

TE AWAMUTU
BIBLE CHAPEL

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Vehicle Policy & Procedures

Initial each page as Read and Understood. If unsure about any part of this document, ask your trainer

Safe Driving

Purpose

To ensure that workers who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times and to maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users as well as reduce the impact of company vehicles on the environment – this also applies to personal vehicles used for work purposes.

Scope

The policy is applicable to all workers driving both personal and company vehicles for work purposes.

Responsibilities

The [Manager or Designated Person] is responsible for encouraging safe driving by:

- Checking the suitability of Drivers (over 25, full licence for more than 3 years)
- Checking vehicle and trailer for legal requirements
- Encouraging driving in convoy to assist with breakdowns and directions
- Forbidding the use of mobile phones in vehicles while driving, except when using hands free devices
- Encouraging regular breaks while driving
- Ensuring the PCBU is informed if existing workers become unlicensed
- *Providing Defensive Driving Training* (not applicable)
- Providing an instruction card in all vehicles in the event of an accident
- Providing a first aid kit for each organisation vehicle

Workers are responsible for

- Ensuring they hold a current driver licence for the class of vehicle they are driving and this licence is carried when driving a company vehicle
- Paying for all speeding or infringement fines obtained
- Immediately notifying their [Manager or Designated Person] if their driver licence has been suspended or cancelled or has had limitations placed upon it
- Being responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work
- Displaying the highest level of professional conduct when driving a company vehicle
- Complying with traffic legislation when driving
- Assessing hazards while driving and anticipate 'what if' scenarios
- Driving within the legal speed limits, including driving to the conditions
- **Wearing a safety belt at all times**
Never driving under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures
- For adhering to the legal requirements for driving with regards to the use of substances (e.g. alcohol and other) – to do so will result in disciplinary measures

- Avoiding distraction when driving – the driver will adjust car stereos/navigation devices/mirrors etc. before setting off, or pull over safely in order to do so

If a worker is driving their own vehicle for the purposes of work, the same policies apply.

In addition:

- The car must be legally registered, warranted and insured for the purposes of work – the worker must show evidence of this on request
- The worker must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than for whom there are seat belts

Sources of further information

<http://www.nzta.govt.nz/resources/roadcode/>

<http://www.newzealand.com/int/feature/driving-road-rules-and-safety/>

<http://www.newzealand.com/int/feature/driving-in-new-zealand/>

<http://www.nzta.govt.nz/resources/roadcode/about-driving/dealing-with-hazards.html>

<http://www.aa.co.nz/about/safety-on-the-roads/decade-of-action/four-ways-to-be-a-safer-driver/>

Church Vehicle Use

Booking for the vehicles will need to be made through the church office

- Vehicle keys will be available for collection from the church office and must be returned to the office again as soon as practicable following use.
- The keys will only be available to the approved driver
- Drivers must be 25 years of age or over to comply with the terms of insurance and have a clean licence.
- Each driver is responsible to check the fuel/oil and water on the day of use.
- The driver is responsible to check WOF, registration and RUC status if applicable.
- For long trips, the number of passengers must justify the van's use.
- Following use the vehicle driver will ensure that the vehicle is left in a clean and tidy condition with all rubbish removed and any spills or dirt cleaned from the floor and surfaces.
- All road rules will be followed
 - a) The van will be driven with due care and within the speed limit.
 - b) Every traveller will wear a seat belt when the vehicle is in motion/on the road. All children in car seats/booster seats are to have 3-point safety belts or harnesses.
 - c) Unless the driver has the appropriate licence (7) no more than twelve (12) persons (including the driver) will be carried.
- Any traffic offences incurred are the responsibility of the driver of the vehicle at the time the offence occurred.

- The driver may be responsible for the costs involved in the event of accidental damage, if it is caused through the driver's carelessness.
- When the vehicle is used to transport children, there will be a support person with the vehicle driver at all times for the protection of both the passengers and the van driver.
- All church vehicle drivers must read and sign a copy of the TABC Vehicle Policy confirming they know what the policy states and that they agree to abide by the policy.

Vehicle Accident

In a case of being involved in a vehicle accident you are to follow this recommended procedure

- Stay calm
- Make yourself safe by moving off the road if possible
- Turn the ignition off if possible
- If you can't get out of the vehicle, keep your seatbelt on
- Be careful of undeployed airbags
- Check for injuries and administer First Aid if required
- Call 111 if injuries require an ambulance
- Use warning signs hazard lights to warn other motorists when possible
- Call the Police even if the accident is minor
- Identify any witnesses of the crash
- Look for details and take notes and pictures
- Notify the manager as soon as possible

Driver Fatigue Management Plan

Our church is committed to ensuring workers do not compromise safety performance by undertaking driving while impaired by fatigue or stress. The following Fatigue & Stress Policy applies to workers.

1. Hours of Driving

- No person shall drive any longer than **12** hours daily.

2. Rest Breaks

- No driving period shall exceed **2** hours without a 10 min break.
- All workers to have a minimum **30** minutes break after each **4** hour work period.

Declaration

I have read over and understood the vehicle procedures. I am aware of the hazards/risks associated with my work and the control put in place for each hazard. Anything I am unsure about I have asked the person conducting the training.

Name of person conducting training x _____

Signed x _____ Date x _____

Name of employee/ worker/contractor/or employee of a contractor or subcontractor/volunteer

x _____

Signed x _____ Date x _____