



2025 Vehicle Use Policy

Purpose: This policy outlines the guidelines for the use of the club's van to ensure fair access, responsible usage, and efficient transportation for teams and club activities.

Vehicle Availability & Priority:

1. The club van is available for official club-related travel, including matches and sanctioned events.
2. Priority use is granted to the team travelling the furthest distance for an official fixture on any given day.
3. The van must have a minimum of six occupants per trip to ensure efficient vehicle usage.

Booking & Approval:

4. Teams must request use of the van at least one week in advance through the club email info@teawamutuafc.co.nz.
5. Confirmation of allocation will be communicated within 24 hours of the request.
6. Confirmation will be uploaded to the club website event calendar.

Driver Requirements:

6. Only approved drivers with a valid driver's license and club authorisation may operate the vehicle.
7. Drivers must adhere to all road regulations and ensure the safe transportation of passengers.
8. The logbook (kept in the van) must be maintained for each trip, noting departure, return times, fuel usage, and mileage.

Fuel & Maintenance:

9. The vehicle must be refuelled after use if fuel levels drop below a quarter of a tank.
10. There is a fuel card in the van that can be used to fill the tank at Mobil or Waitomo Service Stations only.
11. Any damages, mechanical issues, or necessary maintenance must be reported immediately to info@teawamutuaafc.co.nz.
12. The club reserves the right to suspend vehicle usage for teams that fail to follow proper care guidelines.

Conduct & Cleanliness:

13. Passengers and drivers must treat the vehicle with respect—no smoking, excessive mess, or reckless behaviour is permitted.
14. All passengers are expected to conduct themselves professionally at all times while using the club vehicle. Any actions likely to bring the club into disrepute are strictly prohibited. This applies whether the vehicle is in motion or stationary, and regardless of whether the conduct occurs during or outside of club activity hours. Such behaviour may result in disciplinary action, up to and including termination of membership.
15. The van must be returned in a clean and tidy condition after use.

Policy Enforcement:

16. The club committee holds the right to review and amend this policy as needed.
17. Failure to adhere to the vehicle policy may result in loss of privileges or further action as determined by club officials.