

## 3.28 Safe Driving

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POLICY TITLE: SAFE DRIVING

FILE REF: SC67

EXPIRY DATE: MAY 2027

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### PURPOSE

To improve workplace road safety for all Council staff and to ensure that Council personnel demonstrate low risk driving behaviours while operating or travelling in any road vehicle while at work, or on their way to or from work.

### SCOPE

This Policy applies to all staff operating Council Vehicles.

### DEFINITIONS

1. Safe Driving

The adoption of low-risk attitudes and behaviours that reduce the possibility of the driver being involved in a driving incident.

2. Low Risk Attitudes

- Placing a high value on safe driving.
- Choosing low risk alternatives despite pressures to do otherwise.
- Maintaining motivation to apply low risk behaviours.
- Managing heavy vehicles in accordance with National Heavy Vehicle Law (NHVL) and Chain of Responsibility (CoR) requirements.

3. Low Risk Behaviours Preparation

Planning driving (being fit to drive, rest breaks/overnight stops, route selection, non-driving duties), vehicle safety check.

4. Safe Driving

Being alert, scanning for potential hazards, managing speed and position of the vehicle to reduce the likelihood of a crash; loading; mass; dimensions of heavy vehicles.

5. Evaluation

Reviewing driving to identify ways of reducing risk on future journeys.

### POLICY CONTENT

All Workplace Health and Safety hazards must be managed in accordance with Council's Work Health & Safety Policy.

To prevent incidents involving light or heavy fleet in Council workplaces, the following requirements must be met.

- a) Council will provide light and heavy fleet vehicles that meet accepted safety standards and WH&S requirements for plant.
- b) All Council staff are to drive in a manner that minimises risk to self and others as well as damage to vehicles and property.

As a minimum, staff are to:

- Comply with Australian road rules and laws, including driving at speeds that does not exceed the speed limit and wear seatbelts where they are provided.
- Comply with fleet management requirements.

#### Mobile Phones

- Mobile phones not secured in an approved cradle must only be used with hands-free/Bluetooth capabilities.
- Mobile phones without hands-free must be securely mounted to the vehicle in an approved cradle which doesn't obscure vision.

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- Mobile phone GPS function can only be used if the phone is in a cradle.
- Staff are required to inform incoming callers that they are driving, and outward calls should only be made where absolutely necessary.
- All mobile phone conversations must be kept to a minimum while driving.
- Staff holding a learner, P1 or P2 licence must not use any function of a mobile phone while driving.

#### Drugs and Alcohol

- The use of unprescribed (illicit) drugs and alcohol by employees is prohibited and will not be tolerated by Council in the workplace and/or in circumstances where it affects an employee's fitness for duty or work performance and/or contravenes Australian road rules and laws.
  - Council staff are to be aware and comply with policy "3.16 Drugs & Alcohol in the Workplace".
- c) All Council staff are informed of Council's workplace safety requirements.
- Awareness of safe driving behaviour is to be provided to all staff at induction.
- Additional training needs for safe driving will be assessed for the work requirements of positions within Council. Training will be commensurate with the level of risk associated with the work requirements of the position.
- d) Staff who may be required to drive a Council vehicle as part of their job must meet the following Council standards:
- Possession of an appropriate current class of licence
  - Evidence to satisfy any other occupational-specific requirements. e.g., current qualifications and/or recent experience in operating road maintenance and construction equipment.
- e) Managers and staff must actively manage workloads involving driving to minimise fatigue.
- Staff must ensure that they organise their own work involving driving in a way that minimises fatigue.
- Managers have an obligation to ensure that staff receive active management support in meeting this requirement.
- f) Managers are to review available reports on vehicle damage relating to their staff and provide feedback to vehicle users.
- Where managers identify unsafe driving performance positive steps must be taken to improve driving performance.
- g) Managers must ensure staff are receiving adequate support to not contravene National Heavy Vehicles Laws (NHVL) and Chain of Responsibility (CoR) requirements.

#### RESPONSIBILITY

1. Directors, Managers and Supervisors
  - Communicate safe driving policy and guidelines to staff.
  - Ensure occupation-specific safe driving record requirements are met where this is a condition of employment.
  - Implement appropriate counter measures for identified trends in unsafe road use, such as training and review of a driver's authority to drive council vehicles.
  - Consult with drivers when resolving driving safety related issues.
  - Ensure all staff, managers and supervisors receive an induction in road user safety.
  - Conduct assessment on road use risks and assess training needs of staff.
  - Provide on-going education, awareness and training.
  - Ensure that in-vehicle driver training is done by an approved assessor.
  - Review driver ability every three years for drivers operating in high risk driving conditions.
  - Managers and staff must actively manage workloads involving driving to minimise fatigue, including providing support in managing fatigue.
  - Comply with CoR laws including management of Chain of Responsibility through compliance with speed, fatigue, mass, dimension, loading and vehicle standards.
2. Drivers
  - Operate road vehicles in a way that complies with the road laws and in accordance with council policies.
  - Plan road trips to minimise safety risks to self, passengers and other road users.

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- Participate in initiatives for improving road safety.
- Undertake operation and safety familiarisation of the particular vehicle before operating it for the first time.
- Report defective vehicles.
- Report all injury and damage incidents, including near misses.
- Staff must ensure that they organise their own work involving driving in a way that minimises fatigue.
- Comply with CoR laws including management of Chain of Responsibility through compliance with speed, fatigue, mass, dimension, loading and vehicle standards.

#### 3. WH&S/Risk Management Staff

- Establish guidelines for drivers that address the risks associated with vehicle operation.
- Provide regular management reports to managers to show accountability for incident costs in terms of injury.
- Benchmark motor vehicle accident injury outcomes against similar organisations.
- Benchmark damage and near miss incidents against similar organisations.
- Provide regular management reports to managers to show accountability for incident costs in terms of damage to property.
- Management of Chain of Responsibility through compliance with speed, fatigue, mass, dimension, loading and vehicle standards.

#### 4. Plant Supervisor

- Ensure that light and heavy vehicles provided for all kinds of use conform to uniform safety standards.
- Consult with potential operators in the selection of specialised replacement vehicles and plant.
- Ensure vehicles are maintained according to the vehicle manufacturer requirements.
- Maintain records of all maintenance, damage and usage data for each vehicle.
- Ensure that drivers have the appropriate information for the safe operation and equipment to assist in actions following an incident or breakdown.
- Collect data on vehicle damage and identify all costs associated with repairs and replacement of damaged vehicles and property.
- Management of Chain of Responsibility through compliance with speed, fatigue, mass, dimension, loading and vehicle standards.

#### 5. Road Safety Officer

- Provide resource material and programmes to support safe driving awareness, education and training needs.
- Develop measures to address unsafe trends in workplace road use.
- Management of Chain of Responsibility through compliance with speed, fatigue, mass, dimension, loading and vehicle standards.

#### RELEVANT LEGISLATION

- NSW Road Rules 2008.
- NSW Work Health & Safety Act 2011.
- National Heavy Vehicle Law (NHVL) 2014.
- Chain of Responsibility laws (2018) as part of NHVL.

*Reviewed by Council – 20 May 2024  
Refer Minute No. 81/24*