



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:

- 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
- 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:

