

Minibus Operating Information

Key information for Drivers

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Purpose:

This document covers basic need-to-know information. It summarises key parts of the vehicle manual provided by Toyota and outlines the safety equipment provided by the Club.

For assistance before, during or after a trip, please use the contact details for the Transport Officer shown at the end of this document.

Driver license endorsement

The minibus may be driven with a NZ drivers license with Class 1 endorsement.

Drivers should note the following information from Toyota's specification for the Hiace ZX Minibus:

- Gross Vehicle Weight/Mass: **3,485 kg (vehicle plus passengers plus luggage)**
- Gross Combined Mass: **4,985 kg (vehicle plus passengers plus luggage plus loaded trailer).**

- When fully- loaded the minibus can legally tow a trailer (incl. load) **weighing up to 1,500 kg. Note:** This only applies if the trailer is equipped with brakes that operate automatically when the driver pushes the brake pedal of the minibus.
- When an **unbraked trailer** is used, its GVM (**weight of trailer plus load**) should not exceed **400 kg** (advised by Toyota NZ). A typical single axle trailer weighs about 175 kg, so an unbraked trailer should not carry a load of more than 225 kg.

Driver responsibilities & liability

The Club requires drivers to obey all NZ road rules, including speed limits.

Note: Any traffic infringement notices received by the Club may be passed to the driver responsible for the infringement who will be required to pay any fines and accept any demerit points imposed.

Entry & locking

Use the key fob to unlock and lock the minibus.

Note: After the minibus has been locked using the fob, do not unlock the rear door using the manual key. Doing so will result in the vehicle's security alarm going off.

If this happens, use the key to unlock the driver's door - this will stop the alarm.

Driver assist systems

The minibus has several driver assist systems. Some are activated automatically when the vehicle engine is started, some must be manually activated when required and some remain in their set state (off or on) from one journey to the next. Some systems should be disabled before towing a trailer or driving in low visibility or snow.

The table below provides a summary of these systems. For detailed information, refer to manual section 4-5.

The driver assist system in the table below are normally 'ON' each time the engine starts:

PCS - Pre-Collision System (page 225)	Warns driver of high risk of frontal collision	Can be disabled. The warning timing can be changed.
LDA - Lane Departure Alert (page 233)	Warns driver of imminent lane departure; provides gentle braking to help keep vehicle in its lane	Can be disabled. Should be switched off when driving in fog or on snow-covered roads. LDA switch is located on the steering wheel
RSA - Road Sign Assist (page 240)	Recognises speed limit signs and warns driver if exceeding the limit	Can be disabled.

Stop/Start system (page 258)	Stops engine when vehicle has stopped. Engine automatically starts when the brake pedal is released	Can be disabled (see page 264)
BSM - Blind Spot Monitor (page 265)	Alerts driver when another vehicle is in a blind spot of the outside left & right rear view mirrors.	Can be disabled on '?' screen of the multi-information display (see page 460)
Parking assist sensors (front & rear) (page 269)	Buzzer warns driver when vehicle is too close to front, side or rear obstruction (see page 274 for distances)	Can be disabled - see page 270
RCTA - Rear Cross-Traffic Alert (page 277)	Buzzer warning if another vehicle approaches from the right or left at the rear of the minibus	Can be disabled - see page 278
AHB - Automatic High Beam	Switches headlights to full beam in darkness when no oncoming traffic and when no car ahead.	Has the same state ('OFF' or 'ON') as the previous journey
Other systems (see page 283): * Anti-lock Brake System (ABS) * Brake Assist * Vehicle stability control (VSC) * Trailer Sway Control * Traction Control * Hill-start Assist Control * Emergency Brake Signal		Always 'ON' - cannot be disabled by driver

The table below summarises driver assist systems which are normally 'OFF' each time the engine starts. The Club recommends that drivers do not use them.

Dynamic radar cruise control (page 242)	Controls minibus speed to match the speed of the vehicle ahead	IMPORTANT: Read manual pages 242-252 before enabling.
Vehicle-to-vehicle distance control mode (page 245)	Uses radar to detect vehicles ahead and adjusts minibus speed to maintain a suitable following distance	IMPORTANT: Read manual pages 242-252 before enabling.
Constant speed control mode (aka cruise control)	Maintains set speed without driver pressing the	IMPORTANT: Read manual pages 253-255 before

(page 253)	accelerator pedal	enabling.
Speed limiter (page 256)	Prevents the minibus exceeding the set speed	IMPORTANT: Read manual pages 256-258 before enabling.

Air conditioning & heating

There are two sets of heating/cooling controls on the central console:

- Upper set for the front of the cabin
- Lower set for the passenger seating behind the driver

Refuelling

- **Diesel** only (**DO NOT start the minibus engine if petrol has accidentally been pumped into the fuel tank**)
- The Fuelcard can be used at any service station, but the Club prefers to use BP service stations. The card cannot be used at places like Gull, Waitomo or any similar unmanned, self-service outlet.

If trouble arises

Manual section 7 (page 397) provides advice on how to deal with a range of problems that may arise. Drivers should refer to this section before tackling problems such as flat battery, need to tow or be towed, running out of fuel, and more.

Please report any problem or fault to the Transport Officer after the trip.

Jump starting

This may be necessary if the minibus has a flat battery. Instructions for this are in Section 7-2 (pages 438-440) of the vehicle manual in the glove box.

If you're not comfortable doing either one of these options, then call the 0800 road side assist **0800 900 505** for help.

1. A jump starter pack is located behind the front passenger seat.
2. Put the Minibus in park mode or neutral mode, also apply the handbrake .
3. Open the bonnet and lift off the fuse box cover (this is on the right hand side of the engine bay)

4. With the jump starter pack ready, place the positive lead (red in colour) from the jump starter pack onto the positive terminal in the fuse box (flip up the red cover in the fuse box to expose the terminal).
5. Take the negative lead from the jump starter pack and connect this to the engine block (there's a yellow reflector on the block to show you the locating point)
6. Follow the instructions on the starter pack to restart the engine.
7. Keep the engine running once you have started it.
8. Once running, carefully remove the jump starter pack leads from the fuse box and engine block, place the little red cover back over the fuse box terminal and replace the black plastic fuse box lid.
9. Repack the jump starter pack into its carry-case.

Note:

There is a set of jumper leads in the minibus (red toolbox) that can also be used to jump start the minibus, but you will need to have another vehicle present to assist with their battery.

Tyre changing

The spare wheel is located underneath the luggage area floor.

The tools required for tyre changing are located both inside the sliding side door area and also to the left of the luggage floor.

Procedure:

1. **Park the Minibus on a level surface** with the hand brake on and in engine in Park Mode and ignition off. Turn the vehicle's hazard lights on and if required set the reflectorised triangles up some distance from the vehicle.
2. **Remove the jack** (located behind the removable panel in step of the side passenger door) and close the sliding door along with both front doors.
3. **Remove the plastic hubcap** from the wheel to be changed.
4. Before raising the vehicle, **loosen the wheel nuts on the flat tyre** by using the wheel brace (located in the roll up tool bag along with the other tools required for this task in the rear of the luggage area).
5. **Place the two wheel chocks** provided in the roll up tool bag to the front and back of the wheel diagonally opposite to the flat one. This increases stability.
6. **Lower the spare wheel** prior to jacking the vehicle up. With the rear door open and all tools at easy reach, proceed to pull back the plastic tab covering the spare wheel

cage bolt. Use the wheel brace on this to rotate to the left until the spare wheel can be removed from the cage. There's plenty of thread, so this will take some time.

7. **Place the jack into its correct jacking point** closest to the flat tyre. (Note: These four locating positions have been highlighted underneath the vehicle with a reflectorised material).
8. With the jack placed in its correct position and using the hand tools provided in the tool bag, proceed to **raise the vehicle by winding the handle in a clockwise direction** until the flat tyre has cleared the ground / road surface . The loosened nuts can now be removed enabling the wheel to be removed.

To replace the spare wheel

1. **Line up the spare wheel with the stud holes** and just for now wind on the wheel nuts by hand until you have tension on the nuts, you can now use the wheel brace to tighten a bit more, being very careful not to rock the jack or vehicle.
2. **Lower the vehicle** by winding the jack down in an anticlock wise motion until the full weight of the vehicle is on the ground.
3. It is very important to use the wheel brace again to **fully tighten all the wheel nuts** on that wheel.
4. **Replace the plastic hubcap.**
5. **Place the flat tyre into the cage** and, by using the wheel brace again, **wind the cage back up** until it is firm with the underside of the vehicle.
6. **Remove the two wheel chocks** from the other wheel and place in the roll up bag along with the other tools used for the task. The jack goes back in its compartment, Note, it's best to wind the jack up by hand until it touches the floor, this stops it rattling around.
7. With **all gear, including the triangles if used, back in the Minibus**, you are set to restart the vehicle and proceed to the nearest puncture repair outlet to have the flat tyre repaired.

Towing the minibus

If the minibus needs to be towed, there are two towing points at the front, one on each side of the bumper. The tow bar can be used for pulling from the rear.

The Toyota tool kit in the rear luggage space comes with two metal towing eyes that can be attached to the front of the vehicle. One or both can be used depending on the situation.

To install the metal towing eye, simply open one of the plastic tabs (or both if required) and thread the metal eye/eyes into the chassis rail behind the plastic. Make sure the metal eye is fully threaded in.

The towing sling which can be found under the rear seat can be attached using the shackles provided.

When towing from the rear, the same towing sling can be used, but this time place the loop of the sling over the tow ball. The towing sling is rated at 11,000 kg and is 9 meters in length.

Notes:

- It is important to have the motor running with the automatic transmission set in neutral to allow for steering and braking.
- It is imperative that you should only be towed at low speed just to get the minibus back onto firm ground, after which the minibus can be driven as per normal.

Tyre pressures

Will be checked regularly by the Transport Officer. However, if low pressure is suspected during a trip the tyre pressures should be checked at the nearest service station. The recommended pressures are:

- Front: 47 psi
- Rear: 61 psi

Fluid levels under the bonnet

Will be checked regularly by the Transport Officer. However, if the engine overheats or the engine oil light comes on, please pull over immediately and turn off the engine. Call for Road Side Assist **0800 900 505** (number is displayed on the sliding door window).

Snow chains

A set of chains is carried in the luggage area. (Green Box) If used, they must be installed on the **rear** wheels (the minibus is rear- wheel drive).

Note: When using snow chains, ensure Lane Departure Alert, Cruise Control and Speed Limiter systems are 'OFF'.

Driving the club minibus with snow chains and on icy roads should only be done by a driver experienced in driving in such conditions and only after referring to manual section 4-6 Winter driving tips (pages 293-295).

Toolbox

The toolbox (Red Box) in the luggage area contains basic hand tools (not specifically for tyre- changing).

First aid kit

This is located under the center console between the front seats.

Fire extinguisher

This is located under the front passenger seat.

Vehicle insurance

Before operating the minibus, drivers must note and adhere to the conditions and exclusions of the minibus insurance policy.

The minibus is insured with QBE Insurance through PIC Insurance Brokers Ltd, Auckland. The policy explicitly states the following:

In the event of an accident the Club will not be indemnified by the insurer if the driver:

- 1. Is not the holder of a valid drivers' licence, or who breaches any conditions of their licence.*
- 2. Has been declined or refused renewal of any motor vehicle insurance by any insurer;*
- 3. Is under the influence of an intoxicating substance or a drug; or has a proportion of alcohol in the blood which exceeds the legal limit prescribed by law;*
- 4. Has a proportion of alcohol in the breath, as ascertained by an evidential breath test subsequently undergone, which exceeds the legal limit prescribed by the law; or fails to supply a blood or breath sample as required by the law;*
- 5. Fails to stop, or remain at the scene, following an accident as prescribed by law.*

The Club's expectation is that a person will not operate the minibus if they have consumed an alcoholic beverage within the previous 12 hours.

Vehicle accident

If the minibus is involved in a road accident occurs it is essential that the minibus driver:

1. Remains at the scene of the accident (unless they require urgent medical treatment)
2. Contacts NZ Police if anyone has been injured in the accident
3. Does not admit liability to other parties involved if at fault
4. Collects contact details and insurance company names from the drivers of other vehicles involved in the collision

5. Takes photographs of damage to all vehicles involved and, where practical, the positions of the vehicles immediately after the collision
6. Phones for Toyota roadside assistance **0800 900 505** if the minibus is unable to be driven after the accident
7. Informs the Transport Officer or President as soon as practicable

Insurance claims

QBE's website states the following:

- *"Contact your broker who will guide you through the process. You can also reach out to our claim teams directly (<https://www.qbe.com/nz/claims/making-a-claim>) or call us on 0800 723 252. It's important to make contact as soon as possible after the event and have as much information as you can."*

The driver must provide all available information (including the above) to assist the Transport Officer or the President in making a claim.

Contacting the Transport Officer

Email: transport@hvtc.org.nz

Mob: 021 994 854 (text message if not urgent)