

POLICY



Date adopted: 30/05/2017
File no: 663012-1
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Policy title: WORK RELATED ROAD SAFETY
Directorate: TRANSPORT SERVICES
Branch: PLANT FLEET SERVICES
Policy objective: To state the responsibility of councillors and employees in regards to work related road safety.

Policy scope:

To detail the work related safety requirements of Council fleet vehicles and their operators. The policy applies to Council's fleet, including hire vehicles, operational vehicles being used both for private and Council use in accordance with the definition of a vehicle being classed as part of an employee's workplace.

Definitions:

| TERM | DEFINITION |
|-------------------------|---|
| Fleet and hire vehicles | Includes all passenger cars, utilities, buses and all other operational vehicles. |

Policy statement:

The following procedure is to be undertaken for this policy:

1. Managers and program leaders are to ensure their staff are aware of the requirements of this policy.
2. Drivers of Council vehicles must ensure they are appropriately licensed to drive the vehicles used in the course of their employment.
3. All councillors and employees are responsible for:
 - (a) Ensuring the implementation and practice of management systems, policies and procedures as detailed in this policy, the policy titled "Use of Private Vehicles by Employees on Council Business", management directive titled "Selection, Allocation and Use of Council's Passenger Vehicle Fleet" and Council's Driver Handbook.
 - (b) Operating the vehicle in a safe and legal manner in accordance with the appropriate unit's operating instructions and any relevant risk assessment/safety induction/licence requirements.
 - (c) Reporting immediately all accidents to their supervisor and Plant Fleet Services.
 - (d) Ensuring vehicles they are allocated to drive are safe to operate and will report any defects immediately to Plant Fleet Services.

- (e) Ensuring that they are appropriately licensed and fit to operate the vehicles used in the course of their employment.

3. Vehicle induction

Part of the normal induction training for any new employee doing work related driving is to cover the organisation's driver and vehicle safety policies and procedures including Council's Driver Handbook.

Council's driver induction will include:

- (a) legal requirements, such as duty of care and not using hand-held mobile phones whilst driving
- (b) Council requirements, such as pre-start checks, service intervals and accident reports
- (c) policies to be applied where drivers breach safety rules, eg. retraining, discipline
- (d) understanding the causes and effects of fatigue
- (e) what to do in the case of a crash or emergency
- (f) what records must be kept.

Drive induction is not only relevant to new employees, but also to those who move into positions with significant driving involved or with responsibility for the fleet, eg. supervisors.

Related policies/legislation/other documents:

| DOC ID | DOCUMENT TYPE | DOCUMENT NAME |
|--------------------------|-----------------------|--|
| 13133271 | Procedure | Driver Handbook |
| 6401777 | Management Directive | Selection, Allocation and Use of Council Vehicles |
| 4171403 | Information/Procedure | Use of City Administration Centre Carpool Vehicles |
| 6656297 | Management Directive | Smoke Free Workplace |
| 9083695 | Manual | Vehicle Safety Management Manual |
| 15416360 | Management Directive | Work Related Vehicle Safety & Driver Behaviour MD |
| 10503195 | Form | Private Vehicle Use Agreement |