

Measuring your capabilities in Fleet Safety Management

ACC Fleet Saver programme for rental fleets Audit Standards

July 2017





Contents

Section 1

Introduction	2
Critical Element 1: Fleet vehicle selection and maintenance	4
Critical Element 2: Customer management and monitoring	5
Critical Element 3: Fleet safe driving practices	6

Complying with the safety management practices set out in this document should not be relied on to satisfy compliance with legal and other obligations of the employer. It is the responsibility of the individual employer to be satisfied that these legal and other obligations are met.

Introduction

The ACC Fleet Saver programme for Rentals audit standard has been developed to assess the eligibility of customers in the heavy goods transport rental sector. ACC's expectation from the rental company is to encourage and improve fleet safety through the dealings they have with their customers.

The ACC Fleet Saver programme for Rentals involves auditing rental operators on their safety management systems and this provides ACC with the basis for charging different levy rates to those who meet different audit standards. The audit standards are modeled off the ACC Fleet Saver programme, and the ACC Workplace Safety Management Practices programme (WSMP) with a focus on rental fleet management practices.

What are the objectives of the ACC Fleet Saver programme for Rentals?

- to reduce the incidence of injuries from road crashes involving trucks
- to leverage road safety benefits from the creation of business opportunities for investment in road safety practices
- to increase the understanding of the benefits to the sector from investment in safety management practices on the road and in the workplace
- to demonstrate leadership by encouraging the road transport sector to maintain road safety practices by supporting each other, irrespective of the speciality of their businesses.

What will ACC achieve by providing this programme?

ACC will use the audit standard of the ACC Fleet Saver programme for Rentals to:

- encourage and support heavy vehicle fleets to improve their safety and injury prevention management practices by using the influence and reach of rental fleets in the transport sector. While only 10% of the heavy vehicles are rental, almost all fleets rent vehicles on a regular basis.
- assess the safety systems of fleet rental operators to determine the levy they will be charged on their vehicle licence fee.
- reward businesses who implement safe on-road and on-site practices and promote these practices to their rental customers.

What are the audit standards for Fleet Saver for Rentals?

The ACC Fleet Saver programme for Rentals audit standards comprises three critical elements which are specific to the heavy fleet rental industry. These elements will be determined as being ‘met’ or ‘not met’ to achieve the audit standard. Rental Companies are required to meet all of the bronze level requirements to gain entry to the ACC Fleet Saver programme for Rentals.



What do the audit standards cover?

The ACC Fleet Saver Rental audit standards comprise three critical elements which are specific to the heavy fleet rental industry:

1. Fleet vehicle selection and maintenance
2. Customer management and monitoring
3. Fleet safe driving practices and injury prevention.

What are the two levels of performance?

Within the audit standard there are two levels of performance. The standards required for each level are shown using shading indicated below.

The rental company has developed and implemented policies and written documents that demonstrate their commitment to on-road safety and injury prevention. Entry level requirements.	Bronze (Level 1) 
The rental company has advanced systems in place that demonstrate continuous improvement in on-road safety.	Silver (Level 2) 

Glossary of Terms

Rental company	A registered owner in the business of renting out heavy goods service vehicles.
Customer	A fleet owner who is operating the heavy goods service vehicle from the rental company.

CRITICAL ELEMENT 1.

Fleet vehicle selection and maintenance

Objective

The registered person 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	Verified by	Achieved yes/no
1. There is a documented process to consider safety, injury prevention, and fuel efficiency in the selection and replacement of rental fleet vehicles.	1. Evidence that general safety requirements are taken into account in vehicle purchasing decisions (e.g. checklists).	
2. There is a documented process to ensure rental vehicles are roadworthy.	1. A documented requirement that customers undertake daily inspections of rental vehicles.	
	2. A documented process to ensure repairs are undertaken according to risk and remedial action is undertaken in a timely manner.	
	3. Maintenance and certificate of fitness inspections are scheduled, performed, and recorded in a timely manner (e.g. regular maintenance at intervals recommended by the vehicle manufacturer).	
	4. There is a documented reminder process for recurring maintenance, vehicle inspections, and certification requirements.	
	5. Evidence that customers are undertaking daily vehicle inspections of rented vehicles.	
3. Rental fleet vehicles are equipped with appropriate safety and emergency equipment.	1. There is identification of the safety and emergency equipment required in rental fleet vehicles.	
	2. Customers are provided with information on the use of vehicle safety and emergency equipment.	

CRITICAL ELEMENT 2.

Customer management and monitoring

Objective

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

Details of requirements	Verified by	Achieved yes/no
1. Fleet and on-site health and safety requirements are included in all rental agreements.	1. Evidence that customers have read and signed a declaration (or similar) committing to: <ul style="list-style-type: none"> safe driving practices fleet safety compliance with transport legislation, codes of practice and standard operating procedures. 	
	2. Evidence that customers have read and signed a declaration (or similar) committing to: <ul style="list-style-type: none"> on-site health and safety fuel efficient driving practices. 	
2. Customer management processes include a review of the customer's safety performance and systems in relation to the vehicles rented by the customer.	1. A record of each customer's status as a member of the Fleet Saver programme exists and is kept up to date.	
	2. The record of the customer's status is used to encourage further improvement in the customer's safety management practices.	
	3. Evidence that customers are provided with appropriate support and information on safe driving practices.	
	4. Evidence that shows examples of the effectiveness of the registered person and the customer working together to achieve safe driving practices.	
3. Vehicle monitoring results are used to encourage customers to improve safety and injury prevention.	1. Evidence of a written document or system to collect and provide information to customers about driving infringements in rental fleet vehicles.	
	2. Evidence that shows monthly feedback is provided to customers on any driver infringements in rental fleet vehicles.	
	3. Evidence that customers analyse feedback on driver infringements in rental vehicles every 3 months and at the end of the rental period.	

CRITICAL ELEMENT 3.

Fleet safe driving practices

Objective

The registered person 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 fleet safety.

Details of requirements	Verified by	Achieved yes/no
1. Health and safety documents outline the registered person’s commitment to fleet safety and are provided to all customers to encourage safe driving practices, injury prevention, and continuous improvement.	1. Evidence of a policy (or similar) that: <ul style="list-style-type: none"> • outlines the registered person’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 person. 	
	2. Evidence that the policy (or similar) is provided to all customers.	
2. The registered person has a procedure for workers to report, record and investigate road traffic incidents, near misses, and crashes relating to rental fleet vehicles. <ul style="list-style-type: none"> • (NB: this may be part of the workplace incident reporting and recording system) 	1. A written document in which incident, near-miss, and crash data is collected.	
	2. Evidence that rental fleet data is reviewed by the registered person to determine any trends and identify injury prevention initiatives.	
	3. Evidence that injury prevention initiatives are developed and provided to the customer to support the customer’s commitment to safe driving practices.	
	4. Evidence that injury prevention information is: <ul style="list-style-type: none"> • updated at least annually • provided to new and existing customers where appropriate. 	

Continued ...

Details of requirements	Verified by	Achieved yes/no
3. The registered person remains up to date with developments in fleet safety and injury prevention.	1. A written document for remaining up to date with developments in fleet safety and evidence that this information is passed to customers where appropriate.	
	2. Evidence that the registered person has been involved in fleet safety-related initiatives (e.g. seminars, briefings, conferences) within the previous 24 months.	
4. Rental fleet vehicles are equipped with systems that monitor fuel consumption and speed.	1. Evidence that rental fleet vehicles are fitted with systems that monitor fuel consumption (km/litre or equivalent), speed, and other key performance indicators.	





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