

# SAFE DRIVING POLICY

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DUBBO CITY COUNCIL

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# MANUAL OF PROCEDURE

## Responsible Officer

Manager Fleet Management Services

## Scope

This policy applies to all council employees and non employees (e.g. volunteers, trainees, apprentices) who use and/or operate mobile plant, equipment and vehicles. It provides information and outlines the requirements for identifying, assessing and controlling mobile plant and vehicle hazards to ensure safe and effective operation.

## Related Legislation & Documents

- Occupational Health & Safety Act 2000
- Occupational Health and Safety Regulation 2001
- Australian Road Rules
- Strategic Document: Road Safety 2010
- Dubbo Road Safety Strategic Plan 2002-2007
- Alcohol and Drugs in the Workplace Management Policy
- Injury Management and Rehabilitation Management Policy and Procedure
- Accident/ Incident Reporting and Investigation Procedure
- Managing Labour Hire Employee Induction Handbook

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## 1. Policy

The organisation is committed to the safe operation of mobile plant and vehicles in the workplace and on work sites and roads by ensuring that all legal requirements are complied with. Safe driving practices will be promoted to prevent unsafe plant and vehicle operation which could result in injury and/or asset damage.

The Safe Driving Policy outlines procedures for implementation and covers all employees and non employees (e.g. volunteers, trainees and apprentices) authorised to drive all cars, goods carrying vehicles and mobile plant and equipment of every description owned or used by Council. The management direction applies to all driving by employees.

## 2. Objectives

- Increase the awareness and understanding of safe driving practices among Council employees.
- Have Council staff behave in a manner that is conducive to road safety.
- Obtain commitment from Council drivers and passengers to use vehicles safely.
- Seek to have safe driving concepts incorporated in Council vehicle lease agreements.
- Choose safe fleet vehicles.
- Reduce the number of fleet vehicle crashes.

## 3. Responsibilities

**The General Manager and Directors** have a responsibility to provide a safe and healthy working environment. Their commitment will be demonstrated by:

- Ensuring the Safe Driving Policy is implemented within their respective workplaces.
- Promoting awareness in regards to the requirements of this policy within their respective workplaces.
- Demonstrating commitment to a safety first workplace culture.
- Ensuring that all managers and directors are correctly and currently licenced.

**Managers and Supervisors** are responsible for ensuring:

- All employees under their control are aware of, and comply with, the Safe Driving Policy.
- Employees demonstrate commitment to a “safety first” workplace culture.
- Systematic identification, assessment and control of related hazards in the workplace.
- Employees participate in driver awareness programs when required and maintain appropriate records.

- Mobile plant, equipment and vehicle crashes are investigated and reported to Fleet Management Services within specified timeframes.
- All employees under their supervision are correctly and currently licenced to operate mobile plant or vehicles.
- Work schedules and travel times are planned with employees with a safety first approach.
- Commit to the crash investigation process.
- Managers, in conjunction with Fleet Management Services, are responsible for ensuring that vehicle and plant assets are used safely; that all vehicles are well maintained; that management systems are in place.
- Employees understand and adopt safe driving practices.
- Employees respect the rights of all other road users.

**Employees** are responsible for:

- Complying with the Safe Driving Policy.
- Complying with any safe work procedure or instruction issued by their manager or supervisor related to safe driving.
- Participating in safe driving programs in accordance with the policy.
- Immediately reporting any crash to their manager or supervisor.
- Completing a crash report and advising Fleet Management Services within twenty four (24) hours of a crash which causes damage to any fleet vehicle.
- Operating and maintaining Council cars, trucks and plant in a safe, clean and roadworthy state.
- Informing their direct supervisor and Fleet Management Services of any changes to their licencing details. All drivers of Council vehicles are required to advise Fleet Management Services if they cease to hold a current licence for the vehicle type they are required to drive or if their licence is suspended.
- Being aware of and practicing current road rules and their amendments.
- Understanding and adopting safe driving practices.
- Respecting the rights of all other road users.
- Reporting any unsafe conditions of vehicles immediately.
- Following advice on vehicle use and breakdown procedures, preventative maintenance and issues related to the specific vehicle type.

**The Safety Systems Coordinator** is responsible for:

- Investigating, monitoring and reporting all crashes reported involving any workplace injury.
- Being an active member of the MVFT.

**The Manager Fleet Management Services** is responsible for:

- Monitoring and reporting mobile plant and vehicle asset management and compliance matters.
- Initiating and recording employee licencing details.
- Ensuring that car, truck and plant features enhance their safe use; that all vehicles are well maintained; that management systems are put in place and equipment provided which promotes driver, operator and passenger safety.
- Maintaining all fleet items to an approved/agreed service standard.
- Providing employees with vehicle/plant orientation when using a vehicle for the first time.
- Being an active member of the MVFT.
- •Notify manager and employee of costs associated with a crash and number of crashes within a 2 year period.

**The Road Safety Officer** is responsible for:

- Providing in-house driver education/information.
- Assisting Council to integrate road safety within the organisation.
- Interviewing employee after “at fault” crash and complete Vehicle Crash Form.
- Being an active member of the MVFT.

The Motor Vehicle Focus Team, which is made up of the Manager Fleet Management Services, Safety Systems Co-Ordinator and Road Safety Officer, is responsible for:

- Reviewing all motor vehicle crashes involving Council vehicles on a quarterly basis.
- Reviewing, as necessary, all reports related to Council motor vehicle crashes including the driver’s crash report, police report, supervisor’s report, insurance company report and other evidence.
- Determining whether the crash was preventable in cases where the Council employee was considered at fault.
- Making recommendations to the General Manager regarding corrective steps to be taken to reduce the likelihood of similar crashes occurring.

A review of the Safe Driving Policy will be undertaken by the Motor Vehicle Focus Team annually or in the event of any changes to relevant legislation.

## 4 Driver Education

Council will provide training opportunities for staff to update their road rule knowledge and reinforce safe driving attitudes and behaviors.

### 4.1 Driver Education and Vehicle Induction

All Council employees and other drivers of Council vehicles and mobile plant equipment will be given the opportunity to undertake driver education, in particular, vehicle induction.

Fleet Management Services will provide vehicle induction/orientation to all identified drivers of Council vehicles upon notification from branch managers. The Safe Driving Policy and an Education Pack will be a standard inclusion as part of new employee induction.

Current road rules, amendments and other relevant information is available from Council’s Road Safety Officer or the Roads and Traffic Authority. This will be included in Council training and e-educational sessions.

### 4.2 Plant Operator Training

Employees who operate plant and equipment will complete plant operator training and certification. Training courses are to be identified by the managers and will be co-ordinated on request by Fleet Management Services. An internal driving licence will be issued to staff for the safe operation of plant.

## 5 Safe Driving Practices

Whilst human behavior is known to be the main cause of road crashes, there are four main influences on behavior that consistently contribute to road trauma. These are drink driving, speeding, non-use of occupant restraints and driver fatigue (lack of concentration).

Information on any of these issues can be obtained from Council’s Road Safety Officer or the RTA.

The following safe driving issues should be addressed by managers and supervisors with employees and other drivers during training and educational activities. Persistent failure to comply with the Safe Driving Policy will constitute unsafe work performance and will be dealt with in accordance with Council’s Disciplinary Code.

### 5.1 Driving while impaired by Alcohol, Medications or Illegal Drugs

The organisation will not permit any person to have access to the workplace, or to operate machinery, vehicles, plant or equipment, if they are unfit for work related duties due to consumption of alcohol or drugs.

Where an employee is required to use prescription drugs which may impair their work performance, they must notify their manager or supervisor.

Employees can be held responsible and liable under Common Law, Occupational Health and Safety and other legislation, should they be found to be responsible for causing an accident or injury to themselves, to others or to property whilst under the influence of alcohol or drugs.

Employees, in accordance with the Alcohol and Drugs in the Workplace Management Policy, shall not drive Council vehicles and mobile plant while over the legal limit applicable for licence classification. Employees must not drive while impaired by medications or other drugs that cause drowsiness or alter perception or state of consciousness.

## 5.2 Speeding

Speeding is defined as travelling faster than the posted speed limit, or travelling faster than appropriate for the road and weather conditions. Drivers are advised to adjust their driving to the road and weather conditions accordingly.

Employees must not exceed the legal speed limits whilst in a Council vehicle and shall drive to the conditions of the road. Employees are responsible for traffic infringements or parking fines.

Speeding reduces the reaction time available, should a hazardous situation occur, and increases the impact, injury risk and cost of collision.

Employees and supervisors are to plan and allow adequate time for travel between appointments or work commitments, including time for finding unfamiliar locations and parking.

## 5.3 Driver Fatigue

Drivers need to recognise the signs of fatigue and take measures to avoid it.

To avoid fatigue drivers should:

- Ensure they have had adequate sleep prior to commencing their trip.
- Take a break before they begin to feel tired.
- Arrange a realistic travel schedule with their supervisor.
- Inform supervisors if they are too tired to travel.
- Share driving where appropriate.
- Avoid driving for more than eight hours per day.

## 5.4 Seat Belt Compliance

Council vehicles will be fitted with appropriate seat belts in all seating positions intended for occupancy in normal road travel. Available seat belts must be used at all times. This is in accordance with the law.

It is the driver's responsibility to ensure that all passengers wear a seat belt at all times. The driver will incur a fine if passengers fail to comply with the seat belt law.

Whilst drivers reversing a vehicle do not have to wear an available seat belt, Council advises that they do so for their own safety.

Operators of vehicles with roll over and falling object protection canopies are reminded that wearing seat belts in these vehicles is compulsory at all times.

## 5.5 Child Restraint Compliance

It is the responsibility of all employees to ensure child restraints used in Council vehicles are correctly fitted and used. As from March 2010, all child restraints used in Australia must meet the Australian /New Zealand Standard 1754:2004 Child Restraints. All child restraints fitted to Council vehicles are to be fitted by an authorised Restraint Fitting Station.

## 5.6 Use of Mobile Phones

Employees with an unrestricted licence must not drive whilst using a mobile phone in a Council vehicle which does not have a hands free system fitted. This is in accordance with the law. It is the responsibility of Fleet Management Services to ensure that hands free systems are supplied and fitted to Council vehicles where appropriate. Employees are encouraged to safely pull off the road to make or receive calls/text messaging, even when using a hands free system, due to the mental and physical distraction from driving.

Learner and provisional drivers must not use a mobile phone at all whilst driving. This includes hands-free operation, loud speaker mode, text messaging, playing games or using any other feature on the phone.

## 5.7 Vehicle and Plant Loading

It is the responsibility of all employees to ensure that, when carrying loads, all items are secure and do not exceed the vehicle's carrying capacity in accordance with RTA guidelines.

Fleet Management Services will install goods barriers to station wagons and vans where barriers are required for a specific job purpose. Vehicles that have a "seventh seat" option will not be fitted with barriers. Therefore, it is the responsibility of the driver to ensure that loads are secured.

# 6 Vehicle Operations

## 6.1 Driver Behavior

Persistent failure to comply with Australian Road Rules or unsafe driving practice while driving a Council vehicle will constitute unsafe work performance and will be dealt with. This is in accordance with Council's Disciplinary Code (please refer to procedure referenced in Appendix A).

## 6.2 Vehicle Maintenance

All vehicles will be maintained in a safe, clean and roadworthy condition by employees to ensure the safety of occupants and other road users and to demonstrate that Council vehicles are respected.

Drivers are responsible for weekly checks of vehicles (checks on plant items to be daily) including:

- Tyre condition and pressure.
- Engine oil & radiator fluid level.
- Brakes.
- Wipers and washers.
- Lights, horn and seat belts.
- Mirrors are adjusted and there is clear vision through windows.
- Reporting any problems that arise between service periods.

Regular workshop maintenance and vehicle inductions will educate staff regarding how to carry out these checks.

Drivers are to ensure that vehicles are serviced in accordance with Council's requirements. All Council vehicles will have a condition report completed and filed at time of servicing.

## 7 Vehicle Features

Vehicle features that significantly reduce crash severity and assist drivers in maintaining control, will be considered.

### 7.1 Additional Features & Purchase Specifications

Preference will be given to vehicles which provide features for better occupant and other road user protection including:

- ANCAP rating
- Twin airbags
- Drivers side footrest
- Remote controlled mirrors
- Air conditioning
- Cruise control
- Electronic stability control
- Station wagons or vans will be fitted with goods barriers. They must remain in the vehicle at all times during working hours.
- Bull bars should not be attached to any Council vehicle unless specifically required for line of work.
- Anti-Lock Braking Systems will be a standard feature on all Council cars.

Additional safety features are to be fitted by Council's workshop or detailed in the fleet specifications for all new vehicles. Fleet Management Services will provide the General Manager with information to support the safety benefits of any additional features not currently used.

## 8 Vehicle And Driver Management

### 8.1 Analysis of Council Vehicle Crashes

Fleet Management Services will provide quarterly claim reports to the Motor Vehicle and Plant Committee and the Motor Vehicle Focus Team.

On a quarterly basis, the Motor Vehicle Focus Team will analyse motor vehicle crash statistics and make recommendations to the line manager regarding remedial actions.

## 9 Performance Measures

### 9.1 Employee Surveys

Surveys of employee attitudes and road safety knowledge will assess the effectiveness of the management direction in improving road user behavior. Council's Road Safety Officer will conduct and analyse these surveys and report the results to the Motor Vehicle Focus Team.

### 9.2 Monitoring Council Crash Rate

Fleet Management Services will annually compile statistics for the performance evaluation measures.

Measures of safe driving and vehicle safety to be monitored are:

- Number of crashes involving Council staff, at fault and not at fault.
- Cost of crash repairs.
- Average repair costs per crash.
- Ratio of number of crashes to number of vehicles in fleet.
- Ratio of number of kilometers travelled to the number of crashes.

This will enable the effectiveness of Council's Safe Driving Policy to be assessed over a period of time.

### 9.3 Adoption of Safe Driving Policy

Council management will support and promote the benefits of introducing a Safe Driving Policy by:

- Providing safe vehicles/plant.
- Ensuring all employees are familiar with objectives and procedures.
- Regular reviewing and publicising good performance.
- Signs and posters in appropriate areas.
- Inclusion in employee's newsletter.
- Safe driving education for all appropriate employees.
- Refresher training when required.
- Education and promotion of the Safe Driving Policy.
- Regular e-education.

# VEHICLE FACT SHEET

## Definition of Crash

A crash is defined as “any damage to a vehicle which cannot be considered as reasonable wear and tear on the vehicle from normal operation”.

Employees shall follow advice on vehicle use and breakdown procedure, preventative maintenance and safe driving practices and issues related to the specific vehicle type.

## Duties of the driver at the crash scene

- Protect the crash scene (use warning signs or other devices, if required, to permit the normal flow of traffic).
- Protect the injured (request medical assistance if required).
- Report the crash to the police if; anyone is killed or injured; either driver fails to stop or is under the influence of drugs or alcohol; either vehicle must be towed away.
- Obtain information (record in writing the location, description of crash, names, addresses and insurer of other driver and witnesses, registration numbers, name of police in attendance).
- Report the crash to Supervisor or Manager and Fleet Management Services as soon as possible.

## Duties of the Manager or Supervisor

- Ensure all relevant information of the crash is documented and reported to police if damage to a vehicle or property exceeds \$500.
- Ensure an event number is obtained by completing a P5 Self Reporting Collision Form at the nearest police station or phoning 131444 if police did not attend the crash scene.
- Managers to ensure the Motor Vehicle Crash Form (see attached) is completed by the employee.
- In instances when an employee or third party is injured as a result of a vehicle crash, HR Services must be notified in accordance with the crash reporting and investigation procedure.

The following procedure, which forms part of the Motor Vehicle Crash Review process, applies to all Council employees

- Second ‘at fault’ crash in a twenty four month period resulting in damage to Council or third party property – verbal warning

and counselling by direct supervisor. A minute should be placed in the employee’s service file indicating that a counselling session took place with time and date noted.

- Third ‘at fault’ incident in a twenty four month period resulting in damage to Council or third party property – written warning by direct supervisor stating that corrective action is required and that future acts of carelessness will result in more severe action. Driver assessment will be required.
- A copy of the written warning and the assessment will be placed on employee’s service file.
- Fourth ‘at fault’ incident in a twenty four month period resulting in damage to Council or third party property – Motor Vehicle Focus Team to make recommendation to General Manager. Recommendation may include employee being required to pay the total cost if claim below excess, with a maximum of \$1000.00 if claim is above excess.

All leaseback drivers are subject to the same procedures as listed above. In addition, where a leaseback driver has been involved in more than three ‘at fault’ motor vehicle crashes in twenty four months, they agree within seven days to show cause to the General Manager as to why they should not be removed from the private leaseback scheme.

A Council employee has the right to appeal against any decision made by the Motor Vehicle Focus Team. All appeals will be considered by the General Manager.

Remedial actions for poor driving performance should be positive and address persistent behavior. The steps to be taken should include:

- Supervisors to discuss the problem with employee to identify reasons for behavior and assist in alleviating problem as far as practically possible.
- Examine and document constructive measures which need to be pursued over an agreed time frame to improve performance. Some of the measures which may be taken include providing the employee with relevant material on the issue of concern, and/or attend a driver training course.

In cases where the employee does not respond to the above measures by improving behavior, the right to use Council vehicles may be withdrawn.

## Crash Reporting Procedure

If a crash occurs in a Council vehicle, the following procedure must be observed.

