



New Zealand SDA Conferences Safe Driving Policy



2020

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Aim of this policy

To improve workplace road safety, reduce mistakes which lead to increased risk of an incident and injuries, by ensuring workers are provided valuable information and training to mitigate that risk and promote a safe driving culture within New Zealand SDA Conferences

Objectives of the policy

- To ensure that workers who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times.
- To maintain all Conferences vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users, and reduce the impacts of Conferences vehicles on the environment – ***this also applies to personal owned vehicles used for Conferences work purposes.***

In this Policy

The term **PCBU** (Person in Charge of a Business or Undertaking) equals employer, and **Worker** is equal to employee

Code of conduct

- The code of conduct for Conferences safe driving requires that:
“While driving Conferences owned vehicles or their own vehicles for work purposes, workers must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits”.

The following actions in Conferences or personal owned vehicles while on Conferences business will be viewed as unacceptable conduct:

- being under the influence of alcohol or drugs while driving
- driving while disqualified or not correctly licensed
- reckless or dangerous driving causing death or injury
- failing to stop after a crash
- acquiring demerit points leading to suspension of licence
- any actions that warrant the suspension of a licence.

Responsibilities as a worker

Every driver of a Conferences vehicle or using a personal vehicle on Conference business will:

- ensure they hold a current driver licence for the class of vehicle they are driving and this licence is carried when driving a vehicle
- not allow non-authorised personnel to drive their Conferences supplied vehicle
- immediately notify Conference management if their driver licence has been suspended

or cancelled, or has had limitations placed upon it

- be responsible and accountable for their actions when operating a Conference vehicle or using their own vehicle for the purposes of work
- display the highest level of professional conduct when driving a Conferences vehicle or their own vehicle In the course of their work
- regularly check the oil, tyre pressures, radiator and battery levels of vehicles they may be using for work purposes
- comply with traffic legislation when driving
- assess hazards while driving and anticipate 'what if' scenarios
- drive within the legal speed limits, including driving to the conditions
- wear a safety belt at all times
- never drive under the influence of prescription and over the counter medication if they cause drowsiness
- where medication is required for health reason (e.g. diabetes) ensure such medication is used as directed
- avoid distraction when driving – the driver will adjust car stereos/mirrors etc before setting off, or pull over safely in order to do so
- Under no circumstances shall a cell phone be used, or texting be carried out while driving
- report any near-hits, incidents and scrapes to their manager, including those that do not result in injury, and follow the incident procedures outlined in this policy
- report infringements to a manager at the earliest opportunity
- report Conferences vehicle defects to a manager before the next vehicle use.

In addition, it is required that all drivers:

- take regular and adequate rest breaks, at least every two hours when undertaking long driving spells
- stop when tired do not drive
- If you are sick or unwell do not drive
- plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments
- stay overnight if driving time is likely to impact your safety

If a worker is driving their own vehicle for the purposes of work, the same policies apply. In addition:

- the worker must seek the PCBU's agreement before using their vehicle for work
- the car must be legally registered, warranted and insured for the purposes of Work – the worker must show evidence of this on request

- the worker must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than for whom there are seat belts
- the vehicle must not be used in conditions for which it was not designed (such as off-road).

Responsibilities as a PCBU

- Conference will take all reasonable practicable steps to ensure its vehicles are as safe as possible including worker's owned vehicles used for work purposes and will not require workers to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

Conferences will do this by undertaking the following tasks:

1. Conferences when selecting replacement or additional vehicles will only buy and/or hire vehicles that have a high safety rating
 - fitting all vehicles with a first aid kit, fire extinguisher, reflective vest, torch and emergency triangle and a sanitising kit to assist in protective actions during a pandemic emergency.
 - this equipment is recommended for worker owned vehicles used in the course of Conferences work.
2. Ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by:
 - servicing the vehicles according to manufacturers' recommendations
 - setting up procedures where workers check vehicles' oil, water, tyre pressures and general cleanliness on a monthly basis, then record the inspections
 - keeping maintenance schedules in the glove boxes of all vehicles, which are completed each time the vehicles are serviced in any way
 - setting up a procedure to identify and rectify faults as soon as practicable.

(use Conferences vehicle checklist to meet above requirements)

3. Monitoring and managing work schedules to ensure they do not encourage unsafe driving practices by:
 - requiring drivers to take 10-minute breaks every two hours of driving
4. Taking into account individual drivers' needs by:
 - requiring staff to keep driving logs that are regularly checked by a manager
5. Identifying driver training needs and arranging appropriate training or retraining, including providing:
 - a thorough induction to the Conferences' road safety policies and procedures
 - regular worker seminars or refresher meetings on safety features, fatigue, driver responsibility and fuel-efficient driving
6. Conferences will be encouraging safe driving behaviour by:
 - not paying workers speeding or other infringement fines

- forbidding the use of mobile phones in vehicles while driving
- encouraging regular breaks while driving
- encouraging the use of taxis and buses whenever necessary
- ensuring the PCBU is informed if existing workers become unlicensed.

7. Encouraging better fuel efficiency by:

- setting up and promoting a workplace travel plan to avoid duplication of task trips
- providing training on, and circulating information about, travel planning and efficient driving habits
- encouraging the use of other transport and/or remote conferencing whenever practical.
- using driving techniques that will not only improve safety but increase fuel efficiency and reduced vehicle maintenance costs

What workers are to do if there is an incident in a Conferences or their own vehicle being used in the course of their work

- Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic. Ensure your own safety first. Help any injured people and call for assistance if needed.

Try to get the following information:

- details of the other vehicle(s) and registration number(s)
- name(s) and address(es) of the other vehicle owner(s) and driver(s)
- name(s) and address(es) of any witness(es)
- name(s) of insurer(s).

Give the following information:

- your name and address details.
- If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

Contact the police:

- if there are injuries
- if there is a disagreement over the cause of the crash
- if you damage property other than your own

Follow-up

If there is an injury or major damage, report the crash to your manager as soon as you can.

How the success of the policy will be measured

The success of this policy will be measured by the increase or decrease in:

- the number of incidents involving Conferences or workers vehicles used in Conferences' work
- the number of traffic infringements received

- other financial costs associated with vehicle use (e.g. .fuel, maintenance)
- driver satisfaction .

Driving K's

- Keep praying for travelling mercies
- Keep alert
- Keep calm
- Keep left
- Keep lights on at all times
- Keep speed legal and matched to conditions
- Keep within your driving ability
- Keep safe arrive safe

Appendices 1

1. *Driver distraction*

Driving is a complicated task requiring continuous concentration. Overseas studies have shown that anything that diverts a driver's attention for more than a second can significantly increase the likelihood of a crash, near-crash or incident.

Conferences policy recommends that drivers minimise the potential for distraction by:

- switching phones off while driving.
- Where workers need to stay in contact on the road, they should pull over in a safe and legal place before returning a call.
- Conference drivers are not allowed to create, send or read text messages under any circumstances.
- ensure windscreens and mirrors are clean, and adjust in-vehicle controls (including the radio/stereo) before setting off
- if unfamiliar with the route, check on a map before commencing a journey (or pull over when checking routes)
- take regular breaks rather than eating, or drinking

2. *Driver Fatigue*

Fatigue is more than tiredness – it is weariness or exhaustion and unfortunately, fatigue can impair driving long before you 'nod off' at the wheel.

The most common effects of fatigue on driving are:

- difficulty keeping your vehicle within the correct lane
- heavy or sore eyes and frequent or slow blinking

- frequent yawning
- having to take sudden corrective actions because of a lack of concentration
- unintentionally speeding up or slowing down, so you find yourself making unnecessary changes in speed >
- day-dreaming and/or realizing you don't remember the last stretch of road you drove over
- not reacting in time or appropriately to avoid a dangerous situation.

Fatigue can affect your performance at any time – when you are fatigued:

- it takes longer to understand what is happening around you, at work or on the road
- your reactions are slower and your ability to concentrate is reduced > your judgement of risk is reduced
- you are more likely to succumb to discomfort, pain and injury conditions, such as strains and other aches and pains, and are more likely to have a slip, trip or fall.

Under current H&S legislation Conference, (PCBU), is responsible for ensuring the workplace is safe. This includes having systems to assess and control the contributors to fatigue, particularly when workers use vehicles at work.

Appendices 2 **Driving Hints**

1. Extend your vision

One of the most important things you can do to be a safer driver is to look well ahead of you when you're driving, so you can pick up potentially dangerous situations before it's too late.

2. Keep your eyes moving

Many people only look **ahead** of them when driving. This means they're not getting the full picture of what's happening on the road.

As well as looking ahead, you should also use your mirrors to look to the **sides** and **behind** often enough to be aware of surrounding traffic.

3. Create a safety cushion

You should create a 'cushion' of safety around your whole vehicle by making sure there is a safe distance in all directions between you, other vehicles and potential hazards.

4. Identify escape routes

Following the tips above will help you avoid many potentially dangerous crashes. However, despite all your best efforts, there may still be occasions when you find yourself on a direct collision course with another vehicle or other hazard.

For this reason, it is wise to identify possible escape routes all the time while you're driving. That way, if you find yourself in danger of a crash, you'll be ready to take quick evasive action.

Most escape routes will be to your left, so take note of what's on the left-hand side of the road as you drive.

5. Furthering your driver education

As a driver, you never stop learning. You should always be looking for ways to improve your safe driving skills.

Practice, combined with the right attitude, will help you refine your skills, but there are also courses you can take to help you become a safer driver.

6. Speed limits

Excessive speed is one of the biggest killers on our roads. On average, 130 people die every year in New Zealand in speed-related crashes.

Remember, the faster you go, the more likely you are to be killed or seriously injured if you crash.

7. Safe speed guidelines

You can drive at any speed under or equal to the limit, provided:

- your speed is safe for the traffic conditions (for example, slow down if you are on a busy road, or if there are pedestrians or cyclists around)
- your speed is safe for the road conditions (for example, slow down if the road is winding, bumpy, narrow, wet or icy)
- your speed is safe for the weather conditions (for example, slow down if it is raining, windy or foggy)
- you can stop suddenly behind a vehicle that you're following – if a vehicle ahead of you stops suddenly and you run into the back of it, you will be legally responsible
- you can stop in half the length of clear road you can see in front of you on a road with no centre line or lanes (for example, a narrow country road where vehicles may meet head-on)
- you can stop in the length of clear lane you can see in front of you on a road with a centre line or lanes.

8. Slow drivers

If you are travelling slower than the speed limit and there are vehicles following you:

- keep as close to the left side of the road as possible
- pull over as soon as it is safe to let following vehicles pass.

Don't speed up on straight stretches of road to prevent following vehicles from passing you

(check the NZ Rode Code for more information on driving in NZ)

Appendices 3

New Zealand SDA Conferences - Vehicle Check List

Inspected By:

Date:

Vehicle Fleet Number		Vehicle Registration		
Vehicle Type		Vehicle Make / Model		
Element	Yes	No	N/A	Comment
WOF				
Driver license Current & clean				
Registration				
Road User Charges				
First Aid Kit				
Fire Extinguisher				
Passenger Compartment free of loose equipment / tools				
Seat belts operating and in good order				
Doors opening freely and catching mechanisms operating correctly				
Emergency Exits marked				
Log Book present & up to date				
Emergency Procedures displayed (accident / emergency numbers)				
General Vehicle Condition (clean & tidy)				
General vehicle condition (clean and tidy)				
No Smoking signs displayed				
Vehicle Serviced (service sticker)				
Tyres (wear, pressure)				
Water (radiator, window washers)				

Battery Charging				
All Vehicle Instrumentation Operating				
Oil (engine, brake / clutch)				
Mirrors clean & Adjustable				
Windscreen (clean, no cracks)				
Wiper & windscreen washers operating				
Lights (head, tail, indicators, brakes)				
Horn operating				
Paint / panel damage				
Spare wheel / changing equipment				
Brakes all operating correctly				