

### Whakatane Intermediate School Board of Trustees

# **Safe Driving Policy**

### Aim of the policy

To minimise at-fault crash costs by promoting a safe driving culture within Whakatane Intermediate School

### **Objectives of the policy**

• To maintain all school vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the driver, occupants, and other road users at all times

· To ensure that staff driving vehicles demonstrate safe driving and other good road safety habits at all times when driving

### **Code of Conduct**

The code of conduct states that, "While driving school vehicles, staff must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety". The following actions in school vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:

- · Drinking or under the influence of drugs while driving
- · Driving while disqualified, or not correctly licensed
- · Reckless or dangerous driving causing death or injury
- · Failing to stop after a crash
- · Demerit points suspension
- · Any actions which warrant suspension of a licence

### Responsibilities as an Employee

Drivers of school vehicles will:

- · Ensure they hold a current driver's licence for the class of vehicle they are driving
- · Immediately notify their Managers 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 school vehicles
- · Display the highest level of professional conduct when driving motor vehicles
- · Assess hazards while driving and anticipate 'what if' scenarios
- · Drive within the legal speed limits, including driving for the conditions
- · Wear a safety belt at all times
- · Report vehicle defects to the appropriate manager before the next vehicle use
- · Comply with traffic legislation when driving a school vehicle
- · Regularly check the oil, radiator and battery levels, and tyre pressure of school vehicles they regularly use
- · Report any near hits, crashes and scrapes to their manager, including those which do not result in injury
- · Follow the crash procedures outlined in this policy.

### In addition it is required that all drivers:

- $\cdot$  Take regular and adequate rest breaks
- · Stop when tired
- · Plan the journey, taking into consideration pre-journey work duties, the length of the trip and post-journey commitments
- · Stay overnight if driving time and non-driving duties are excessive in one day
- · Take breaks every two hours

### Responsibilities as an Employer

The employer will not require staff to drive under conditions which are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc. The employer will do this by:

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

· Carrying out a full service on all vehicles every six months or 15,000kms, whichever is sooner, or according to the manufacturers' recommendations

 $\cdot$  Setting up procedures where the employees check the vehicle's oil, water, tyre pressure and general cleanliness on a monthly basis, and this is recorded

· Keeping a maintenance schedule in the glove box of all vehicles that is completed each time the vehicle is serviced in any way

· Following the maintenance schedule in the vehicle's manual.

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

· The number of crashes

- · Who was thought to be at fault
- · Probable causes of the crash, and other contributors such as:

- o Unrealistic work schedules
- o Financial cost of all crashes
- o Number of prosecutions
- o Number of near hit events

o Other costs, e.g. down time, ACC, temporary workers, lost productivity, etc.

### Monitoring and managing work schedules by Manager, Service Delivery to ensure they do not encourage unsafe driving practices

- · Requiring staff to have minimum periods of continuous rest and appropriate maximum driving every 24 hours
- · Requiring non-commercial drivers to take 10-minute breaks every two hours of driving.

### Encouraging safe driving behaviour by:

- · Not paying staff speeding or other infringement fines
- · Providing food and non-alcoholic drinks at work functions
- · Encouraging the use of taxis and buses whenever necessary
- · Ensuring all new staff have a licence where this is required for work
- purposes. The employer is to be informed if existing staff become unlicensed.

### Instructions for cell phone use

Cell phones can cause distractions in two ways:

1 Taking your hands off the wheel

2 Becoming engrossed in an intense conversation and not concentrating on the road.

Hand held cell phone use is prohibited while driving; the use of hands-free should also be kept to a minimum. Staff should adopt the following practices:

 $\cdot$  Keep cell phone use to an absolute minimum when driving [e.g., divert to voicemail and check messages regularly when it is safe to pull over]

- · Do not make calls, dial numbers, or text message while driving
- · Pull over to the side of the road when it is safe, before making or answering a call

Note: Hands-free means using the car kit installed, where this has been provided

### What to do if there is a crash in a school vehicle

If you are involved in a crash while driving and you are not badly injured, the first thing you must do is stop and check to see if anyone is hurt. 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 and address of the other vehicle owner(s) and driver(s)
- Name and address of any witness(es)
- · Name of insurer(s)

### Give the following information:

- · Your name and address and school details
- · If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details
- · Do not admit liability

### Contact the police:

- · If there are injuries
- · 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 more than \$2,500, report it to the police station nearest the crash as soon as possible.

### Follow-up

If there is an injury, or major damage, report the crash to your manager as soon as you can. Report the crash as soon as possible, but within 24 hours to police. If damage to other property and can't locate owner, report to police as soon as possible, but within 48 hours.

### How the success of the Policy will be measured

Success will be measured by the increase or decrease in:  $\cdot$  the number of crashes in which a BOARD vehicle is involved  $\cdot$  the number of at-fault crashes involving school vehicles  $\cdot$  the cost of repairs and maintenance the other financial costs associated with vehicle use the average cost of vehicle-related workers compensation claims

Policy review - This policy will be reviewed regularly.

### March 12, 2017 version adopted

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Chairperson	Principal	Date