



Fleet & Business

Safe Driving Policy Recommendations



An effective safe driving policy can help to minimise the risk of accidents and injuries, and ensuring workers are provided with the right tools to be better safer drivers within your organisation.

Here are five things that we recommend should be included in your safe driving policy:

1 Policy aims and objectives

The policy needs to clearly state what is expected from the worker when on the road. What your company will do to help them meet the expectations and how you will do this.

Your Policy needs to be reviewed quarterly or bi-yearly in order to keep up to date with new rules and regulations on the road.

2 Set driver responsibilities

Workers should understand their own responsibilities including traffic and parking infringements and also the company's responsibilities.

Things such as having the correct licence for the vehicle they are driving, alongside regular maintenance and reporting accidents and damages processes should be included.

Ensure drivers work hours are limited to prevent fatigue related impairment.

3 Promote safer driving

Your company should help workers to be safer drivers by encouraging them to turn off mobile phones while driving, unless hands free kits are in place, not driving under the influence of drugs or alcohol and not driving when tired.

Provide regular driver training to improve driver awareness and safety.

4 Vehicle maintenance and servicing

If providing vehicles your company should ensure the vehicles are as safe as possible, ensuring vehicles rate four stars or more on the ANCAP tests, vehicles are equipped with ESC, ABS and airbags.

Car maintenance and services should be carried out regularly by the worker, ensuring the car tyres, lights, engine and other parts all work correctly. Employers must be sure to check that their workers are also correctly maintaining their own cars.

5 Provide a company handbook

The handbook is a quick reference guide containing the workers responsibilities and the company's expectations of them whilst they are out on the road.

It should include key contacts with their phone numbers and other relevant contact information. This can also include who to contact to help when an accident occurs, alongside contact information for accident helplines, insurance and other important numbers.