

Policy Title: Safe Driving Policy

Classification: Health and Safety

Monitored by: H&S Advisor

Approved by: GM Professional Services

Effective Date: June 2021

Review Date: June 2023

Objective To ensure that workers who drive Association or other vehicles as part of their work use safe driving skills and show good road safety habits at all times. They will display the highest level of professional conduct when driving an Association vehicle.

Commitment HCK is committed to having safe Association vehicles, and workers who drive safely, displaying the highest level of professional conduct when driving an Association vehicle.

Scope of this Policy

If a worker uses their own vehicle for the purposes of work, this policy applies. It does not apply to workers using their own vehicle to travel to and from their place of work.

Related Documents

- Vehicle Incident Instructions (attached) atr located in all vehicles owned by the Association
- Excursion Policy and Excursion Procedure: when excursions involve Association or private vehicles
- Licensing Criteria for Early Childhood Education and Care Services 2008

Worker Responsibilities

Every worker who drives an Association vehicle will comply with the following responsibilities:

Licencing:

- Ensure they hold a current driver licence
- Carry their driver licence with them in the vehicle
- Advise the HR Manager if there is any change to their licence status.

Legislation:

- Comply with all traffic legislation
- Ensure they and any passengers wear seatbelts at all times
- Ensure that any child/ren are sitting in car seats that are appropriate for their height and that meet New Zealand safety standards
- Drive within the legal speed limits, and adjust their speed to the conditions.

Courtesy:

- Display courtesy, patience and tolerance at all times
- Never bring Hutt City Kindergartens into disrepute by their driving behaviour.

Safety:

- Never drive under the influence of alcohol or drugs, including medication that can cause drowsiness
- Never drive when overly fatigued
- Adjust the stereo, mirrors or seat before setting off
- Stop the car to read a map, open the glove box or assist a passenger

- Stop the car to use a mobile phone (unless using a hands-free kit)
- Ensure the vehicle is not overloaded beyond its specified capacity, and there is no risk of injury from the contents.

Infringements:

- Report any infringements to the GM Operations as soon as possible
- Accept that any fines incurred are their responsibility and will be paid by them.

Incidents:

- Follow the Vehicle Incident Instructions in the event of an accident, crash or break down. These are found in the glove box of all Association vehicles and are attached as Appendix 1.

Maintenance:

- Ensure the fuel tank is always at least a quarter full
- Regularly check that the first aid and emergency kits are intact and easily found
- Regularly do a visual check of the tyre tread, lights, mirrors and indicators
- Report any maintenance issues to the GM Operations as soon as practicable.

Insurance:

- Before using a private vehicle for the purposes of work, ensure the vehicle has adequate and appropriate insurance for this.
- Accept that the Association will not pay any insurance claim costs, including any excess, for private vehicles.

Employer Responsibilities:

Hutt City Kindergartens will take all practical steps to keep vehicles owned by the Association as safe as possible. We will:

1. Ensure vehicles are registered and have a current WOF
2. Provide vehicles with a first aid kit, emergency kit and Vehicle Incident Instructions
3. Rectify any faults reports as soon as practicable
4. Encourage safe driving habits and discourage infringements by never paying fines incurred by workers in Association vehicles
5. Investigate any suspected breach of this policy and take appropriate disciplinary action if necessary.

Review:

This policy will be reviewed biennially, in consultation with staff.

Vehicle Incident Instructions

If you are involved in a crash:

1. Immediately stop the vehicle at the scene or as close as possible, without obstructing traffic. Put on your hazard lights.
2. Ensure your own safety first. Help any injured people and dial 111 if needed.
3. If it is safe to do so, make sure children remain buckled into car seats with an adult present.
4. Put out the hazard triangle and put on the vest. Use the first aid kit and emergency kit.
5. Try to get the following information:
 - details of the other vehicle and registration number
 - name, phone number and address of the other vehicle owner and driver
 - name and phone number of any witness
 - name of their insurer
 - photos of damage done to all vehicles, registration plates and registration cards
 - their precise words of 'admission of guilt' if they say this.
6. Give the following information:
 - your name and company contact details. (*HCK. 135 Witako St, Lower Hutt. Ph: 920 9800*)
 - DO NOT ADMIT LIABILITY.
7. Ring the HCK office as soon as practical (ph: 920 9800) and talk to the GM Operations.

If you damage an unattended vehicle:

1. Leave a note on the vehicle with your name and company contact details.
(*HCK. 135 Witako St, Lower Hutt. Ph: 920 9800*)
2. Take photos of the damaged caused to both vehicles.
3. Ring the HCK office as soon as practical (ph: 920 9800) and talk to the GM Operations.

If the vehicle has a flat tyre, or breaks down:

1. Pull over as far as possible, trying not to obstruct traffic. Stay in the vehicle if safe to do so, otherwise leave and move to a safer location. Put on your hazard lights.
2. Ring the AA on 0800 500 222.
3. Ring the Police on *555 and report the situation.
4. Ring the HCK office as soon as practical (ph: 920 9800) and talk to the GM Operations.

You must contact the police on *555:

- if there are injuries that are not serious
- if there is a disagreement over the cause of the crash
- if you damage property other than your own
- if damage to the vehicle looks to be worth more than \$2500.

You must tell the GM Operations as soon as practical:

- if there is any crash, accident, incident or damage to the vehicle.

If the GM Operations is unavailable, you must tell the GM Professional Services.