

Fines and Infringements

57. The Vehicle User is responsible for any penalties or fines they incur, including but not limited to, speeding, traffic infringements, and parking tickets, and any further charges incurred by the University because of non-payment of fines or towing of the vehicle.

Parking and Security

58. The University will provide secured parking for all fleet vehicles, where possible, on the University campuses
59. Fleet pool vehicles are parked in a central location in the Erskine Car Park at the corner of Science and Engineering Road. All vehicles must be returned to this location.
60. The approved users are responsible for the following:
- Ensuring the vehicle is locked when parked
 - Ensuring the keys are not left in an unattended vehicle
 - Ensuring the valuable items are either removed or kept out of sight to avoid temptation from prospective thieves. The University will not be responsible for any loss or damage to personal items
 - Reporting the theft or damage to the fleet vehicle to the Support Services team at vehiclemaintenance@canterbury.ac.nz

Health, Safety and Wellbeing

61. The Vehicle User is responsible for following the road rules for their safety and the safety of the others.
62. Under the [Health and Safety at Work Act 2015 \(New Zealand Legislation website\)](#) all Fleet Vehicles are deemed to be a place of work and all Vehicle Users must comply with the [Health, Safety and Wellbeing Policy \(PDF, 197KB\)](#).
63. All Fleet Vehicles are equipped with a first aid kit and a fire extinguisher.
64. Smoking and vaping are strictly prohibited in any Fleet Vehicle at any time.
65. A Vehicle User must not have any medical condition that exempts them from driving a motor vehicle.
66. No Vehicle User is permitted to drive the Fleet Vehicle under the influence of a legal or illegal drug or alcohol, or if suffering from fatigue or any medical condition which inhibits the ability to drive safely.
67. Hitchhikers and fare-paying passengers are not permitted to ride in a Fleet Vehicle.

