

Safe Driving Policy

Aim of the policy

To reduce at-fault crashes and prevents injury to the Company's drivers and passengers by promoting a safe driving culture at

Objectives of the policy

- To maintain vehicle in a safe, clean and roadworthy condition and to ensure the maximum safety of the driver, passengers, and other road users at all times.
- To ensure that van drivers and staff company vehicles demonstrate safe driving and other good safety habits at all times when driving.

Code of Conduct

The company's driving code of conduct is, **“while driving van, staff and volunteers must comply with the traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits”**. The following actions when driving van will be viewed as serious breaches of conduct could result in serious disciplinary action up to and including dismissal.

- Drinking Alcohol or being under the influence of alcohol or drugs while driving.
- Driving while disqualified, or not correctly licensed or medically fit.
- Reckless or dangerous driving causing death or injury.
- Any form of road rage, verbal abuse or gestures towards any road user.
- Serious justifiable complaint regarding driving from any member of public.
- Failing to stop after a crash.
- Demerit points suspension.
- Any actions, which warrant suspension of a driver's licence.

Responsibilities as an employee/volunteer

Drivers of van will:

- Ensure they hold a current driver licence for the class of vehicle they are driving
- Immediately notify their coordinator if their driver licence has been suspended or cancelled, or has had limitations put on it
- Be responsible and accountable for their actions when operating van

- Display the highest level of professional conduct when driving vehicle
- Assess hazards while driving and anticipate “what if” scenarios

Responsibilities as an employee/volunteer

- Drive within the legal speed limits, including driving for the conditions
- Wear a safety belt at all times, except where there is a deviation
- Report vehicle defects as per the quality assurance policy
- Comply with traffic legislation when driving van
- Report any crashes and scrapes to their coordinator, including those which do not result in injury
- Follow the crash procedures outlined in this policy
- Take regular and adequate breaks
- Complete the necessary driver log book where necessary

Responsibilities as an employer

The employer will not require staff/volunteers to drive under conditions which are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, ect. The employer will do this by:

Ensuring all vehicles are well maintained and that the equipment promotes driver, and passenger safety by:	Name of manager responsible
Carrying out a full service on all vehicles per the servicing schedules	
Operate procedures where the workshop staff check the vehicles oil, water, tyre pressure and general cleanliness on a regular basis, and this is recorded	
Keep a maintenance schedule of all the vehicles that is completed each time the vehicle is serviced in any way	
Following the maintenance schedule in the vehicle’s manual	