class of vehicles	Classification description	Annual rate of current portion of motor vehicle levy (\$)	Annual rate of residual portion of motor vehicle levy (\$)	Total (\$)
5H	Petrol driven goods service vehicles over 3 500 kg—			
	• vehicle in the Fleet Safety Incentive Programme and relevant safety management practices meet the prescribed standards to a bronze level	69.28	138.77	208.05
	• vehicle in the Fleet Safety Incentive Programme and relevant safety management practices meet the prescribed standards to a silver level	47.31	115.64	162.95
	• vehicle in the Fleet Safety Incentive Programme and relevant safety management practices meet the prescribed standards to a gold level	25.34	92.52	117.86
9H	Non-petrol driven goods service vehicles over 3 500 kg—			
	• vehicle in the Fleet Safety Incentive Programme and relevant safety management practices meet the prescribed standards to a bronze level	281.60	138.77	420.37
	• vehicle in the Fleet Safety Incentive Programme and relevant safety management practices meet the prescribed standards to a silver level	234.67	115.64	350.31

Class of vehicles	Classification description	Annual rate of current portion of motor vehicle levy (\$)	Annual rate of residual portion of motor vehicle levy (\$)	Total (\$)
	<ul style="list-style-type: none"> vehicle in the Fleet Safety Incentive Programme and relevant safety management practices meet the prescribed standards to a gold level 	187.73	92.52	280.25

Schedule 2

Fleet Safety Incentive Programme for heavy goods service vehicles

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1 Interpretation

In this schedule,—

applicant, in relation to an application under clause 2(2), means all of the applicants

financial group means a group comprising—

- (a) a company; and
- (b) its subsidiaries

fleet means a group of 5 or more heavy goods service vehicles that are subject to the same safety management practices

full rate, in relation to a heavy goods service vehicle, means the applicable rate of motor vehicle levy payable under Part 1 of Schedule 1

lower rate, in relation to a heavy goods service vehicle, means the applicable rate of motor vehicle levy payable under Part 3 of Schedule 1

subsidiary means a subsidiary within the meaning of sections 5, 7, and 8 of the Companies Act 1993.

Initial applications to join programme

2 Who may join Fleet Safety Incentive Programme

- (1) A person may apply to the Corporation for 5 or more heavy goods service vehicles to join the Fleet Safety Incentive Programme if—
 - (a) he or she is the registered owner of all of the vehicles; and
 - (b) the vehicles are subject to the same safety management practices.
- (2) Two or more persons may apply jointly for 5 or more heavy goods service vehicles to join the Fleet Safety Incentive Programme if—
 - (a) those persons are—
 - (i) the registered owners of all of the vehicles; and
 - (ii) members of the same financial group; and
 - (b) all of the vehicles are subject to the same safety management practices (regardless of whether some or all of the vehicles are also subject to other safety management practices).

3 Applications to join Fleet Safety Incentive Programme

An application must be accompanied by—

- (a) a statement that the applicant has conducted an assessment of the registered owner's and, if applicable, the financial group's safety management practices; and
- (b) a declaration that, in the light of the results of the assessment referred to paragraph (a), the applicant believes that an audit conducted by or for the Corporation would determine that the relevant safety management practices meet the prescribed standards, and whether they would meet the standards to a bronze, silver, or gold level; and
- (c) any information that the Corporation reasonably requires to enable it to determine the application.

4 Processing of applications

- (1) An application under clause 2 is to be treated as not having been received until the day on which the Corporation has received all of the information that it reasonably requires to enable it to determine the application.
- (2) If an applicant fails to provide the Corporation with the information it requests under subclause (1) within 15 working days after the request is made, the application is deemed to be withdrawn.

5 Determining whether safety management practices meet prescribed standards

- (1) The Corporation must determine whether it is satisfied that the relevant safety management practices meet the prescribed standards and, if so, whether they meet the standards to a bronze, silver, or gold level.
- (2) Safety management practices for heavy goods service vehicles that are not rental service vehicles meet the prescribed standards—
 - (a) to a bronze level, if the Corporation is satisfied that the practices comply with all of the requirements specified in Part 1 of Schedule 3:
 - (b) to a silver level, if the Corporation is satisfied that the practices comply with all of the requirements specified in Parts 1 and 2 of Schedule 3:
 - (c) to a gold level, if the Corporation is satisfied that the practices comply with all of the requirements specified in Parts 1, 2, and 3 of Schedule 3.
- (3) Safety management practices for heavy goods service vehicles that are rental service vehicles meet the prescribed standards—
 - (a) to a bronze level, if the Corporation is satisfied that the practices comply with all of the requirements specified in Part 1 of Schedule 4:
 - (b) to a silver level, if the Corporation is satisfied that the practices comply with all of the requirements specified in Parts 1 and 2 of Schedule 4.
- (4) The Corporation must notify the applicant of its determination under subclause (1).

- (5) If the Corporation notifies an applicant that the safety management practices meet the prescribed standards,—
- (a) the vehicles to which the application relates are deemed to be in the Fleet Safety Incentive Programme for a period of 4 years beginning on the first day after the date on which the Corporation notifies the applicant under subclause (4); and
 - (b) the lower rate of levy applies to each of the vehicles from the first day of the next licensing period for the vehicle after the date on which the Corporation notifies the applicant under subclause (4).

6 Audit of safety management practices

- (1) The Corporation must audit safety management practices to determine if they meet the prescribed standards.
- (2) An audit of safety management practices may be conducted for or by the Corporation by any or all of the following means:
- (a) assessing the documentation included in the application:
 - (b) conducting an interview with—
 - (i) any registered owner or operator of a vehicle subject to the relevant safety management practices:
 - (ii) any employee of a person referred to in subparagraph (i):
 - (iii) any driver of a vehicle subject to the relevant safety management practices:
 - (c) carrying out an on-site (workplace or on-road) audit of the relevant safety management practices.
- (3) After carrying out an audit, the Corporation may, but is not obliged to, allow an applicant up to 30 days to improve the relevant safety management practices, or aspects of them, before finalising its determination.
- (4) The 30-day period begins when the Corporation notifies the applicant of the safety management practices, or aspects of them, that must be improved.
- (5) To avoid doubt, the manner of conducting an audit is at the Corporation's discretion.

7 Cross-crediting of audit results

- (1) For the purpose of clause 6, the Corporation may determine that it is satisfied that the relevant safety management practices meet the prescribed standards on the basis of a previous audit of those practices carried out under section 175(1) of the Act.
- (2) The Corporation may only consider the results of a previous audit if—
- (a) an applicant requests that the Corporation do so; and
 - (b) the relevant audit—

- (i) was carried out in the previous 24 months; and
 - (ii) is the most recent audit of those practices carried out under section 175(1) of the Act.
- (3) Despite subclause (1), the Corporation may not rely on a previous audit to determine if it is satisfied,—
 - (a) in the case of rental service vehicles, that the safety management practices meet the requirements specified in Schedule 4:
 - (b) in all other cases, that the safety management practices meet the requirements relating to the following matters:
 - (i) fleet safe driving practices (heading 2 of Parts 1, 2, and 3 of Schedule 3):
 - (ii) fleet vehicle selection and maintenance (heading 3 of Parts 1, 2, and 3 of Schedule 3).
- (4) To avoid doubt, a previous audit may include an audit carried out before these regulations were made or came into force.

8 Restriction on further applications

If an applicant has been notified under clause 5(4) that the relevant safety management practices do not meet the prescribed standards, he or she may not make another application under clause 2 within 6 months after the notification.

Vehicles in programme

9 Corporation may require further audits in certain circumstances

- (1) The Corporation may at any time require that an audit be carried out of the safety management practices to which a fleet of vehicles in the Fleet Safety Incentive Programme is subject, if—
 - (a) the Corporation believes, on reasonable grounds, that the safety management practices might no longer meet the prescribed standards:
 - (b) the registered owner of any of the vehicles in the fleet becomes insolvent, files for bankruptcy, or goes into liquidation:
 - (c) the Corporation believes, on reasonable grounds, that there is a significant change in 1 or more of the following that could affect the safety management practices:
 - (i) the ownership of vehicles in the fleet:
 - (ii) the management of the fleet:
 - (iii) if the registered owner is not a natural person, the ownership, management, or company structure of the registered owner or the financial group of which the registered owner is a member.

- (2) After an audit under this clause, the Corporation must determine whether the safety management practices meet the prescribed standards and, if so, whether they meet the standards to a bronze, silver, or gold level.
- (3) The Corporation must notify the registered owner or owners of its determination under subclause (2).
- (4) If the Corporation is satisfied that the safety management practices meet the prescribed standards, the vehicles are deemed to remain in the Fleet Safety Incentive Programme for a period of 4 years beginning on the first day after the date on which the Corporation notifies the registered owner or owners under subclause (3).
- (5) If a new rate of levy applies to the vehicles as a result of the Corporation's determination under subclause (2), the new rate applies in relation to each vehicle from the first day of the next licensing period for the vehicle after the date on which the Corporation notifies the registered owner under subclause (3).
- (6) To avoid doubt, clause 7 does not apply to audits under this clause.

Additional vehicles joining programme

10 Additional vehicles joining programme

- (1) This clause applies if—
 - (a) the Corporation is notified that a person has become the registered owner of a heavy goods service vehicle; and
 - (b) that person is the registered owner of other vehicles that are in the Fleet Safety Incentive Programme.
- (2) If the Corporation is satisfied that the new vehicle is subject to the same safety management practices as the registered owner's other Fleet Saver vehicles, then—
 - (a) the new vehicle is also deemed to be in the Fleet Safety Incentive Programme—
 - (i) beginning on the day after the date on which the Corporation is notified under subclause (1)(a);
 - (ii) until the end of the period that applies to the other vehicles in the fleet under clause 5(5)(a) or 9(4); and
 - (b) the lower rate of levy applies to the new vehicle from the first day of the next licensing period after the date on which the Corporation is notified under subclause (1)(a).

Vehicles leaving programme

11 Registered owner or owners may ask for fleet to leave programme

- (1) A registered owner or registered owners may apply to the Corporation for a fleet of vehicles to leave the Fleet Safety Incentive Programme.

- (2) Within 10 working days after receiving an application under subclause (1), the Corporation must notify the registered owner or registered owners that it has received the application.
- (3) The vehicles in the fleet cease to be in the Fleet Safety Incentive Programme at the close of the day on which the Corporation advises the registered owner or registered owners under subclause (2).

12 Vehicles leaving programme on change of registered ownership

- (1) If a vehicle's registered owner changes and as a result that vehicle ceases to be subject to the same safety management practices, the vehicle ceases to be part of the Fleet Safety Incentive Programme at the close of the day on which the registered ownership changes.
- (2) However, if applicable, the vehicle's new registered owner may apply for the vehicle to rejoin the programme in accordance with clause 2 or 10.

Vehicles rejoining programme

13 Vehicles previously in programme rejoining programme

- (1) To avoid doubt, a registered owner may apply—
 - (a) for a vehicle that is currently in the Fleet Safety Incentive Programme to rejoin the programme (for example, at the end of the period referred to in clause 5(5)(a) or 9(4));
 - (b) for a vehicle that was previously in the Fleet Safety Incentive Programme to rejoin the programme.
- (2) This clause is subject to clause 8.

Miscellaneous provision

14 Decisions under this schedule

The following determinations under clause 5(1) or 9(2) are decisions of the Corporation:

- (a) whether safety management practices meet the prescribed standards:
- (b) whether safety management practices meet the prescribed standards to a bronze, silver, or gold level.

Schedule 3

Fleet Safety Incentive Programme standards—vehicles other than rental service vehicles

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Part 1

Bronze-level requirements

1 Registered owner commitment to safety management practices

Objective

The registered owner is able to demonstrate a commitment to health and safety with health and safety practices that are regularly reviewed and evaluated to ensure continuous improvement in on-road and workplace safety management and injury prevention practices.

Details of requirements

- 1 Health and safety documents outline the registered owner's commitment to health and safety and injury prevention.
- 2 Management responsibilities for health and safety and for injury prevention are assigned and reviewed.
- 3 There is a commitment to the accurate reporting and recording of on-road and workplace incidents and injuries.
- 4 There is a commitment to supporting the safe and early return to work of injured employees.
- 5 Health and safety practices are reviewed and implementation of those practices is monitored.
- 6 Health and safety objectives or projects that are appropriate to the size and type of the business and are related to identified hazards.

Means of verification

- A policy (or similar document) that—
- outlines the registered owner's commitment to health and safety
 - includes a commitment to comply with health and safety legislation, regulations, codes of practice, standards, and safe operating procedures
 - includes a statement of support for employee consultation and participation in health and safety practices
 - identifies individual responsibilities for health and safety
 - is current, dated, and authorised by the current chief executive or other senior management representative
 - is reviewed at least every 2 years.
- Health and safety roles are designated at a senior management level.
- Health and safety documents include a statement requiring accurate reporting and recording of incidents and injuries.
- Health and safety documents include a statement of commitment to the safe and early return to work of injured employees.
- A procedure to review health and safety systems annually.
- Health and safety objectives and projects are—
- documented

Details of requirements

(Note: objectives should be specific, measurable, achievable, realistic, and time-framed—ie, “SMART”.)

- 7 The Fleet Saver audit standard requirements are met and maintained while the registered owner is in the ACC Fleet Saver programme.

Means of verification

- relevant to each level of the business.

A plan to achieve the health and safety objectives and projects.

A procedure for management and employee representatives to undertake an annual self-assessment.

Evidence that annual self-assessments are undertaken by management and employee representatives.

2 Fleet safe driving practices*Objective*

There are systems in place to promote safe and fuel-efficient driving practices as well as systems for reporting and investigating on-road incidents and crashes. Regular reviews of fleet performance are undertaken to promote continuous improvement in all areas of fleet safety.

Details of requirements

- 1 Health and safety documents outline the registered owner’s commitment to fleet safety.

- 2 There are driver development systems in place to promote safe and fuel-efficient driving practices.

- 3 There is a procedure for reporting, recording, and investigating road traffic incidents, near misses, and crashes.
(Note: this may be part of the workplace incident reporting and recording system.)

Means of verification

A policy (or similar) that—

- outlines management’s commitment to fleet safety and fuel efficiency
- outlines expectations in relation to safe driving requirements
- includes a commitment to comply with transport legislation, codes of practice, and standard operating procedures
- outlines the requirement for drivers to drive safely and within the legal speed limit at all times
- is current, dated, and authorised by the current chief executive or other senior management representative
- is reviewed at least every 2 years.

Responsibility for fleet safety is designated at a senior management level.

Evidence that employees are provided with training in safe and fuel-efficient driving practices (eg, vehicle familiarisation training).

A documented reporting, recording, and investigation procedure.

Evidence of completed incident and injury (accident) investigation reports (including any reports by the Ministry of Business, Innovation, and Employment, WorkSafe New Zealand, or the New Zealand Police).

Details of requirements

Means of verification

4 There is a procedure to monitor and review driver and fleet safety performance and encourage continuous improvement.

Evidence that corrective actions are undertaken in relation to any deficiencies identified during an investigation.

A procedure to monitor driver performance.
A procedure to actively monitor and manage driver infringements.

Evidence of monitoring and management of driver infringements.

A procedure to review fleet safety performance that includes information such as—

- near-miss and crash data analysis
- property damage and vehicle repair costs
- traffic infringements
- fuel efficiency
- lessons learned from other companies or operators
- fleet inspection results.

5 There is active journey management and scheduling to ensure that drivers do not have to speed and that safety is considered during route planning.

There is a list of factors that are considered as part of journey management, including—

- distance to travel
- times of the day or night for travel
- time required to complete the whole transport task (including loading, driving, rest breaks, refuelling)
- delays and how they are managed to ensure that drivers do not have to speed to make up for lost time
- ensuring that drivers have sufficient opportunity to stop during shifts (eg, to rest, eat, and use facilities).

Evidence of consideration of the above factors in journey management and scheduling.

6 There is a procedure to manage driver fatigue and ensure that employees are fit for duty.

There is a procedure that includes—

- undertaking regular driver health checks
- providing information to employees about the importance of hydration, food, sleep, managing fatigue, and being fit for duty
- ensuring compliance with driving hours and rest-break requirements
- review of driving hours or logbooks to confirm compliance
- managing staff who are not fit for duty.

3 Fleet vehicle selection and maintenance

Objective

The registered owner has documented processes in place to ensure that safety, injury prevention, and fuel efficiency are considered in the selection, replacement, and ongoing maintenance of fleet vehicles.

Details of requirements

- 1 There is a documented process to consider safety, injury prevention, and fuel efficiency in the selection and replacement of fleet vehicles.
- 2 There is a documented process to ensure fleet vehicles are roadworthy.
- 3 Fleet vehicles are equipped with appropriate safety and emergency equipment.

Means of verification

- Evidence that general safety requirements are taken into account in vehicle purchasing decisions (eg, checklists).
- A documented process to undertake daily inspections of vehicles.
- A documented process to ensure repairs are undertaken according to risk and remedial action is undertaken in a timely manner.
- Evidence of daily inspections and repairs undertaken.
- Maintenance and certificate of fitness inspections are scheduled, performed, and recorded in a timely manner (eg, regular maintenance at intervals recommended by the vehicle manufacturer).
- There is a documented reminder process for recurring maintenance, vehicle inspections, and certification requirements.
- There is identification of the safety and emergency equipment required in vehicles.
- Drivers are provided with training and information on the use of safety and emergency equipment.

4 Hazard identification, assessment, and management

Objective

The registered owner systematically identifies, assesses, and manages on-road and workplace hazards over which he or she has authority or influence. Employees are provided with appropriate and adequate information, training, and supervision to be able to work safely.

Details of requirements

- 1 The registered owner systematically identifies and records actual and potential on-road and workplace hazards.

Means of verification

- A documented process that—
- outlines the range of hazards facing employees on-road and in the workplace
 - includes the definition of significant hazard used in health and safety legislation.
- A review of hazard registers to support the process in action.

Details of requirements	Means of verification
2 There are appropriate controls in place for significant hazards based on the hierarchy in health and safety legislation to— (a) eliminate the hazard; or (b) isolate the hazard to prevent the exposure to that particular hazard; or (c) minimise the impact of the hazard.	A procedure for developing appropriate controls. Hazard registers (or similar) that identify significant hazards and their controls. A documented process for the issue, renewal, and maintenance of safety equipment and personal protective equipment.
3 There are appropriately trained or experienced people leading the identification and management of hazards.	Records of training or skills and experience of people leading on-road and workplace hazard management. A documented process to obtain specialist advice to manage specific hazards as required.
4 Health and safety information specific to the workplace is available to all employees.	Access to health and safety information is available in the workplace (eg, posters, signs, training, intranet site, or similar).
5 There are ongoing opportunities for employee representatives to be involved in the identification and management of hazards.	Evidence of ongoing employee consultation and involvement in the identification and management of hazards.
6 Health monitoring is undertaken in relation to specific tasks as required.	A documented process to— <ul style="list-style-type: none">determine if health monitoring is required in relation to specific tasksundertake health monitoring (as required) and provide feedback to employees.
7 There is appropriate health and safety training for new employees and employees transferring to a new work area, role, or task.	Induction training includes (where appropriate)— <ul style="list-style-type: none">emergency proceduresincident and injury reportinghazard identificationthe process for employee health and safety representationthe use and maintenance of relevant health and safety equipment, including personal protective equipment. Evidence that trainers have the relevant skills, experience, or qualifications to conduct training. New employees or those undergoing on-the-job training are supervised by skilled and experienced staff.
8 There is training in relation to hazards associated with specific tasks, roles, or areas of work.	Training needs for specific areas of work, roles, or tasks are identified. Evidence of training for specific tasks (eg, certification, training records).

Details of requirements	Means of verification
9 Health and safety information and training are provided in a manner that ensures that key messages are understood, taking into account language, literacy, vision, hearing, and other variables.	Health and safety training is understood by employees (eg, signed forms).
10 Exposure of visitors to workplace hazards is minimised.	Clear marking of designated areas, visitor controls, induction for site visitors, and provision of appropriate personal protective equipment for visitors to the workplace and within the vicinity of vehicles.

5 Incident and injury reporting, recording, and investigation

Objective

There is a system for the reporting, recording, and investigation of all incidents and injuries. Investigations and corrective actions are undertaken to promote continuous improvement in health and safety and injury prevention.

Details of requirements	Means of verification
1 There is a system for reporting and recording incidents, injuries, work-related illnesses, and near misses.	Evidence of— <ul style="list-style-type: none"> • reporting and recording procedures • incident and injury (accident) reporting forms • workplace incident and injury (accident) registers • procedures requiring prompt attention to all reported incidents and injuries • a procedure to notify the Ministry of Business, Innovation, and Employment or WorkSafe New Zealand of serious harm • serious harm notifications to the Ministry of Business, Innovation, and Employment or WorkSafe New Zealand are completed within the required time frames (where applicable).
2 Employees understand their responsibilities for reporting and recording workplace and on-road incidents, injuries, and work-related illnesses.	Evidence of staff communications, team briefings, meeting minutes.
3 Injuries to employees, and incidents that result in harm (or could have resulted in harm) to an employee are investigated.	Evidence of— <ul style="list-style-type: none"> • incident and injury investigation procedures • designated incident and injury (accident) investigators • incident and injury (accident) investigation example reports (where applicable).

Details of requirements	Means of verification
4 Corrective actions are undertaken in relation to any deficiencies identified during an investigation.	Evidence of— <ul style="list-style-type: none"> • a procedure to undertake corrective actions • feedback into hazard management (where applicable).
5 Injury and incident data are reviewed to identify trends and provide information that can be used in injury prevention initiatives.	Collation of all incident and injury data into a central record for analysis.

6 Employee participation in health and safety management

Objective

Employees have ongoing opportunities to participate in the development, implementation, and review of on-road and workplace health and safety practices.

Details of requirements	Means of verification
1 There is regular ongoing consultation and communication between management and employees regarding health and safety.	Evidence of quarterly health and safety meetings (or similar) between management and employees (eg, health and safety committee meetings, forums, safety “toolbox” talks).
2 There is an agreed and documented process for employees to be involved in the development, monitoring, and review of health and safety practices.	Evidence of an agreed and documented process to elect or endorse employee health and safety representatives. Information on the agreed process is readily available to all employees.

7 Emergency planning and readiness

Objective

The registered owner has identified the potential on-road and workplace emergency situations and has emergency plans in place to deal with these.

Details of requirements	Means of verification
1 There is an emergency plan that identifies potential emergency situations and meets relevant emergency service requirements.	Evidence of identification of the range of potential on-road and workplace emergency situations. An emergency plan that considers emergency service requirements and includes the response required for the relevant emergency situations.
2 There are procedures, equipment, and trained staff to deal with emergency situations.	Emergency procedures have been implemented and communicated to employees (eg, signage and communications). Designated manager(s), employees, or wardens are appointed and trained to manage emergency situations.
3 There is periodic testing and review of emergency procedures.	Records of emergency procedure practices at least 6-monthly.

8 Contractor and sub-contractor management*Objective*

The registered owner has systems in place to manage contractors and sub-contractors to ensure that they do not cause harm to the registered owner's employees. All contractors and sub-contractors are required to comply with the registered owner's health and safety requirements.

Details of requirements

Health and safety inductions are undertaken for all contractors and sub-contractors, including contractors and sub-contractors carrying out one-off maintenance (or similar).

Means of verification

Evidence of completed contractor inductions.
A designated person to co-ordinate inductions.

9 Workplace observation*Objective*

On-road and workplace health and safety systems have been implemented and are understood by employees.

Details of requirements

On-road and workplace health and safety systems have been implemented and are understood by employees.

Means of verification

Selection and review of significant hazards and their controls.
Hazard registers include actual and potential on-road and workplace hazards and identify those hazards that are significant.
Safety and emergency equipment is in vehicles.
Vehicles have current certifications (eg, a certificate of fitness).
Evidence of personal protective equipment in use (where appropriate).
Restricted areas of work are clearly marked.
Incident and injury (accident) registers are available in the workplace.
Security logbooks, visitor registers (or similar), and appropriate personal protective equipment are provided.
Emergency evacuation procedures are clearly outlined (eg, on signs and posters).
Confirmation with employees.

Part 2**Additional silver-level requirements****1 Registered owner commitment to safety management practices***Objective*

The registered owner is able to demonstrate a commitment to health and safety with health and safety practices that are regularly reviewed and evaluated to

ensure continuous improvement in on-road and workplace safety management and injury prevention practices.

Details of requirements

- 1 There is a commitment to supporting the safe and early return to work of injured employees.
- 2 Health and safety objectives or projects are set that are appropriate to the size and type of the business and are related to identified hazards.
(Note: objectives should be “SMART”.)
- 3 The registered owner has knowledge of current health and safety information, including legislation, codes of practice, and other relevant information.
- 4 There is a system for controlling and updating health and safety related documents and information.

Means of verification

- Information is provided to management on how to support the safe and early return to work of injured employees.
- Evidence of annual review and update of objectives or projects.
- A procedure to—
- identify relevant health and safety information
 - ensure compliance or conformance with relevant requirements.
- Evidence of updates to reflect any changes to health and safety information (where applicable).
- A document control system.
- Responsibilities for document control are assigned.

2 Fleet safe driving practices

Objective

There are systems in place to promote safe and fuel-efficient driving practices as well as systems for reporting and investigating on-road incidents and crashes. Regular reviews of fleet performance are undertaken to promote continuous improvement in all areas of fleet safety.

Details of requirements

- 1 There are driver development systems in place to promote safe and fuel-efficient driving practices.
- 2 There is a procedure for reporting, recording, and investigating road traffic incidents, near misses, and crashes.
(Note: this may be part of the workplace incident reporting and recording system.)
- 3 There is a procedure to monitor and review driver and fleet safety performance and encourage continuous improvement.

Means of verification

- Evidence that ongoing training (eg, driver safety awareness) is provided to drivers at least every 24 months.
- Evidence (documented and signed) that—
- responsibility for corrective action is assigned
 - deadlines for correction actions are set
 - appropriate training is undertaken (where applicable).
- Evidence of annual review of fleet safety performance.

3 Fleet vehicle selection and maintenance*Objective*

The registered owner has documented processes in place to ensure that safety, injury prevention, and fuel efficiency are considered in the selection, replacement, and ongoing maintenance of fleet vehicles.

Details of requirements

There is a documented process to consider safety, injury prevention, and fuel efficiency in the selection and replacement of fleet vehicles.

Means of verification

The documented vehicle selection process outlines detailed criteria to be considered in purchasing decisions that include (at least)—

- operating environment and vehicle specifications
- road safety
- injury prevention
- vehicle performance (including fuel efficiency).

4 Hazard identification, assessment, and management*Objective*

The registered owner systematically identifies, assesses, and manages on-road and workplace hazards over which he or she has authority or influence. Employees are provided with appropriate and adequate information, training, and supervision to be able to work safely.

Details of requirements

- 1 The registered owner systematically identifies and records actual and potential on-road and workplace hazards.
- 2 There are appropriate controls in place for significant hazards based on the hierarchy in health and safety legislation to—
 - (a) eliminate the hazard; or
 - (b) isolate the hazard to prevent exposure to that particular hazard; or
 - (c) minimise the impact of the hazard.

Means of verification

Evidence that the hazard register is regularly reviewed and updated.

There is an inspection schedule (or similar) to confirm that hazard controls are in place and appropriate.

Details of requirements	Means of verification
3 Health monitoring is undertaken in relation to specific tasks as required.	A documented process— <ul style="list-style-type: none">• to undertake pre-employment health screening that is linked to specific significant hazards (where applicable)• for post-critical event and exit testing• to manage sub-optimal test results that considers medical and vocational needs• to ensure sub-optimal results are considered and addressed in the management of hazards.
4 Health and safety information and training are provided in a manner that ensures that key messages are understood, taking into account language, literacy, vision, hearing, and other variables.	A reminder process (or similar) for recurring training or certifications.

5 Incident and injury reporting, recording, and investigation

Objective

There is a system for the reporting, recording, and investigation of all incidents and injuries. Investigations and corrective actions are undertaken to promote continuous improvement in health and safety and injury prevention.

Details of requirements	Means of verification
1 Injuries to employees, and incidents that result in harm (or could have resulted in harm) to an employee are investigated.	Evidence of in-depth incident investigation that identifies root causes of incidents and wider organisational factors, including chain of responsibility (as appropriate to the potential severity of the incident).
2 Corrective actions are undertaken in relation to any deficiencies identified during an investigation.	Evidence (documented and signed) that— <ul style="list-style-type: none">• responsibility for corrective action is assigned• deadlines for correction actions are set• appropriate training is undertaken (where applicable).
3 Injury and incident data are reviewed to identify trends and provide information that can be used in injury prevention initiatives.	Evidence of annual review of collated data.

6 Employee participation in health and safety management

Objective

Employees have ongoing opportunities to participate in the development, implementation, and review of on-road and workplace health and safety practices.

[No additional silver-level requirements.]

7 Emergency planning and readiness

Objective

The registered owner has identified the potential on-road and workplace emergency situations and has emergency plans in place to deal with these.

Details of requirements

- 1 There are procedures, equipment, and trained staff to deal with emergency situations.
- 2 There is periodic testing and review of emergency procedures.

Means of verification

- Review or refresher training has been undertaken with designated manager(s), employees, or wardens within the previous year.
- Evidence of review of emergency procedures after practice drills and following any actual emergency event.

8 Contractor and sub-contractor management

Objective

The registered owner has systems in place to manage contractors and sub-contractors to ensure that they do not cause harm to the registered owner's employees. All contractors and sub-contractors are required to comply with the registered owner's health and safety requirements.

Details of requirements

- 1 Criteria to select contractors includes an assessment of their safety, injury prevention, and fuel-efficiency practices (where applicable).
- 2 Health and safety expectations and responsibilities are included in contracts.

Means of verification

- Documented contractor selection criteria.
- Evidence that contractors provide details of their safety, injury prevention, and fuel-efficiency practices as part of the documented contract tendering process.
- Evidence that contracts or other signed agreements include health and safety responsibilities.
- The health and safety performance of contractors is monitored throughout the contract period.

Part 3

Additional gold-level requirements

1 Registered owner commitment to safety management practices

Objective

The registered owner is able to demonstrate a commitment to health and safety with health and safety practices that are regularly reviewed and evaluated to ensure continuous improvement in on-road and workplace safety management and injury prevention practices.

Details of requirements

- 1 Management responsibilities for health and safety and injury prevention are assigned and reviewed.
- 2 There is a commitment to supporting the safe and early return to work of injured employees.
- 3 Health and safety practices and performance are reviewed and implementation of those practices is monitored.
- 4 Health and safety objectives or projects are set that are appropriate to the size and type of the business and are related to identified hazards.

(Note: objectives should be "SMART".)

Means of verification

- Evidence that individual management performance is reviewed at least annually against fleet and workplace health and safety responsibilities.
- Evidence that senior management have been involved in health and safety (eg, seminars, briefings, and conferences) within the previous 2 years.
- Evidence of management involvement in supporting the safe and early return to work of injured employees (where applicable).
- Evidence that policy and system reviews occur after a critical event or if there is a significant change in the scope of the fleet's operations or the organisation.
- Evidence that senior management and employee representatives are involved in the annual setting and review of objectives or projects.

2 Fleet safe driving practices

Objective

There are systems in place to promote safe and fuel-efficient driving practices as well as systems for reporting and investigating on-road incidents and crashes. Regular reviews of fleet performance are undertaken to promote continuous improvement in all areas of fleet safety.

Details of requirements

- 1 There are driver development systems in place to promote safe and fuel-efficient driving practices.
- 2 There is a procedure for reporting, recording, and investigating road traffic incidents, near misses, and crashes.
(Note: this may be part of the workplace incident reporting and recording system.)
- 3 There is a procedure to monitor and review driver and fleet safety performance and encourage continuous improvement.
- 4 There is a procedure to manage driver fatigue and ensure that employees are fit for duty.

Means of verification

- Evidence that ongoing (internal or external) training is provided to drivers at least every 12 months.
- Evidence that pre-employment driver history checks and on-road driving assessments are undertaken as part of the recruitment process.
- Evidence of senior management involvement and follow-up of corrective actions.
- Evidence of formal assessments of individual driver performance.
- Evidence of participation in programmes to encourage and support employee health and wellness (eg, ACC "Fit for the Road" initiative or other industry initiatives).

Details of requirements

- 5 There are systems to monitor fuel consumption and speed.

Means of verification

Evidence of reports that monitor speed, fuel consumption (km/litre or equivalent), and other key performance indicators.

3 Fleet vehicle selection and maintenance*Objective*

The registered owner has documented processes in place to ensure that safety, injury prevention, and fuel efficiency are considered in the selection, replacement, and ongoing maintenance of fleet vehicles.

Details of requirements

Fleet vehicles are equipped with appropriate safety and emergency equipment.

Means of verification

Refresher training is provided to drivers on the use of safety and emergency equipment at least every 2 years.

4 Hazard identification, assessment, and management*Objective*

The registered owner systematically identifies, assesses, and manages on-road and workplace hazards over which he or she has authority or influence. Employees are provided with appropriate and adequate information, training, and supervision to be able to work safely.

Details of requirements

- 1 There are appropriately trained or experienced people leading the identification and management of hazards.
- 2 Health and safety information and training are provided in a manner that ensures that key messages are understood, taking into account language, literacy, vision, hearing, and other variables.

Means of verification

Evidence of ongoing training or experience for people leading hazard management at least every 2 years.

Evidence that competency has been achieved following training.

5 Incident and injury reporting, recording, and investigation*Objective*

There is a system for the reporting, recording, and investigation of all incidents and injuries. Investigations and corrective actions are undertaken to promote continuous improvement in health and safety and injury prevention.

(Note: the reporting, recording, and investigation of on-road incidents, injuries, and crashes are covered under heading 2—Fleet safe driving practices.)

Details of requirements

- 1 Corrective actions are undertaken in relation to any deficiencies identified during an investigation.
- 2 Injury and incident data are reviewed to identify trends and provide information that can be used in injury prevention initiatives.

Means of verification

Evidence of senior management involvement in and follow-up of any corrective actions.

Evidence that collated data is provided to management if trends identify further action is required.

6 Employee participation in health and safety management

Objective

Employees have ongoing opportunities to participate in the development, implementation, and review of on-road and workplace health and safety practices.

Details of requirements

- 1 There is an agreed and documented process for employees to be involved in the development, monitoring, and review of health and safety practices.
- 2 Health and safety training is provided to employees actively involved in health and safety management.

Means of verification

- Evidence of employee involvement in the development, monitoring, and review of health and safety practices at least annually.
- Evidence that health and safety training has been undertaken within the last 2 years

7 Emergency planning and readiness

Objective

The registered owner has identified the potential on-road and workplace emergency situations and has emergency plans in place to deal with these.

Details of requirements

There are procedures, equipment, and trained staff to deal with emergency situations.

Means of verification

Specific emergency training is provided for designated manager(s), employees, or wardens (eg, advanced first aid training for drivers and civil defence emergency training).

8 Contractor and sub-contractor management

Objective

The registered owner has systems in place to manage contractors and sub-contractors to ensure that they do not cause harm to the registered owner's employees. All contractors and sub-contractors are required to comply with the health and safety requirements of the registered owner.

Details of requirements

Health and safety expectations and responsibilities are included in contracts.

Means of verification

Post-contract evaluations are undertaken and include an assessment of the contractor's or sub-contractor's health and safety performance.

Schedule 4

Fleet Safety Incentive Programme standards—rental service vehicles

r 6

Part 1

Bronze-level requirements

1 Fleet vehicle selection and maintenance

Objective

The registered owner has documented processes in place to ensure that safety, injury prevention, and fuel efficiency are considered in the selection, replacement, and ongoing maintenance of rental fleet vehicles.

Details of requirements

- 1 There is a documented process to consider safety, injury prevention, and fuel efficiency in the selection and replacement of rental fleet vehicles.
- 2 There is a documented process to ensure rental fleet vehicles are roadworthy.
- 3 Rental fleet vehicles are equipped with appropriate safety and emergency equipment.

Means of verification

- Evidence that general safety requirements are taken into account in vehicle purchasing decisions (eg, checklists).
- A documented requirement that customers undertake daily inspections of rental vehicles.
- A documented process to ensure repairs are undertaken according to risk and remedial action is undertaken in a timely manner.
- Maintenance and certificate of fitness inspections are scheduled, performed, and recorded in a timely manner (eg, regular maintenance at intervals recommended by the vehicle manufacturer).
- There is a documented reminder process for recurring maintenance, vehicle inspections, and certification requirements.
- There is identification of the safety and emergency equipment required in rental fleet vehicles.
- Customers are provided with information on the use of safety and emergency equipment.

2 Customer management and monitoring

Objective

The registered owner has documented systems and processes in place to encourage and support customers with safer driving practices.

Details of requirements

- 1 Fleet and on-site health and safety requirements are included in all rental agreements.
- 2 Customer management processes include a review of the customer's safety performance and systems in relation to the vehicles rented by the customer.
- 3 Vehicle monitoring results are used to encourage customers to improve safety and injury prevention.

Means of verification

- Evidence that customers have read and signed a declaration (or similar) committing to—
- safe driving practices
 - fleet safety
 - compliance with transport legislation, codes of practice, and standard operating procedures.
- A record of the customer's status as a member of the Fleet Saver programme exists and is kept up to date.
- The record of the customer's status is used to encourage further improvement in the customer's safety management practices.
- Evidence of a written document or system to collect and provide information to customers about driver infringements in rental fleet vehicles.

3 Fleet safe driving practices

Objective

The registered owner has documented systems and processes for reporting and investigating on-road incidents and crashes and that promote safe and fuel-efficient driving practices. Regular reviews of rental fleet performance are undertaken to promote continuous improvement in all areas of rental fleet safety.

Details of requirements

- 1 Health and safety documents outline the registered owner's commitment to fleet safety and are provided to all customers to encourage safe driving practices, injury prevention, and continuous improvement.
- 2 The registered owner has a procedure for employees to report, record, and investigate road traffic incidents, near

Means of verification

- Evidence of a policy (or similar) that—
- outlines the registered owner's commitment to fleet safety and fuel-efficiency
 - outlines expectations in relation to safe driving requirements
 - includes a commitment to comply with transport legislation, codes of practice, and standard operating procedures
 - outlines the requirement for drivers to drive safely and within the legal speed limit at all times
 - is current, dated, and authorised by the current chief executive or other senior management representative of the registered owner.
- Evidence that the policy (or similar) is provided to all customers.
- A written document in which incident, near-miss, and crash data is collected.

Details of requirements	Means of verification
misses, and crashes relating to rental fleet vehicles. <i>(Note: this may be part of the workplace incident reporting and recording system.)</i>	Evidence that rental fleet data is reviewed by the registered owner to determine any trends and identify injury prevention initiatives.
3 The registered owner remains up to date with developments in fleet safety and injury prevention.	A written document for remaining up to date with developments in fleet safety and evidence that this information is passed to customers where appropriate.
4 Rental fleet vehicles are equipped with systems that monitor fuel consumption and speed.	Evidence that rental fleet vehicles are fitted with systems that monitor fuel consumption (km/litre or equivalent), speed, and other key performance indicators

Part 2

Additional silver-level requirements

1 Fleet vehicle selection and maintenance

Objective

The registered owner has documented processes in place to ensure that safety, injury prevention, and fuel efficiency are considered in the selection, replacement, and ongoing maintenance of rental fleet vehicles.

Details of requirements

There is a documented process to ensure rental fleet vehicles are roadworthy.

Means of verification

Evidence that customers are undertaking daily vehicle inspections of rented vehicles.

2 Customer management and monitoring

Objective

The registered owner has documented systems and processes in place to encourage and support customers with safe driving practices.

Details of requirements

- 1 Fleet and on-site health and safety requirements are included in all rental agreements.
- 2 Customer management processes include a review of the customer's safety performance and systems in relation to the vehicles rented by the customer.
- 3 Vehicle monitoring results are used to encourage customers to improve safety and injury prevention.

Means of verification

- Evidence that customers have read and signed a declaration (or similar) committing to—
- on-site health and safety
 - fuel-efficient driving practices.
- Evidence that customers are provided with appropriate support and information on safe driving practices.
- Evidence that shows examples of the effectiveness of the registered owner and the customer working together to achieve safe driving practices.
- Evidence that shows monthly feedback is provided to customers on any driver infringements in rental fleet vehicles.

Details of requirements

Means of verification

Evidence that customers analyse feedback on driver infringements in rental fleet vehicles every 3 months and at the end of the rental period.

3 Fleet safe driving practices

Objective

The registered owner has documented systems and processes for reporting and investigating on-road incidents and crashes and that promote safe and fuel-efficient driving practices. Regular reviews of rental fleet performance are undertaken to promote continuous improvement in all areas of rental fleet safety.

Details of requirements

Means of verification

- 1 The registered owner has a procedure for reporting, recording, and investigating road traffic incidents, near misses, and crashes relating to rental fleet vehicles.
- (Note: this may be part of the workplace incident reporting and recording system.)*

Evidence that injury prevention initiatives are developed and provided to the customer to support the customer's commitment to safe driving practices.

Evidence that injury prevention information is—

- updated at least annually
- provided to new and existing customers where appropriate.

- 2 The registered owner remains up-to-date with developments in fleet safety and injury prevention.

Evidence that the registered owner has been involved in fleet safety-related initiatives (eg, seminars, briefings, conferences) within the previous 2 years.

Michael Webster,
Clerk of the Executive Council.

Explanatory note

This note is not part of the regulations, but is intended to indicate their general effect.

These regulations, which come into force on 1 July 2014, prescribe the rates of motor vehicle levy, motorcycle safety levy, and fuel levy. The rates are the same rates that were payable under the Accident Compensation (Motor Vehicle Account Levies) Regulations 2013.

These regulations expand the Fleet Safety Incentive Programme that was introduced in 2013 for goods service vehicles over 3 500 kg. The regulations set out the prescribed standards against which the safety management practices are assessed for heavy goods service vehicles. The standards differ depending on whether or not the vehicles are rented to customers. These regulations revoke and replace the Accident Compensation (Motor Vehicle Account Levies) Regulations 2013.

Explanatory note

**Accident Compensation (Motor Vehicle Account Levies)
Regulations 2014**

Reprinted as at
1 July 2015

Issued under the authority of the Legislation Act 2012.
Date of notification in *Gazette*: 29 May 2014.

Reprints notes

1 *General*

This is a reprint of the Accident Compensation (Motor Vehicle Account Levies) Regulations 2014 that incorporates all the amendments to those regulations as at the date of the last amendment to them.

2 *Legal status*

Reprints are presumed to correctly state, as at the date of the reprint, the law enacted by the principal enactment and by any amendments to that enactment. Section 18 of the Legislation Act 2012 provides that this reprint, published in electronic form, has the status of an official version under section 17 of that Act. A printed version of the reprint produced directly from this official electronic version also has official status.

3 *Editorial and format changes*

Editorial and format changes to reprints are made using the powers under sections 24 to 26 of the Legislation Act 2012. See also <http://www.pco.parliament.govt.nz/editorial-conventions/>.

4 *Amendments incorporated in this reprint*

Accident Compensation (Motor Vehicle Account Levies) Regulations 2015 (LI 2015/60): regulation 10(1)