

# LIFE SAVING RULES

## 02 DRIVING



**Driving related incidents are a major cause of accidents work related injuries in Companies that require significant levels of driving on Company business:**

- The major causes of road traffic accidents, include but are not limited to:
  - Distracted driving (e.g., texting, cell phone use, eating or drinking); is the leading cause of vehicle accidents
  - Speeding; is the second most common cause of vehicle accidents
  - Reckless driving (e.g., risk taking, running red lights, etc.)
  - Weather and road conditions (e.g., snow, ice, rain, etc.)

## **Life Saving Rule:**

- When driving **YOU MUST:**
  - Always wear a seatbelt
  - Never exceed the speed limit and reduce speed as necessary to address road and weather conditions
  - Only use a mobile phone in the hands-free mode
  - Not text, email or operate other devices
  - Be fit, rested and fully alert; and
  - Follow good journey management protocols



## General requirements for driver's while driving on Company business are:

- Drivers will:
  - Be in possession of a valid driving licence issued by the relevant authority, for the class of vehicle being driven
  - Report a temporary or permanent loss of immediately
  - Will produce their driving licence on request, or annually for checking
  - Notify the Company of any penalty points recorded on their licence
  - Not operate a vehicle while under the influence of alcohol, drugs, narcotics, or medication that could impair their ability to operate the vehicle safely
  - Obey applicable laws related to driving and road safety
  - Visually inspect the vehicle prior to use to confirm it fit for purpose
  - Take eyesight tests at regular intervals
  - Undertake a driving assessment every three years if driving more than 15,000 miles annually if requested by the HR Department
  - Not drive a vehicle unless they are rested and alert, drivers should:
    - Avoid driving more than 11 hours within a rolling 24-hour period; and
    - Take a 30-minute break after four (4) hours of driving
  - Ensure:
    - Seatbelts are worn while the vehicle is being driven
    - Loads are secured and do not exceed the legal limit of the vehicle:
      - Loads must be secured and any projections from the vehicle flagged
      - Rubber tie-down straps may only be used to secure small items
      - If loading equipment into a truck or van, keep the centre of gravity low
      - Flammable materials not to be transported in the vehicle's cab
      - Compressed gas cylinders must be stored in the upright position and secured against falling; and

- Not exceed the maximum posted speed limit
- Reduce speed to in response to prevailing weather and road conditions
- When asking young drivers or those with limited driving experience to drive on Company business supervisors will:
  - Take appropriate actions to address the potential risks related to:
    - Assigning powerful / performance vehicles
    - Motorway driving during peak hours
    - City centre driving; and
    - Driving during the hours of darkness



## Distracted driving must be avoided:

- There are three types of distracted driving:
  - **Visual:** Taking your eyes off the road
  - **Manual:** Taking your hands off the wheel; and
  - **Cognitive:** Taking your mind's focus off driving
- The most common types of distracted driving are:
  - Talking on mobile-phones
  - Texting
  - Listening through headphones
  - Eating or drinking; and
  - Grooming

## Statistics on mobile-phone use while driving indicates that drivers using a mobile-phone:

- Show significantly poorer driving performance
- Have highly reduced fields of view caused by their split focus
- Suffer from reduced reactions, increasing stopping distances
- Are likely to take risks like those of an intoxicated driver; and
- Have a great likelihood of being involved in an incident

## When driving on Company business drivers will not use hand-held communication devices to:

- Make or receive phone calls
- Send, receive, or read text messages or emails
- Utilise web browsing functions; or

- Utilise push-to-talk (e.g., walkie-talkie) technology

***Note:** The Programming of any electronic devices or equipment (e.g., PDAs and GPS units) while driving on Company business is prohibited.*

## The use of hands-free devices while driving is discouraged but is permitted providing consideration is given to driving needs and road conditions at the time of the call

***Note:** Drivers should endeavour to make or receive phone calls when the vehicle is safely parked.*



## Drivers of company owned or leased vehicle will ensure that the vehicles are:

- Maintained in accordance with manufacturers' recommendations and applicable legal obligations
- Routinely inspected, and reports of the inspections retained
- Maintained:
  - In good working order; and
  - Clean, tidy, and presentable to maintain a positive Company image
- Inspected on a weekly basis, and the following checks made:
  - Visually check tyres
  - Confirm that all lights are operating correctly
  - Check the windows, mirrors, headlamps, and other light lenses are clean; and
  - Remove any litter from the interior
- Inspected monthly, and the following checks made:
  - Check and correct the tyre pressure (and tread wear)
  - Check the:
    - Engine oil level monthly and/or before setting out on a long journey
    - Battery to ensure the terminals are clean and all connections are secure
    - Radiator water and anti-freeze mixture level
    - Clutch fluid and brake fluid reservoirs (where fitted)
    - Action of the window wipers and the condition of the wiper blades; and
    - Window washer reservoir; and top up as necessary
  - Clean the interior and the exterior of the car to maintain a positive image of the Company
- Routinely serviced and maintained, specifically:

- Servicing will be arranged via the Leasing Company
- Vehicles are serviced in accordance with manufacturers' instructions
  - Service intervals are shown in the vehicle's Service Handbook
  - Service Handbook to be:
    - Stamped when the vehicle is serviced; and
    - Retained with the vehicle when it is transferred to another driver or returned to the Company

**Note:** All servicing and/or maintenance work performed owned, or leased vehicles must be conducted only at the manufacturer's authorised dealer (and/or as notified by the Leasing Company). If entitled to a Car Allowance, the employee will be responsible for costs for tax and insurance (including business) and the costs of running, servicing and repairing the cars.

