AA Driver Training for Fleet and Businesses has provided this example of a Safe Driving Policy which can be amended to include company specific requirements.

[enter name of company] **Safe Driving Policy**

**Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

All workers who drive a vehicle for work purposes are required to comply with the provisions of this policy. This policy is in place to ensure that workers who drive vehicles have the training and knowledge to know how to keep themselves safe; vehicles are safe and are driven in a safe manner.

**Aim of the policy**

To improve workplace road safety and reduce mistakes which lead to increased risk of a crash and injuries, by ensuing workers are provided valuable information and training to mitigate that risk and promote better safer drivers within the organisation. We will take all reasonably practicable steps to:

* + provide a safe work environment
  + prevent work-related road accidents
  + protect workers from injury and illness
  + promote safe driving behaviours (for all employees)

**Objectives of the policy**

• To ensure that workers who drive company or other vehicles as part of their work demonstrate safe, efficient driving skills and other good road safety habits at all times and display the highest level of professional conduct when driving a company vehicle.

**Code of conduct**

[enter name of company] code of conduct explains the expected standards and behaviours of all workers. These standards and behaviours extend to your conduct while driving company 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 company vehicles will be viewed as serious breaches of conduct and disciplinary action may be a consequence:

• drinking or being under the influence of 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

• using a mobile phone (without the use of a hands free kit) while driving

• any actions that warrant the suspension of a licence

**Responsibilities as [enter name of company] driver:**

**Authorised**

• all drivers must hold a current driver licence for the class of vehicle they are driving and this licence is carried when driving a vehicle. A copy of the driver licence must be held on the employees personnel file

• immediately notify their supervisor or manager if their driver licence has been suspended or cancelled, or has had limitations placed upon it

**Maintenance /servicing**

• ensure the vehicle maintenance/servicing is in accordance with the lease/manufacturer’s maintenance programme

• ensure the vehicle has a current WoF, Registration and RUC (for diesel vehicles)

• conduct a walk around safety check of the vehicle before use

• report vehicle defects to a manager before the next vehicle use

• complete a monthly safety check. This quick safety check must be carried out by the driver at least once a month – the following is checked:

• WoF and Registration expiry dates

• oil, water and radiator fluid are at the correct levels

• tyres are roadworthy, have correct pressure and tyre tread meets minimum requirements

• mirrors are positioned correctly

• all seat belts are working properly

• all lights are functioning internal and external

• brakes are functioning correctly

• company branding is intact (where applicable)

• first aid kit is stocked (no items expired)

• complete bi-monthly vehicle safety audit

**Reporting Accidents and Damage**

• report any near-misses, crashes and scrapes to their manager, including those that do not result in injury within 24 hours.

* All accidents involving Company vehicles or workers during work time will be recorded and investigated by a representative of the Company.
* Those involving any notifiable incident, injury or illness will be advised to the Group OSH Manager, who will notify WorkSafe NZ as per reporting requirements in the Health & Safety at Work Act 2015 (HASAW ACT).

**Traffic and Parking Infringements**

• report infringements to a manager at the earliest opportunity

• fines for driving offences including parking, speeding and use of mobile phones without a hands free kit, are the responsibility of the driver and will not be paid or reimbursed by the company

**[enter name of company] driver safety**

[enter name of company] encourages safe driving behaviour within our organisation. All drivers are expected to:

• be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work

• comply with traffic legislation when driving

• drive within the legal speed limits, including driving to the conditions

• ensure all persons travelling in a vehicle while on Company business wear a safety belt at all times

• when a load is carried, the driver is responsible for ensuring the load is tied down/secure so as to prevent movement during transit

• never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures

• take regular and adequate rest breaks, at least every two hours, and limit work hours to avoid driver fatigue

• plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments. Restrict work days, including drive times, to no more than X hours per day. Commercial drivers are restricted to working no longer than 13 hours per day, must have a 10 hour break between shifts, have at least a 24 rest period after working shifts totalling 70 hours

• keep driving logs that are regularly checked by a supervisor or manager

• attend all driver training courses as indicated by your employer, including driver assessments and defensive driving courses

**Distractions**

• the driver will adjust car stereos/mirrors etc before setting off, or pull over safely in order to do so

• the driver will check maps or set the navigation destination before setting off

• mobile phone use when driving should be avoided where possible. If unavoidable, using a mobile phone while driving must be via a hands free kit in accordance with the law. If the car is not fitted with a hands free kit, mobile phones cannot be used while driving

• the driver will not undertake other activities while driving that could distract them from driving safely, such as eating, putting on make-up, reading, shaving etc.

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

**Responsibilities as an employer:**

The employer will take all steps to ensure company vehicles are as safe as possible. The employer will do this by giving priority to safety features when selecting new vehicles, including:

• only selecting vehicles that rate four or more stars on the ANCAP (Australasian New Car Assessment Program) tests

• choosing vehicles with ESC (Electronic Stability Control), ABS brakes and side head-protecting airbags

• fitting all vehicles with a first aid kit, fire extinguisher, reflective vest, torch and emergency triangle

**Ensure all workers are aware of this policy and that associated polices & procedures are followed.**

• ensure workers that are required to drive in the course of their work hold a current driver licence for the class of vehicle they are driving and this licence is carried when driving. A copy of the driver licence must be held on the employees personnel file

• ensure the vehicle maintenance/servicing is in accordance with the lease/manufacturer’s maintenance programme

• ensure the vehicle has a current WOF, Registration and RUC (for diesel vehicles)

• investigate motor vehicle accidents

• will not require staff to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

• carry out bi-monthly vehicle safety audits. These audits are carried out by the driver and their manager every 2 months, the following is checked:

• vehicle log and maintenance books are up to date

• check WoF and registration are current

• check for vehicle damage that needs repairing ie; rust, dents, cracked windows

• any damage is recorded and reported appropriately

• vehicle is clean and tidy inside and out

• mobile hands free kit is fully functional

• safety equipment, spare tyre, wheel jack are all in good condition and are in the boot

• copy of the company hand book is in the vehicle

**Identifying driver training needs and arrange appropriate training or retraining, including providing:**

• a thorough induction to the company’s road safety policies and procedures

• driver training opportunities to all workers, training is provided by AA Driver Training - [**aa.co.nz/dtfb**](http://www.aa.co.nz/drivers/driver-training-for-businesses/)

• completing an AA Online Risk Assessment and AA In-vehicle Driver Assessment as part of all worker inductions

• attending an AA Defensive Driving for Fleets and Businesses course

• completing an AA In-vehicle Driver Assessment review every 2 years

• driver training log updates on personnel files

• provide every driver with a company hand book

**Policy review**

This policy will be reviewed after its first year and every year thereafter.

**Responsibilities as an employer cont…**

**We recommend that you measure the success of the policy at the review date.**

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

• the number of crashes involving company vehicles

• the number of at-fault crashes involving company vehicles

• the number of traffic infringements received

• the costs of repairs and maintenance

• other financial costs associated with vehicle use

• the average cost of vehicle-related workers’ compensation claims.