

Document Control

Document Name	Document Register Number	Review Date
Safe Driving Policy	GOV.POL.0010.001	1 July 2015
Date Adopted	Minute Number	Summary of Changes
16 October 2013	3592	New Template

Purpose

To improve workplace road safety for all Council staff and to ensure that Council personnel demonstrate low-risk driving behaviours while operating or travelling in any road vehicle while at work, or on their way to or from work.

Scope

All staff.

Definitions

Safe Driving

The adoption of low-risk attitudes and behaviours that reduce the possibility of the driver being involved in a driving incident.

Low risk attitudes include:

- Placing a high value on safe driving
- Choosing low risk alternatives in spite of pressures to do otherwise
- Maintaining motivation to apply low risk behaviours

Low risk behaviours include:

Preparation: Planning driving (being fit to drive, rest breaks / overnight stops, route selection, non-driving duties), vehicle safety check.

Driving: Being alert, scanning for potential hazards, managing speed and position of the vehicle to reduce the likelihood of a crash.

Evaluation: Reviewing driving to identify ways of reducing risk on future journeys.

Policy Content

All Workplace Health and Safety hazards must be managed in accordance with Council's Work Health & Safety Policy.

To prevent incidents involving light or heavy fleet in Council workplaces, the following requirements must be met:

1. Council will provide light and heavy fleet vehicles that meet accepted safety standards and WH&S requirements for plant.
2. All Council staff are to drive in a manner that minimises risk to self and others as well as damage to vehicles and property.

As a minimum, staff are to:

- Comply with Australian road rules;
- Comply with fleet management requirements;
- Travel with the headlights and tail lights switched on when in a Council vehicle: and
- Wear seatbelts where they are provided.

Staff shall drive at a speed that does not exceed the speed limit;

Staff must use hands-free devices for mobile phones while driving. Call times should be minimised while driving.

Staff shall not attempt to put a vehicle in motion while under the influence of alcohol or any other drug.

Drivers of heavy fleet vehicles shall not drive while there is the presence of alcohol in their blood. Refer to **Appendix A** to identify other factors that increase the risk.

3. All Council staff are informed of Council's workplace safety requirements.

Awareness of safe driving behaviour is to be provided to all staff at induction.

Additional training needs for safe driving will be assessed for the work requirements of positions within Council. Training will be commensurate with the level of risk associated with the work requirements of the position. Refer to **Appendix D** for more information.

4. Staff who may be required to drive a Council vehicle as part of their job must meet the following Council standards:

- Possession of an appropriate current class of licence;
- Evidence to satisfy any other occupational-specific requirements – e.g. current qualifications and/or recent experience in operating road maintenance and construction equipment.

5. Managers and staff must actively manage workloads involving driving to minimise fatigue.

Staff must ensure that they organise their own work involving driving in a way that minimises fatigue. Refer to **Appendix C** for more information.

Managers have an obligation to ensure that staff receive active management support in meeting this requirement.

6. Managers are to review available reports on vehicle damage relating to their staff and provide feedback to vehicle users.

Where managers identify unsafe driving performance positive steps must be taken to improve driving performance. Refer to **Appendix B** for more information.

Links to Policy

Workplace Health & Safety Policy

Mobile Phone Policy

Injury Management Policy

Links to Procedure

Nil, as at date adopted.

References

Nil As At Date Adopted

Responsibility

Managers and Supervisors

- Communicate safe driving policy and guidelines to staff.
- Ensure occupation-specific safe driving record requirements are met where this is a condition of employment.
- Implement appropriate counter measures for identified trends in unsafe road use, such as training and review of a driver's authority to drive council vehicles.
- Consult with drivers when resolving driving safety related issues.
- Ensure all staff, managers and supervisors receive an induction in road user safety.
- Conduct assessment on road use risks and assess training needs of staff.
- Provide on-going education, awareness and training.
- Ensure that in-vehicle driver training is done by an approved assessor.
- Review driver ability every three years for drivers operating in high risk driving conditions.

Drivers

- Operate road vehicles in a way that complies with the road laws and in accordance with council policies.
- Plan road trips to minimise safety risks to self, passengers and other road users.
- Participate in initiatives for improving road safety.
- Undertake operation and safety familiarisation of the particular vehicle before operating it for the first time.
- Report defective vehicles.
- Report all injury and damage incidents, including near misses.

WH&S Staff

- Establish guidelines for drivers that address the risks associated with vehicle operation.
- Provide assistance to managers with the development and implementation of appropriate education, awareness and training programmes to meet identified areas of need.
- Provide regular management reports to managers to show accountability for incident costs in terms of injury.
- Benchmark motor vehicle accident injury outcomes against similar organisations.
- Develop measures to address unsafe trends in workplace road use.

Fleet Management

- Ensure that light and heavy vehicles provided for all kinds of use conform to uniform safety standards.
- Consult with potential operators in the selection of specialised replacement vehicles and plant.
- Ensure vehicles are maintained according to the vehicle manufacturer requirements.
- Maintain records of all maintenance, damage and usage data for each vehicle.
- Ensure that drivers have the appropriate information for the safe operation and equipment to assist in actions following an incident or breakdown.

Risk Management

- Benchmark damage and near miss incidents against similar organisations.
- Collect data on vehicle damage and identify all costs associated with repairs and replacement of damaged vehicles and property.
- Provide regular management reports to managers to show accountability for incident costs in terms of damage to property.

Road Safety Officer

- Provide resource material and programmes to support safe driving awareness, education and training needs.

Relevant Legislation

NSW Road Rules 2008

NSW Work Health & Safety Act 2011

Associated Records

Appendix A will help you to identify potential risk factors associated with driving

Appendix B lists possible control measures to be considered

Appendix C Fatigue Management

Appendix D Education and Training