



**DAIRY
HOLDINGS
LIMITED**

Dairy Holdings Ltd

| 7B Sophia Street | P O Box 549 | Timaru, 7940 | New Zealand

T: 03 687 9258 | F: 03 684 7965

E: jan@dairyholdings.co.nz | www.dairyholdings.co.nz

RUC POLICY on Farm Trucks

INTRODUCTION

This Policy sets out the Farm Vehicle RUC practices and procedures to be adopted by the Dairy Holdings Ltd (DHL) Group across managed farms.

This policy constitutes part of the Motor Vehicle Policy as referred to in the employment agreements

BACKGROUND

As a large scale Dairy Farming Company with operations throughout Canterbury, North Otago, West Coast and Southland, DHL needs to ensure a consistent approach to farm vehicles (excluding tractors) that require Road User Charges (RUC) for use on public roads is adopted across all the managed farms.

The Road User Charges Policy (RUCP) adopted by Dairy Holdings is that the all DHL diesel vehicles paying RUC will complete logbooks to enable the company to accurately record on and off farm travel for refunds of RUC.

EXPLANATION

1. Why have a RUCP?

- a) All diesel vehicles are subject to RUC charges.
- b) DHL vehicles travel a mix of both on and off public roads and this policy will ensure that DHL vehicles are not paying RUC for travel completed on farm (off road).
- c) Tracking of On and Off Road Travel will be by Logbooks completed by vehicle operators.

DHL policy is that all diesel vehicles paying RUC complete a logbook that can be used to claim a refund of RUC for travel that is not “on-road” travel.

2. How will this operate?

RUC Log books are to be kept for each label period

Office:

- When a renewal of RUC is required the office will send a log book and a new label to the vehicle operator.
- The office will send a stamped addressed envelope with the new label asking that the logbook (for the old label mileage covered) and the old label be returned to the office.
- The office will complete a RUCOR (RUC off road travel) form and include the necessary information for a refund of RUC for off road travel.

- The refund will be applied for based on the logbook entries for the old label period.
- Any discrepancy in entries in the logbook will be listed out and sent to the vehicle operator to review.
- Once reviewed the vehicle operator will either correct the erroneous logbook or recompense the company for the mileage not correctly recorded.

Farm:

Farm truck operators are required to ensure the vehicle meets all legal compliances and will:

- Complete the log book recording the travel of both on road and off road distances and vehicle start and finish mileages. See example below.
- When the vehicle is due for a renewal of RUC the farm vehicle operator will contact the office for a replacement RUC label and when receiving this renewed label will ensure that the old label and the completed logbook are sent to the office.
- If in the case of any discrepancies the vehicle operator will have the logbook resent to them from the office and be given the opportunity to correct the errors. The logbook updated correctly will be resent to the office. If the vehicle operator cannot complete the logbook correctly then they will be liable for the distance errors charged at the RUC rate (currently 4.8 cents per kilometre)

THE FARM VEHICLE RUC POLICY IN SUMMARY

1. All diesel vehicles pay RUC; the operator will maintain an accurate logbook that can be used to claim off road mileage refunds of RUC.
2. All diesel vehicles (except tractors), that are used on public roads, must have an up to date Registration and valid Warrant of Fitness.
3. Farm Vehicle Operators must ensure log books are accurate and can be used to apply for RUC refunds. Example below:

Date	Start	Finish	Distance	Off Road	On Road	Destination	Driver	Signature
10/06/13	127560	127825	265	x		On Farm	Richard	☺
11/06/13	127825	127930	105		x	Ashburton - Vetlife & RD1	Morgan	☺

4. Where log book has not be kept in a correct manner and the logbook data is incorrect for claiming off road use, the operator will recompense the company for the distance not correctly recorded (being the RUC charge applicable per kilometre travelled).
5. Farm Managers will notify the office when vehicles change from/to their farms, to ensure the change is recorded in the office list of operators and insurance records.
6. The office will keep a list of equipment held on farms and the status of their registrations & RUC status based on the information provided by Farm Managers and Supervisors.