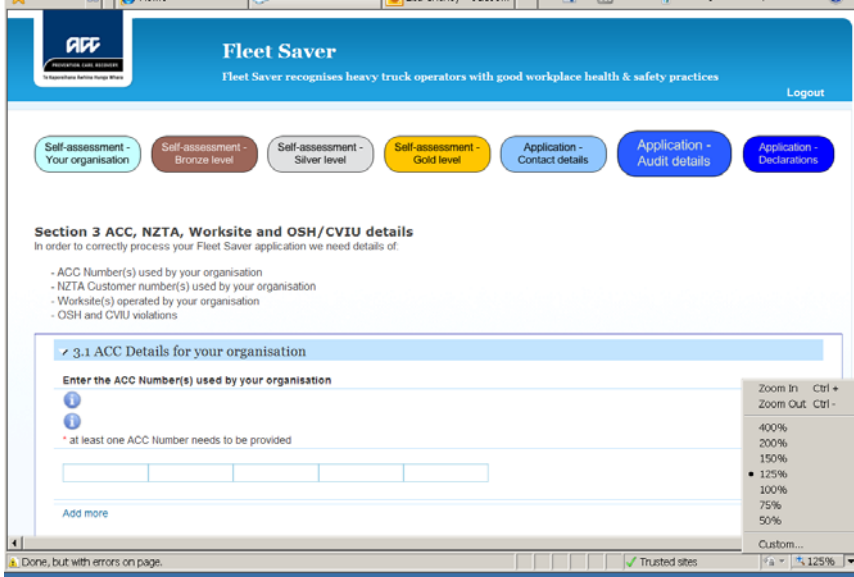




# Completing the online self assessment and application form for the ACC Fleet Saver Programme

## Changing the font size

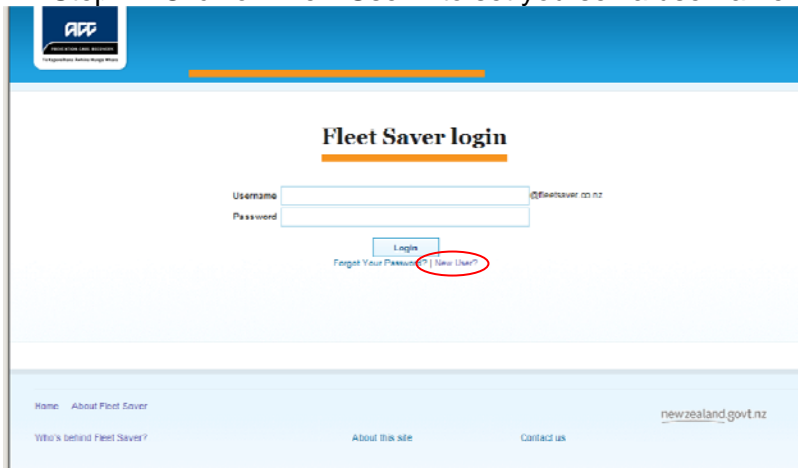
Some parts of the Fleet Saver website have a lot of text to provide you with the information you need. If you find that the font size is too small, you can increase it to suit by using the following steps:

Browser	Instructions
Internet Explorer	<p>Click on the small arrow at the bottom right corner of the screen and change the zoom percentage to the level you want.</p> 
Firefox	<p>a) Open the "View" menu located at the top of your Firefox browser with the mouse or press the "Alt" and "V" keys at the same time.</p> <p>b) Select the "Text Size" option with your mouse or by pressing the letter "Z".</p> <p>c) You can increase or decrease the text size using the computer mouse or by pressing the up and down arrow keys and pressing the "Enter" button on your keyboard.</p> <p>d) Another way to achieve the above is to press "Ctrl" and the "+" sign to increase the text size, and "Ctrl" plus "-" will decrease text size. Pressing "Ctrl" and "0" will return you to the default text size.</p>
Safari	<p>Using the Mouse to Resize Text:</p> <p>a) Select the Safari View menu to see the various options for adjusting text size.</p>

	<p>b) Make Text Size Bigger. This option will increase the web page text size in small increments each time you select it.</p> <p>c) Make Text Smaller. This option decreases website text size in small increments each time you select it.</p> <p>d) Make Text Normal Size. This is a new option in Safari 3.0 and later. It allows will return the page to a website's original default text size.</p> <p>Change Text Size From the Keyboard:</p> <p>a) Make your selection from the Safari Browser's View menu.</p> <p>b) Command + + To increase text size using your keyboard, simultaneously press and hold the command key and the plus (+) key.</p> <p>c) Command + - To decrease text size, simultaneously press and hold the command key and the minus (-) key.</p> <p>d) Command + 0 To return to a page's default text size, simultaneously press and hold the command key and the 0 (zero) key.</p>
Chrome	<p>Using the mouse to adjust text size:</p> <p>a) Click the "Control the current page" button.</p> <p>b) Select "Text Zoom".</p> <p>c) Select "Larger" or "Smaller", or "Normal" to make text the default size.</p> <p>Using your keyboard to adjust text size:</p> <p>a) To make the web page text size larger: Ctrl + + on the numeric keypad (hold down Ctrl and press +), or Ctrl + = on the main keyboard</p> <p>b) To decrease the text size: Ctrl + -</p> <p>c) To return to the default font size press Ctrl + 0</p>

## Setting up an account

Step 1. Click on 'New User?' to set yourself a username and password



Step 2. Enter the *Legal Name* of your organisation and choose a *User ID* and *password* (something that you will remember)

**Note:** fields with red asterisks after them must be completed before you can continue

### Fleet Saver registration

If you are part of a group application, but are not the parent company or principal, then please talk to your health and safety representative about your role in the application process

This is the first step in applying to join ACC's Fleet Saver Programme.

We need you to create a User ID and password which will be used for logging into the system in the future.

We also need to know some details about the person who will be your main point of contact for ACC during the application process.

#### Your organisation

Legal Name

Choose a User ID  @fleetsaver.co.nz

Your password must:

- have a minimum password length of eight characters
- must contain at least one letter and one number.

Choose a password

Re-enter your password

#### Your contact person details

First name

Last name

E-mail

#### Privacy statement

This statement relates to the information you are now providing to the Accident Compensation Corporation.

I agree to information collected by the Accident Compensation Corporation being used for the following purposes:

- Administration of my organisation's application to join the Fleet Saver Programme
- The on-going administration of my organisation's Fleet Saver Programme membership

I understand that this information will be held securely on behalf of the Accident Compensation Corporation by Salesforce.com [Salesforce.com, Suite 300, San Francisco, CA 94105, USA] and that neither party will disclose it to any person except for the purposes described above, or as authorised by myself or my organisation, or by law. I understand this information will continue to be held until such time as it is no longer administratively required, in accordance with retention and disposal policies agreed with New Zealand's Chief Archivist. I understand that Salesforce.com will store this information in their data stores in Tokyo, Japan and the United States.

If the Accident Compensation Corporation discovers that your or your organisations data has been lost or compromised you will be notified as soon as practicable.

I have read and understood the privacy notice

\* Required

Step 3. Enter the details of the person who is going to be the main contact person for your organisation when we are talking to you (this can be yourself or another representative of your organisation)

Step 4. Read the *Privacy Statement* and confirm that you have read and understood it by clicking the checkbox

## Fleet Saver registration

If you are part of a group application, but are not the parent company or principal, then please talk to your health and safety representative about your role in the application process

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Legal Name

Choose a User ID  @fleetsaver.co.nz

Your password must:  
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- must contain at least one letter and one number.

Choose a password

Re-enter your password

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First name

Last name

E-mail

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I have read and understood the privacy notice

\* Required

Step 5. When you have completed all the fields on the registration screen, click 'Register' to continue. You will be taken to the following welcome screen

ACC  
Accident Compensation Corporation

Logout

you are here | Self-assessment - Your organisation | Self-assessment - Bronze level | Self-assessment - Silver level | Self-assessment - Gold level | Application - Contact details | Application - Audit details | Application - Audit details

Hi John,  
Thanks for registering for Fleet Saver. Please use the link below to take the self-assessment

[Take a Self-Assessment](#)

Other things you may want to do:

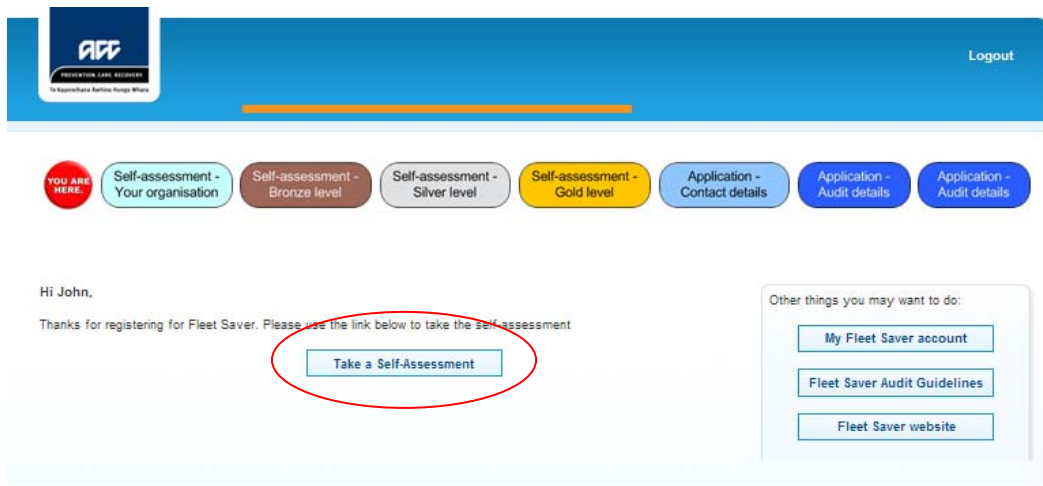
- [My Fleet Saver account](#)
- [Fleet Saver Audit Guidelines](#)
- [Fleet Saver website](#)

The high-level process is shown at the top of this screen. You can change your contact details and password if you need to by using the 'My Fleet Saver account' button.

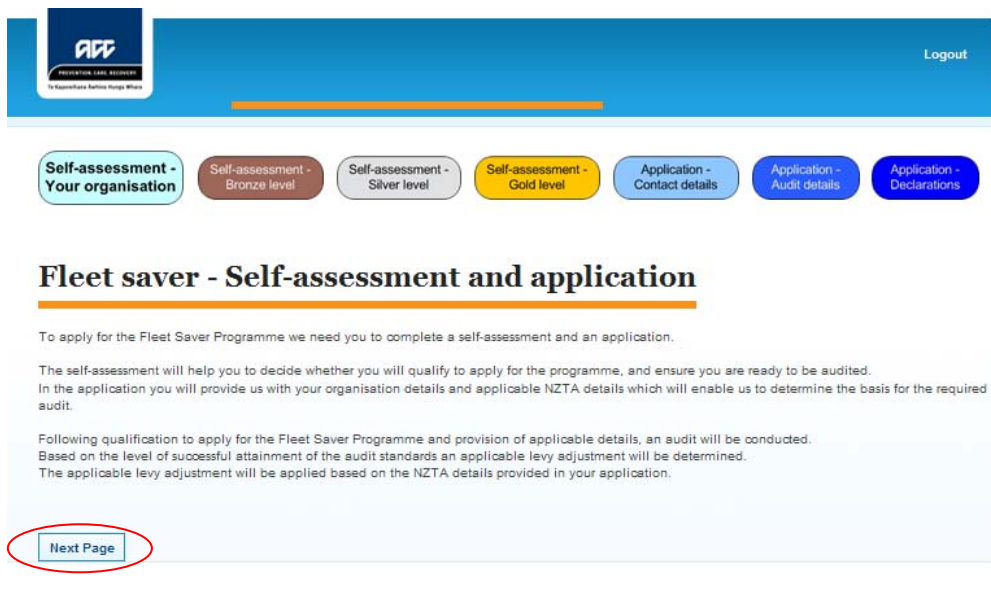
In order to check if your organisation is eligible to apply to be part of the ACC Fleet Saver Programme, the first thing you need to do is complete the self assessment. This involves filling in a small amount of information about your company and then stepping through the self assessment(s) that relate to the programme level you want to apply for. At a minimum you must successfully complete the Bronze level.

## Completing the initial (organisation-related) Self Assessment screens.

Step 1. First click 'Take a Self-Assessment' on the welcome screen (if you haven't logged in yet you will need to do this first).



Step 2. Read the information about the Fleet Saver self assessment and application process, then click 'Next Page' to continue



Step 3. Read through the information on the self assessment and click 'Next Page' (at the bottom of the screen) when you are ready to continue.

APF  
ACC Incentive Programme  
To Membership. For the Safety. For the Whole.


Logout

Self-assessment - Your organisation | Self-assessment - Bronze level | Self-assessment - Silver level | Self-assessment - Gold level | Application - Contact details | Application - Audit details | Application - Declarations

## Fleet Saver - Self-assessment Introduction

- The purpose of the self-assessment
- Single-entity and group Fleet Saver membership
- Fleet Saver contact person
- Getting started
- What information will you need
- What do the audit standards cover?
- What are the three levels of performance?
- Achieving the standards
- When you have another audit programme with ACC
- More information

**1. The purpose of the self-assessment** [Top of Page](#)  
The self-assessment ensures that operators have knowledge of the required practices in their organisation to support safety on the road and on-site, and are ready to be audited.

A few tips for completing the Fleet Saver self-assessment. Wherever you see the  icon then just hover over it with the mouse and you will see additional information. Where you see a \* then you must provide an input. There are several screens that need to be completed for the self-assessment. The form will save your entries for a screen as you proceed to the next one. You can then return to previous screens to review or change previously entered results as required.


**2. Single-entity and group Fleet Saver membership** [Top of Page](#)  
A business can become a member of Fleet Saver as a single-entity or it can join as part of a group. In a single-entity membership the sole business is also the principal.  
- A single business entity is an entity that has one legal name (although it may have several payrolls or ACC numbers).  
There is one type of group membership:  
- A group of companies is one where each company is a subsidiary of the same parent company. All subsidiary companies applying on the same application must be owned more than 50% by the parent company and operate a common health and safety system. If your business does not meet this definition, you must complete a separate application for each company that does not meet these requirements.  
**Please note:** Trusts, incorporated societies, partnerships or joint ventures cannot form part of a group of companies; they must complete separate applications for each business entity.

**3. Fleet Saver contact person** [Top of Page](#)  
This will primarily be the admin officer/manager, H and S officer, whose main role here will be providing the relevant details required to progress an application. They may not have authority to sign off on the declaration info but on the other hand they may depending on the size of the fleet business.

Step 4. Your Organisation's legal name will be pre-populated onto the 'Your Organisation' screen, but you will need to enter your *Organisation trading name* (even if it is the same as your legal name).

Step 5. Enter the number of vehicles over 3,500kg in your fleet (note that you must have 5 or more to be eligible for entry into the programme).

Step 6. Indicate whether you are a single business entity or a group of businesses.

**Note:** Anywhere that there is an  icon you can click for more information on how to complete that field.


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ACC Incentive Programme  
To Membership. For the Safety. For the Whole.


Logout

Self-assessment - Your organisation | Self-assessment - Bronze level | Self-assessment - Silver level | Self-assessment - Gold level | Application - Contact details | Application - Audit details | Application - Declarations


## Fleet Saver self-assessment - Your Organisation

The self-assessment will help you to decide whether you will qualify for the Fleet Saver Programme by asking a series of questions about your health and safety practices.  
If you are subject to ACC Incentive Programme audits you will have proved your competency in a number of health and safety areas. In this case we will concentrate on specific Fleet Saver areas.

 Organisation legal name: John's Transport Ltd

 Organisation trading name:

Number of vehicles over 3,500 kg in the fleet:

 Is this Fleet Saver application for a:

single business entity?  
 group of businesses owned by the same parent company?

Is the organisation a current member of one of the following ACC Incentive Programmes?

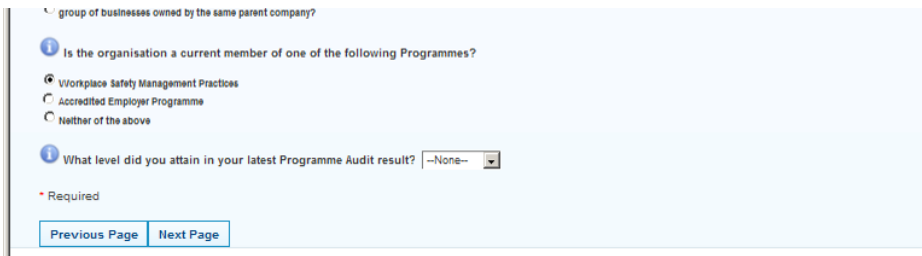
Workplace Safety Management Practices  
 Accredited Employer Programme  
 Neither of the above

\* Required

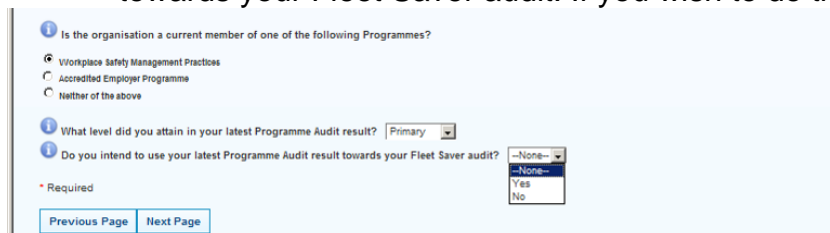
[Previous Page](#) [Next Page](#)

Step 7. If you are already a member of a related ACC Programme (e.g. WSMP or AEP), indicate which one using the radio buttons. If you are not, skip to Step 10 below.

Step 8. If you indicate that you are already a member of Workplace Safety Management Practices (WSMP) or the Accredited Employer Programme, you will need to enter the level you achieved in your last audit under this programme.



Step 9. When you have entered the level, an additional question will be displayed, allowing you to cross-credit your latest audit result towards your Fleet Saver audit. If you wish to do this, select 'Yes'

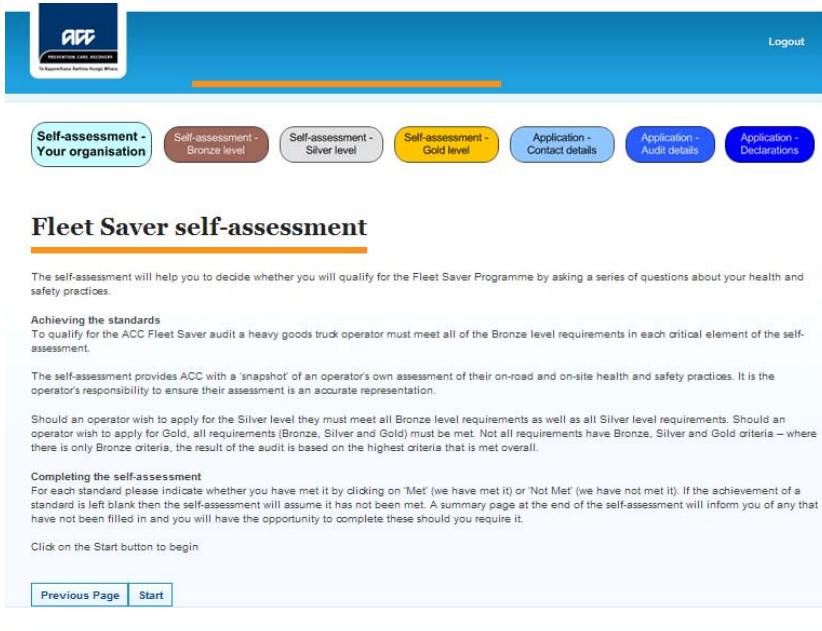


**Note:** The benefit of using the cross-credit option is that you only need to complete the two fleet-specific audit standards, rather than the total nine elements to be eligible for an ACC levy reduction. This is because the remaining seven elements are workplace safety management practices which you have already been audited on.

Step 10. Otherwise select *neither of the above*.

Step 11. When you have completed all the fields, click 'Next Page' to continue with the self assessment.

## Completing the self assessment screens

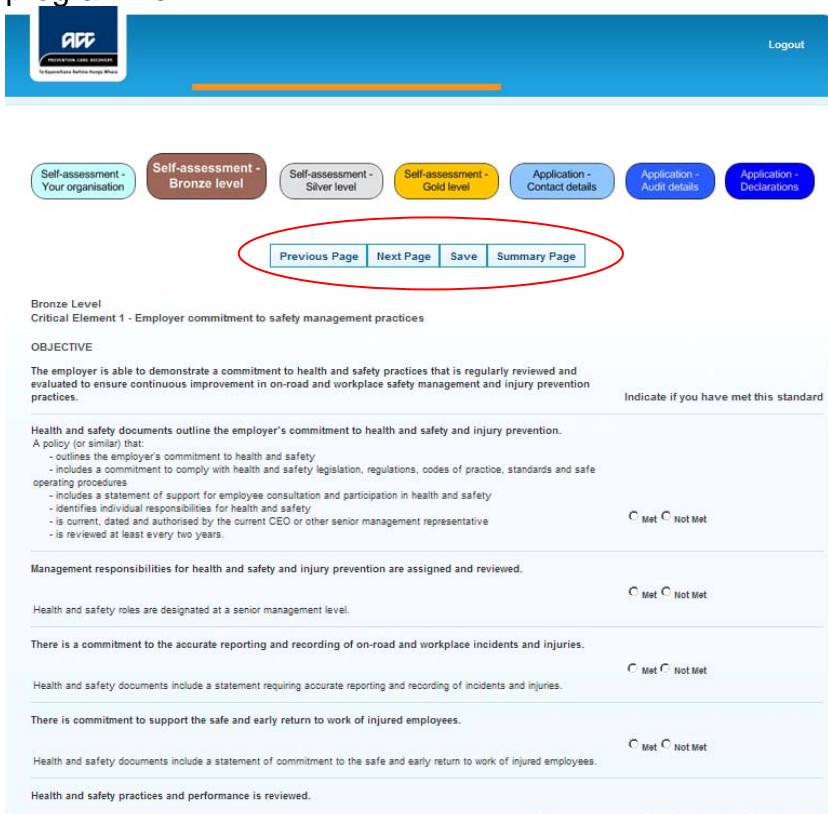


Step 1. Read through the information on the self assessment purpose and click 'Start' when you are ready to continue.

Note: You can go back to your organisation details by clicking the 'Previous Page' button.

Step 2. The first page of the Bronze level self assessment will be displayed. You can navigate through the self assessment using the buttons at the top or bottom of the screen, or save if you want to come back and complete the rest of the self assessment later.

**Note:** if you are cross-crediting, you will only have two screens of Self-assessment at each level (Critical Elements 2 and 3). These are the fleet-specific components that you have not been audited for under another programme.



Step 3. Click either 'Met' or 'Not met' for each of the Bronze level self assessment questions as you read through each and consider whether your organisation can meet that standard.

Step 4. At any point you can click Summary Page at the top or bottom and you can see your progress through the self assessment and any questions you have missed.

Previous Page Next Page

### Bronze Summary Page

You did not answer 48 (🚩) questions. Failing to answer questions results in the assumption that the standard is not met. Standards that are met are denoted by the (✅) icon. Standards that are not met are denoted by the (🚩) icon. You may edit your answers before submitting, if your answers are wrong. If you have missed a standard which you believe you have met then use the "Edit answers" button until you reach the appropriate critical element and then record your achievement result.

[Click here to print the the details of your self-assessment](#)

Critical Element 1 - Employer commitment to safety management practices	Edit answers
Health and safety documents outline the employer's commitment to health and safety and injury prevention.	
A policy (or similar) that:...	Met
Management responsibilities for health and safety and injury prevention are assigned and reviewed.	Met
Health and safety roles are designated at a senior management level.	Met
There is a commitment to the accurate reporting and recording of on-road and workplace incidents and injuries.	Met
Health and safety documents include a statement requiring accurate reporting and recording of incidents and...	Met
There is commitment to support the safe and early return to work of injured employees.	Met
Health and safety documents include a statement of commitment to the safe and early return to work of injur...	Met
Health and safety practices and performance is reviewed.	Met
A procedure to review health and safety systems annually.	Met
Health and safety objectives and/or projects are set that are appropriate to the size and type of the busin...	Met
Health and safety objectives and/or projects:...	Met
The ACC Fleet Saver audit standard requirements are met and maintained while the employer is in the programme.	Met
A procedure for management and employee representatives to undertake an annual self-assessment.	Met
Evidence annual self-assessments are undertaken by management and employee representatives.	Unanswered

Critical Element 2 - Safe driving practices	Edit answers
Health and safety documents outline the employer's commitment to fleet safety.	
A policy (or similar) that: - outlines management's commitment to fleet ...	Met
Responsibility for fleet safety is designated at a senior management level.	Met
There are driver development systems to promote safe and efficient driving practices.	Met
Evidence employees are provided with training in safe and fuel efficient driving (e.g. vehicle familiarisat...	Met
There is a procedure for reporting, recording and investigating road traffic incidents, near misses and ora...	Met
A documented reporting, recording and investigation procedure.	Met
Evidence of completed incident and injury (accident) investigation reports.	Met
Evidence corrective actions are undertaken in relation to any deficiencies identified during an investigation.	Unanswered
There is a procedure to monitor and review driver and fleet safety performance and encourage continuous imp...	Unanswered
There is a procedure in place to monitor driver performance.	Unanswered
There is a procedure to actively monitor and manage driver infringements.	Unanswered
Evidence of monitoring and management of driver infringements.	Unanswered
There is a procedure to review fleet safety performance that includes information such as:...	Unanswered

Step 5. Click the 'Edit answers' link for any section you need to complete and it will take you back to the questions. You can also print the details using the link at the top of the page.

Step 6. When you are satisfied that you have completed the Bronze level self assessment, click 'Next Page' to continue.

ACC  
ACCREDITED FLEET SAVING PROGRAMME  
© Accredited Fleet Saver Group Limited

Logout

Self-assessment - Your organisation | Self-assessment - Bronze level | Self-assessment - Silver level | Self-assessment - Gold level | Application - Contact details | Application - Audit details | Application - Declarations

### Bronze level – Self-assessment completion

Congratulations, you have completed the self-assessment and have met the minimum Bronze level requirements to apply for the Fleet Saver programme. You are also eligible to complete the self-assessment at Silver level. To complete the self-assessment at Silver level press the "Next Page" button or to apply for the Fleet Saver programme at Bronze level press the Finish button.

Next Page Finish

Step 7. If you have successfully completed the Bronze level self assessment, you can either click 'Finish' to start the application

form, or if you think you can achieve a higher level, click 'Next Page' to continue to the Silver level self assessment.

## Completing the Fleet Saver application

Step 1. Log on to the Fleet Saver website if you are not already logged in.

ACC  
ACCIDENT COMPENSATION CORPORATION  
Te Kaitiaki Takekōwhiri Kaitiaki Takekōwhiri

Logout

Self-assessment - Your organisation | Self-assessment - Bronze level | Self-assessment - Silver level | Self-assessment - Gold level | YOU ARE HERE | Application - Contact details | Application - Audit details | Application - Declarations

Hi John,  
Congratulations on meeting the standards to apply for Fleet Saver. Use the link below to start the application

[Apply for Fleet Saver](#)

Other things you may want to do:  
[My Fleet Saver account](#)  
[Take new Self-Assessment](#)  
[Fleet Saver Audit Guidelines](#)  
[Fleet Saver website](#)

Step 2. Click 'Apply for Fleet Saver'

**Fleet Saver Application - Section 2 Contact person details**  
Please provide the contact details of the person who is authorised to be contacted by ACC regarding this application.

The contact person is the main point of contact between your organisation and ACC. We may need to discuss this application further, set up the audit dates or have administration questions.

If your organisation belongs to either the ACC Workplace Safety Management Programme (WSMP) or the Accredited Employer Programme (AEP) we advise you to use the same contact person for Fleet Saver. Ideally your contact person is aware of the safety resources within your organisation, has a good understanding of road and vehicle safety as well as workplace safety.

The details submitted on the application form will only be used for Fleet Saver administration purposes. If you wish to change any other details relating to other ACC accounts please call 0800 222 776.

Contact person details (please fill in all fields marked with a \*)

First name: John | Last name: Smith  
Job Title:   
Work phone numbers: DDI:  | Mobile:   
E-mail: john@jtl.co.nz  
When we can contact you (eg weekdays between 9 and 5pm):   
Work postal address: Street:  | Suburb:  | City:  | Postcode:

**Privacy statement**  
This statement relates to the information you are now providing to the Accident Compensation Corporation.

I agree to information collected by the Accident Compensation Corporation being used for the following purposes:  
• Administration of my organisation's application to join the Fleet Saver Programme  
• The on-going administration of my organisation's Fleet Saver Programme membership

I understand that this information will be held securely on behalf of the Accident Compensation Corporation by Salesforce.com [Salesforce.com, Suite 300, San Francisco, CA 94105, USA] and that neither party will disclose it to any person except for the purposes described above, or as authorised by myself or my organisation, or by law. I understand this information will continue to be held until such time as it is no longer administratively required, in accordance with retention and disposal policies agreed with New Zealand's Chief Archivist. I understand that Salesforce.com will store this information in their data stores in Tokyo, Japan and the United States.

If the Accident Compensation Corporation discovers that you or your organisations data has been lost or compromised you will be notified as soon as practicable.

Step 3. The contact person details you completed earlier will be copied through to the first page of the application form, and now you need to complete the rest of the contact details for your contact person.

Step 4. Read through the Privacy Statement and click the checkbox to indicate that you have done so and understand them.

you to use the same contact person for Fleet Saver. Ideally your contact person is aware of the safety resources within your organisation, has a good understanding of road and vehicle safety as well as workplace safety.

The details submitted on the application form will only be used for Fleet Saver administration purposes. If you wish to change any other details relating to other ACC accounts please call 0800 222 776.

Contact person details (please fill in all fields marked with a \*)

First name	<input type="text" value="John"/>	Last name	<input type="text" value="Smith"/>
Job Title	<input type="text" value="General manager"/>		
Work phone numbers			
DDI	<input type="text" value="+64 4 4940000"/>	Mobile	<input type="text" value="+64 21 380000"/>
E-mail	<input type="text" value="john@tl.co.nz"/>		
When we can contact you (eg weekdays between 9 and 5pm)	<input type="text" value="Mon-Sat 9am-1:30pm"/>		
Work postal address			
Street	<input type="text" value="13 Smith St"/>		
Suburb	<input type="text"/>		
City	<input type="text" value="Wellington"/>	Postcode	<input type="text" value="6021"/>

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I have read and understood the privacy notice

[Previous Page](#) [Save](#) [Next Page](#)

Step 5. Click 'Next Page' when you are ready to continue or 'Save' if you wish to continue the application form at a later date.

**Section 3 ACC, NZTA, Worksite and OSH/CVIU details**

In order to correctly process your Fleet Saver application we need details of:

- ACC Number(s) used by your organisation
- NZTA Customer number(s) used by your organisation
- Worksite(s) operated by your organisation
- OSH and CVIU violations

**3.1 ACC Details for your organisation**

Enter the ACC Number(s) used by your organisation

\* at least one ACC Number needs to be provided

[Add more](#)

**3.2 NZTA details for your organisation**

We need to know your current NZTA customer number(s) so that any heavy goods vehicles belonging to them are eligible to be included in the Fleet Saver audit. Any heavy goods vehicles belonging to NZTA customer numbers which aren't specified in this section will not be included in the Fleet Saver audit.

\* at least one NZTA Number needs to be provided

NZTA Customer Number *	NZTA Customer Name *	Number of Vehicles greater than 3,500Kg and less than 6,000Kg *	Number of Vehicles 6,000Kg and over *	Includes Leased Vehicles? *	Date your next heavy truck license is due? (optional)	Select for deletion
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text" value="30/09/2013"/>	<input type="checkbox"/>

[Add more](#)

[Delete selected rows](#)

Step 6. First enter all the ACC Number's for your organisation (you can enter more than 5 by clicking 'Add more'). If you do not know your ACC Number(s) you can contact the Business Service Centre on 0800 222 776.

Step 7. Next enter your NZTA Customer Number, Customer Name and the details of your vehicles. You can click 'Add more' if you have more than one NZTA Customer Number.

The screenshot shows a web form titled "3.3 Worksites operated by your organisation". It includes a sub-section "New Site" with the following fields:

- Name of site (New Site) - required
- Number and Street - required
- Suburb - required
- City - required
- Postcode - required

Below these are four columns of input fields for "Operational Duties at this site", "Number of employees at this site", "Part-time", and "Contractors". Each column has a header and a list of input boxes. A "Select for deletion" checkbox is located below the input boxes. At the bottom of the form, there are "Add more" and "Delete selected rows" buttons.

Section "3.4 OSH & CVIU Violation history" includes the question: "In the past 24 months, has your organisation been the subject of a Ministry of Business, Innovation and Employment Workplace Safety (OSH) or Commercial Vehicle Investigation Unit (CVIU) investigation, or have you had to notify the Ministry of Business, Innovation and Employment of any serious harm?" with a note: "Note - being subject to OSH or CVIU investigation does not prevent application for Fleet Saver". The "No" radio button is selected.

At the bottom of the form, there are buttons for "Previous Page", "Save", and "Next Page". A note at the bottom left states: "Fields marked with a \* must be filled in".

Step 8. Enter the details of the worksites operated by your organisation. You need to enter the address details of at least one worksite, and list the operational duties that are completed at that worksite (e.g. vehicle loading, vehicle maintenance, etc). Include the numbers of full-time, part-time and contract staff at the worksite doing each operational duty listed.

Step 9. Lastly you need to tell us whether your organisation has been subject to an OSH or CVIU investigation in the last 24 months, or if you have had to notify MBIE of any serious harm. This will be discussed during your audit. If you click the 'yes' radio button, the following extra section will be displayed

### 3.4 OSH & CVIU Violation history

In the past 24 months, has your organisation been the subject of a Ministry of Business, Innovation and Employment Workplace Safety (OSH) or Commercial Vehicle Investigation Unit (CVIU) investigation, or have you had to notify the Ministry of Business, Innovation and Employment of any serious harm?  
Note - being subject to OSH or CVIU investigation does not prevent application for Fleet Saver

Yes  No

#### I agree to ACC:

1. using OSH information provided for another programme if that was provided within the last 12 months; or
2. requesting OSH information directly from MBIE

#### Please indicate you will

1. prepare a summary of CVIU information before the audit
2. make the summary and all supporting information available to the auditor on request during the audit

#### OSH and CVIU declaration

I declare that the OSH and CVIU information provided above is true and correct

Fields marked with a \* must be filled in

[Previous Page](#) [Save](#) [Next Page](#)

Step 10. Read through the statements and click the check boxes before continuing.

## Completing the Fleet Saver Application Declarations

[Self-assessment - Your organisation](#) [Self-assessment - Bronze level](#) [Self-assessment - Silver level](#) [Self-assessment - Gold level](#) [Application - Contact details](#) [Application - Audit details](#) [Application - Declarations](#)

### Section 4 Declarations

ACC require a senior management and employee representative to declare that the information specified about the fleet operator principal and any group members is correct. There are two steps to this process:

**Step1:** Complete the names and job titles for the two representatives

**Declaration 1 – Senior manager**

Senior management representative name:  \*

Senior management representative job title:  \*

**Declaration 2 – Employee representative**

Employee representative name:  \*

Employee representative job title:  \*

**Step2:** Print out the two declaration pages and then get the necessary signatures

[Click here to print the senior manager and employee representative declaration page](#)

You may wish to take a copy of the signed declarations for your records

[Previous Page](#) [Save](#) [Next Page](#)

Step 1. We need a formal declaration from both a Senior Management and Employee representative that the information provided in the application is correct. First enter the names and job titles of the representatives who will be signing the declaration.

Step 2. Click 'Save' to ensure that your application details are stored in the system

Step 3. Then click the link to print the declaration. This will open a PDF summary of the information you have entered that you can print and take for your representatives to sign.

Fleet Saver recognises heavy truck operators with good workplace health & safety practices

## ACC Fleet Saver application form information for senior manager and employee declaration

Organisation legal name: John's Transport Ltd  
 Number of vehicles included in this application: 6  
 We are a member of a Workplace Safety Management Practices Programme  
 Level achieved in our latest audit: Bronze  
 This application is for a: single business entity

**The ACC Numbers included in the application are:**  
12345678

**NZTA details for the application**

NZTA Customer Number	NZTA Customer Name	Number of Vehicles		Includes Leased Vehicles?	Date your next heavy truck licence is due? (optional)
		Greater than 3,500Kg and less than 6,000Kg	6,000kg and over		
000004693	John's Transport Ltd	6	2	No	

**Worksites operated by the organisation**

Loading Depo	11 Smith St	Wellington	6021
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Step 4. When you have had the declaration signed and dated, return to the declaration screen and click 'Next Page'.

Self-assessment - Your organisation

Self-assessment - Bronze level

Self-assessment - Silver level

Self-assessment - Gold level

Application - Contact details

Application - Audit details

Application - Declarations

### Fleet Saver application - Checklist

Your Fleet Saver application will be sent to ACC automatically when you click on the Submit Application button. However, we still need you to send us some important information.

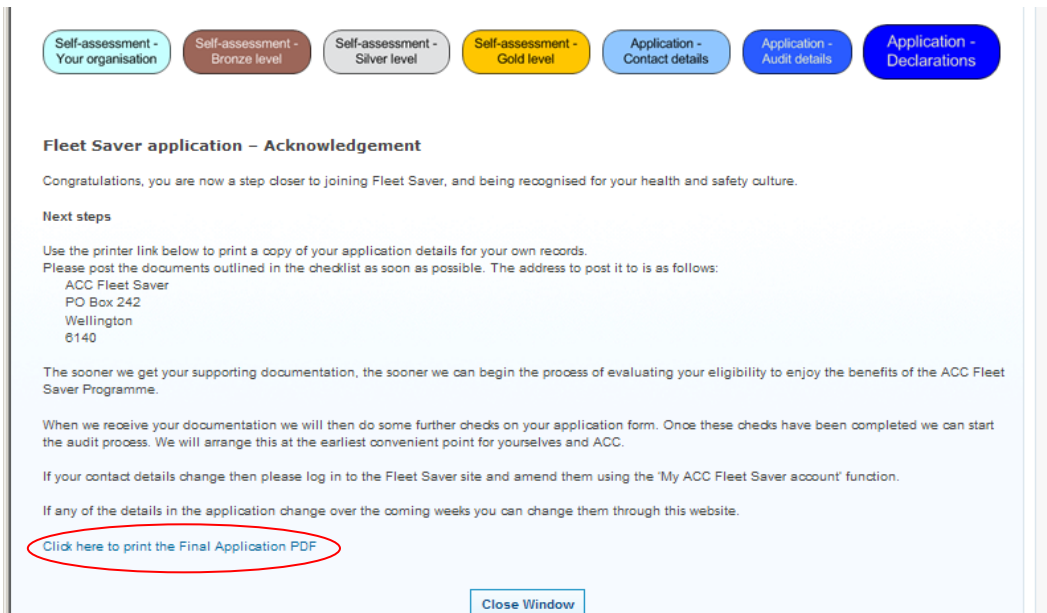
Before you submit the application, please confirm you are ready to post the following to ACC:

Completed senior manager and employee declaration page

Previous Page
Submit Application

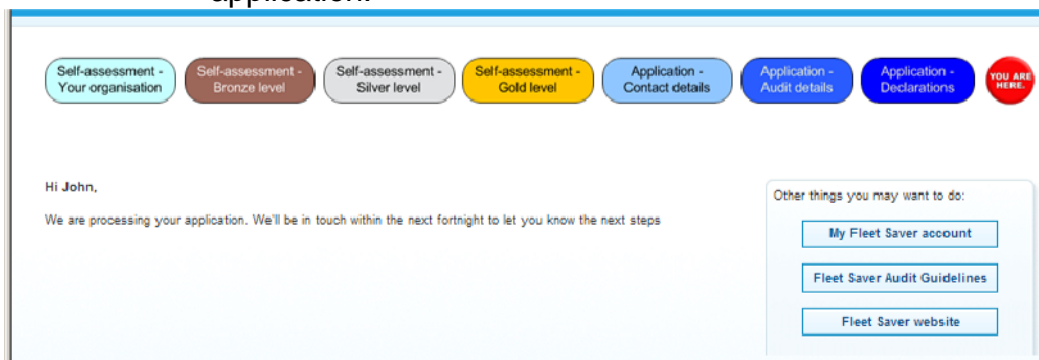
Step 5. On the checklist page, click the checkbox to indicate that you have completed the declaration page and it is signed and dated by the named representatives.

Step 6. Click 'Submit Application', which will take you to the following Acknowledgement page:



Step 7. Send the signed declaration form to the address shown on the Acknowledgement page. You can also print a copy of the full application form including the details you submitted by using the link (note that you do not need to send this full copy to us – only the declaration).

Step 8. When you have finished, click 'Close Window' to leave the application.



Step 9. You have finished your application for the ACC Fleet Saver Application! If you need to change your contact person details while your application is being processed, you can log in to the site and click 'My Fleet Saver account' to do this.

When we have checked the details of your application form we will be in touch to organise your audit. Thanks for applying to be a member of Fleet Saver.

## **If you didn't meet a Self-assessment level:**

If you did not successfully complete the Bronze level self assessment unfortunately you cannot apply to be a member of Fleet Saver at this time. Review the questions where your organisation did not meet the self assessment standard and when your organisation has achieved these areas please re-do the Self-assessment.

If you tried for Silver or Gold level in the self assessment but did not manage to meet all the requirements for one or both, you can still apply to Fleet Saver at the highest level you achieved (e.g. Bronze or Silver). You can apply to move to a higher standard when you are ready.

## **Contact us**

If you have any questions about Fleet Saver, visit the Fleet Saver page on the ACC website ([www.acc.co.nz](http://www.acc.co.nz)) to review the FAQs and other information pages. You can also contact:

your ACC relationship manager; or  
the ACC Business Service Centre on 0800 222 776