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## SAFE DRIVING AND FLEET MANAGEMENT

<b>Section</b>	Safety, Health and Wellbeing		
<b>Approval Date</b>	01.07.2015	<b>Approved by</b>	Directorate
<b>Next Review</b>	01.10.2018	<b>Responsibility</b>	Facilities Manager
<b>Last Reviewed</b>	06.10.2016	<b>Key Evaluation Question</b>	6

### PURPOSE

To reduce the likelihood of accidents and injuries, highlight responsibilities of drivers using Nelson Marlborough Institute of Technology (NMIT) fleet vehicles and to promote a safe driving culture within the organisation.

To ensure that staff, contractors, visitors and students who drive NMIT fleet vehicles in the course of their work or study demonstrate safe, efficient driving skills and other good road safety behaviour at all times.

To maintain all NMIT vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users, and reduce any negative impact of NMIT vehicles on the environment – this also applies to private vehicles used for work purposes.

### COMPLIANCE

Health and Safety at Work Act 2015 and associated Regulations  
Human Rights Act 1993  
Accident Compensation Act 2001  
The Smokefree Environments Act 1990

### SCOPE

This policy applies to all NMIT activities, both on and off campus.

It applies to:

- NMIT staff
- NMIT contractors
- NMIT students
- Visitors to NMIT
- Volunteers at NMIT
- External stakeholders

### CODE OF CONDUCT

When driving (NMIT vehicles or private vehicles) for work purposes, drivers must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety behaviours.

The following will be viewed as serious breaches of conduct and may be subject to disciplinary action:

- Drinking alcohol or being under the influence of alcohol or drugs while driving
- Driving while disqualified or not correctly licensed
- Driving recklessly or dangerously
- Failing to stop after a crash

- Acquiring demerit points leading to suspension of licence
- Any actions that warrant the suspension of a licence.

## RESPONSIBILITIES

<b>All Staff</b>	<ul style="list-style-type: none"> <li>• To comply with the Safe Driving and Fleet Management policy and demonstrate positive behaviour to encourage a safe-driving culture within the institute.</li> </ul>
<b>Tutors</b>	<ul style="list-style-type: none"> <li>• To ensure that any private vehicle used by students taking other students to an off-site venue is registered and has a current Warrant of Fitness. The tutor must check that the driver holds an appropriate licence (ie. not a restricted driver's licence).</li> </ul>
<b>Facilities Manager</b>	<ul style="list-style-type: none"> <li>• To ensure fleet vehicles are maintained correctly and all drivers are approved drivers and are aware of their responsibilities</li> </ul>
<b>Director of People and Organisation Development</b>	<ul style="list-style-type: none"> <li>• To initiate disciplinary action when required and provide access to resources such as driver safety training for staff who require professional development in this area</li> </ul>

## DRIVERS

Every driver of a NMIT vehicle will:

- Ensure they hold a current driver licence for the class of vehicle they are driving and this licence is carried when driving an NMIT vehicle
- Immediately notify Facilities and their manager, in writing, if their driver licence has been suspended or cancelled, or has had limitations placed upon it
- Be responsible and accountable for their actions when operating an NMIT vehicle or driving for the purposes of work; be mindful of alcohol consumption by passengers in accordance with the Alcohol at Functions on NMIT Campus Policy (considering the NMIT vehicle as an extension of the NMIT Campuses)
- Lift-share where possible/practicable
- Display the highest level of professional conduct when driving an NMIT vehicle
- Comply with traffic legislation when driving
- Ensure vehicles are kept smoke free at all times
- Assess hazards while driving and anticipate 'what if' scenarios
- Drive within the legal speed limits, including driving to the conditions
- Wear a safety belt at all times
- Never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so may result in disciplinary measures
- Eliminate avoidable distractions when driving – by adjusting car stereos/mirrors etc before setting off, or by pulling over safely in order to do so
- Report any near-misses, crashes and scrapes to Facilities and their manager, including those that do not result in injury, and follow the crash procedures outlined in this policy
- Report infringements to Facilities and their manager at the earliest opportunity
- Report vehicle defects to the Facilities team before the next vehicle use
- Not pick up hitchhikers
- Refuel the vehicle if gauge reads **half full** or less.

- Comply with procedures as published in the *Vehicle Information for Staff Use* leaflet available for reference in every Vehicle Folder and on the intranet.
- **Trades vehicles only:** regularly check the oil, tyre pressures, and radiator and battery levels of NMIT vehicles regularly in use.

***In addition, it is required that all drivers:***

- Take regular and adequate rest breaks, at least every two hours
- Stop when tired
- Plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments
- Potentially stay overnight if driving time and non-driving duties exceed 10 hours in one day if the driver is feeling significantly fatigued.

***If an employee is driving their own vehicle for the purposes of work, the same policies apply. In addition:***

- The employee must seek the employer's agreement before using their private vehicle for work purposes
- The car must be legally registered, warranted and insured for the purposes of work – the employee must show evidence of this, on request
- The employee must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than for whom there are seat belts
- The vehicle must not be used in conditions for which it was not designed (such as off-road).

***If a private vehicle is used by students as a means of transporting other students to an off-site venue, then:***

- The vehicle and the licence of the driver **MUST** be vetted by the NMIT tutor responsible for the field trip. The vehicle must be registered and have a current Warrant of Fitness (WOF). The driver must hold an appropriate licence (i.e. not a restricted driver's licence).

***If there is a crash in a NMIT vehicle:***

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic. Ensure your own safety first. Help any injured people and call for assistance if needed.

Try to get the following information:

- Details of the other vehicle(s) and registration number(s)
- Name(s) and address(es) of the other vehicle owner(s) and driver(s)
- Name(s) and address(es) of any witness(es) - this is important
- Name(s) of insurer(s).

Give the following information but do not admit liability (NMIT's insurance policy requires that you do not admit liability):

- Your name
- NMIT's name, address and Facilities Administrator's contact details (located in the vehicle folder)
- Name of NMIT's insurer: Lumley General Insurance.

If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

**Only** contact the police if:

- there are injuries
- there is a disagreement over the cause of the crash
- you damage property other than your own.

***Follow-up***

If there is an injury or major damage, report the crash to Facilities, HR and your manager as soon as possible.

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## RESPONSIBILITY OF NMIT AS THE EMPLOYER

NMIT will take all steps to ensure NMIT vehicles are as safe as possible and will not require staff and other vehicle users to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

The employer will do this by undertaking the following:

***Giving priority to safety features when selecting new vehicles, including:***

- Only purchasing and/or hiring 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
- Only purchasing and/or hiring vehicles that are light coloured
- Fitting all vehicles with a first aid kit

***Ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by:***

- Servicing the vehicles according to manufacturers' recommendations
- Setting up procedures where Facilities employees check vehicles' oil, water, tyre pressures and general cleanliness on a monthly basis, then record the results of these inspections
- Keeping maintenance schedules in the glove box of all vehicles, which are completed each time the vehicles are serviced in any way
- Following the maintenance schedules in the vehicles' manuals
- Setting up a procedure to identify and rectify faults as soon as practicable.

***Collecting and collating statistics on incidents, crashes and their causes, including:***

- The number of crashes
- Who was considered to be at fault (pending investigation)
- The probable causes of the crashes and other contributors, such as unrealistic work schedules
- The financial cost of all crashes
- The number of prosecutions
- The number of near-miss events
- Other costs, such as downtime, ACC compensation claims, temporary workers and lost productivity.

***Monitoring and managing work schedules to ensure they encourage safe driving practices by:***

- Recommending staff to have a minimum of 10 hours continuous rest and a maximum of 11 hours driving time (including adequate, regular rest breaks every two hours) in every 24 hours
- Requiring non-commercial drivers to take 10-minute breaks every two hours of driving.

***Taking into account individual drivers' needs by:***

- Requiring staff with Heavy Traffic or Passenger Endorsements to keep driving logs that are regularly checked by a supervisor or manager.

***NMIT will make every effort to encourage safe driving behaviour, by:***

- Reminding drivers that the use of mobile phones in vehicles is prohibited by law
- Ensuring NMIT vehicles are smokefree at all times
- Encouraging regular breaks while driving
- Providing food and the option of non-alcoholic drinks at work functions
- Encouraging the use of taxis and buses whenever necessary

NMIT will NOT pay speeding or other infringement fines incurred by staff

## PROCEDURE

### ***NMIT staff drivers & Contractors***

1 Drivers must complete a Driver Approval Form (download from intranet). The completed form and a photocopy or scan of their valid licence/s will be taken and held securely at Facilities. The driver can then be entered onto the iJourney system by a Fleet administrator. Drivers will receive an email directing them to a link where they will be required to change their password.

2 The driver enters their driving licence details and confirms that they have read and agreed to the *Safe Driving and Fleet Management Policy*.

3 Drivers must also agree to NMIT Facilities staff accessing information collated on the secure government 'Fleet Safety' website (maintained by ACC, NZ Police, Ministry of Business, Innovation & Employment, NZ Transport Agency and Safer Journeys) that identifies traffic infringements as they are issued to drivers of NMIT-registered fleet vehicles. Acknowledgement of this completes the registration process.

The driver can now make bookings.

### ***NMIT students***

1 Tutor & student must complete a Driver Approval Form (download from intranet). The completed form and a photocopy or scan of their valid licence/s will be taken and held securely at Facilities. The driver can then be entered onto the iJourney system by a Fleet administrator. Drivers will receive an email containing a link to the iJourney site.

2 The driver enters their driving licence details and confirms that they have read and agreed to the *Safe Driving and Fleet Management Policy*.

3 Drivers must also agree to NMIT Facilities staff accessing information collated on the secure government 'Fleet Safety' website (maintained by ACC, NZ Police, Ministry of Business, Innovation & Employment, NZ Transport Agency, and Safer Journeys) that identifies traffic infringements as they are issued to drivers of NMIT registered fleet vehicles. Acknowledgement of this completes the registration process.

These drivers' bookings are to be arranged by a Fleet administrator.

### ***All other drivers***

All drivers who have approved use of NMIT vehicles must complete a Driver Approval Form (download from intranet) and agree to the *Safe Driving and Fleet Management policy*; the completed form and a photocopy or scan of their valid licence/s will be taken and held securely at Facilities.

External users must also complete the Terms and Conditions form (download from intranet). Drivers must also agree to NMIT Facilities staff accessing information collated on the secure government 'Fleet Safety' website (maintained by ACC, NZ Police, Ministry of Business, Innovation & Employment, NZ Transport Agency, and Safer Journeys) that identifies traffic infringements as they are issued to drivers of NMIT registered fleet vehicles. Acknowledgment of this acceptance is on the Driver Approval Form.

Driver Approval Forms must be completed within 48 hours of intended travel and approved by the Facilities Manager.

## REFERENCES

### INTERNAL

Safety, Health and Wellbeing Policy

Smokefree Policy

Alcohol at Functions on NMIT Campus

Driver Approval Form (Internal – i.e. staff, students, contractors)\*

Driver Approval Form (External – i.e. community groups)\*

Vehicle Information for Staff Use\*

Useful Vehicle Information\*

Terms and Conditions\*

\*These documents are available on the intranet, Facilities page

### EXTERNAL

ACC

Land Transport New Zealand

Land Transport (Road User) Rule 2004 (mobile phone use)

New Zealand Police | Nga Pirihimana O Aotearoa