

Safe Driving – Vehicle Policy

Purpose

Driving is an intrinsically dangerous and complex activity. Research conducted by Roads and Traffic Authorities has shown that major risk factors associated with driving are fatigue, excessive speed and reduced concentration due to involvement in other tasks whilst driving, typically mobile phone use. Consistent with this policy and in keeping with The Company's duty of care obligations, Workers who are required to drive in the course of their duties shall comply with the provisions set out in this policy and the accompanying guidelines.

Procedure

To maintain all company vehicles in a safe, clean and roadworthy condition in accordance with legislation to ensure the maximum safety of the driver, occupants and other road users at all times.

To ensure that staff driving company vehicles demonstrate safe driving and other good road safety habits at all times when driving.

The Company requires that staff must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits when driving on company business.

Procedure Breach of Conduct

The following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence.

1. Failure to complete pre-start and pre-drive inspections;
2. Failure to follow site rules;
3. Leave site without notifying supervisor;
4. Drinking alcohol or being under the influence of alcohol or drugs whilst driving;
5. Driving when disqualified, or not correctly licenced;
6. Reckless or dangerous driving;
7. Failing to stop after a crash;
8. Driving whilst under demerit point suspension;
9. Driving whilst using a cell phone other than hands-free operation;
10. Any other actions which warrant suspension of licence;
11. Failure to report an incident or near miss.

Responsibility

Responsibilities as a Worker / Employee

Drivers of company vehicles;

1. Must obey site specific rules at all times;
2. Must have a current driver's licence for the class of vehicle they are driving;
3. Immediately notify their supervisors or managers if their driver's licence has been suspended or cancelled, or has had limitations placed upon it;
4. Complete the pre-start inspection daily before operating any Company Vehicle, either by paper Form 45.1 or Digitally by Scanning the QR Code in the vehicle or going to [Emmsau.com](https://emmsau.com) > [Employees > Vehicle Pre-Inspection Checklist](#);
5. Complete a pre-drive inspection if the daily inspection is complete, looking for physical damage and record that inspection on vehicle Inspection Record Form 45.2;
6. Record that you have done the Pre-Start and or Pre-Drive inspection on Form 45.2 (Document # 225);
7. Immediately notify your supervisor of any major damage,
8. Immediately notify their supervisors or managers if their driver's licence has been suspended or cancelled, or has had limitations placed upon it;
9. Notify the immediate supervisor at all times when leaving site;
10. Not leave site at night without specific instructions by an immediate supervisor;
11. Be responsible and accountable for their actions when operating company vehicles;
12. Display the highest level of professional conduct when driving company vehicles;
13. Assess hazards while driving and anticipate 'what if' scenarios;
14. Drive within the legal speed limits, including driving for the conditions;
15. Wear a seat belt at all times;
16. Report vehicle defects to your supervisor or manager before the next vehicle use – vehicle to be inspected prior to use (record inspection utilising the *Vehicle Inspection Form*);
17. Comply with traffic legislation when driving a company vehicle;
18. Regularly check the oil, radiator and battery levels, and tyre pressure of company vehicles they regularly use;
19. Report any near misses, crashes and scrapes by filling out an injury/incident form and submitting to your supervisor or manager, including those which do not result in injury;
20. Ensure that the vehicle is serviced at recommended intervals in line with the service manual or when mechanical attention is required;
21. Report all motor vehicle accidents / incidents;
22. Be medically fit to operate the vehicle ;
23. Comply with instructions for mobile phone use as below;
24. Ensure all loads carried on utilities, trucks and trailers are all securely tied down and do not exceed the load capacity of the vehicle;
25. Stop, revive, survive, it is recommended that a break should be taken after two hours driving;

26. Smoking is not permitted in company vehicles;

27. Spouses, family members or acquaintances are not permitted to use company vehicles.

Instructions for mobile phone use

Site specific instructions must be obeyed at all times;

Mobile phones can cause distractions in two ways whilst driving:

- Taking your hands off the wheel;
- Becoming engrossed in a conversation and losing concentration on the road.

Reaction times increase and concentration levels reduce with the use of mobile phones whilst driving. There is also very little difference between the use of hand held and hands free in this regard.

Workers should adopt the following policies:

- Do not use mobile phone when driving (turn off and divert to voicemail and check messages regularly when it is safe to pull over);
- Do not make calls, dial numbers or text when driving;
- Pull over to the side of the road when it is safe before making or answering a call.

Driving long distances

Up to 25% of road accidents are caused by driver fatigue, which may manifest itself in the form of slow reactions to emergency situations or it may result in the driver falling asleep. Fatigue may be caused by the driving activity itself, work undertaken immediately prior to driving, long work days which combine driving and working, sustained periods of long work hours in the days and weeks prior to driving, and disrupted sleep patterns.

- Workers shall not be permitted to drive for more than ten (10) hours in any twenty-four (24) hour period.
- Workers shall not be permitted to drive where the combined period of driving and working would exceed fourteen (14) hours in that working day or in a twenty four (24) hour period