

Policy Name: Safe Driving and Parking Policy

Policy Number: 4.06

Date: February 2023

POLICY STATEMENT:

JC Steele is committed to the safety and well-being of all employees. JC Steele recognises that some roles in the business are required to undertake driving for work related purposes and are on the road for periods of time through their workday. JC Steele recognises that work-related driving can potentially be a high-risk activity and has introduced this safe driving policy and guidelines as a preventative measure to assist with managing risks associated with work-related driving.

It is, at all times, the driver's responsibility to operate the vehicle safely and to drive defensively to prevent injury to self, others, and damage to property. JC Steele expects all employees undertaking work related driving to follow all of the procedures outlined below.

When driving a JC Steele company vehicle, this policy should be read in conjunction with the Company Vehicle Policy.

PROCEDURES:

1. Vehicle Safety

- a. It is the responsibility of each employee to inspect the car they plan to use for work related purposes (whether company owned or privately owned) to ensure the vehicle is safe to drive. This includes inspections of critical items such as brakes, taillights, brake lights, tyres, wipers etc. in accordance with the guidelines below.
- b. Employees must immediately notify management of any damage or faulty parts of company vehicles to ensure the safety of all employees and passengers.
- c. All drivers must comply with all applicable national, state, and local traffic road rules and regulations.
- d. Any car driven for work related purposes must be registered.
- e. Undertaking work related driving while under the influence of alcohol, intoxicants or other drugs is forbidden and will result in disciplinary action including termination of employment.
- f. No employee should undertake work related driving when their ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- g. All drivers and passengers riding in company vehicles, or in private vehicles for work related purposes, must wear a seatbelt at all times.

- h. All drivers must hold a current and valid driver's license for the vehicle they are driving. If an employee is required to drive for work as part of their role and your license is suspended, expires, or is cancelled, the employee must immediately advise their manager and/or the Managing Director, and must not continue driving.
- i. JC Steele prefers that employees do not use the phone when driving as this can be distracting and can lead to accidents. JC Steele permits (but does not encourage) the use of the phone for phone calls only (not texting) in line with the national road rules which state:

Using a mobile phone (or iPad) while driving is prohibited, except to make or receive a phone call or to use its audio/music functions provided the phone:

- *is secured in a commercially designed holder fixed to the vehicle, or*
- *can be operated by the driver without touching any part of the phone and is not resting on any part of the driver's body.*

Using a phone as a navigational device/GPS while driving is prohibited unless it is secured in a commercially designed holder fixed to the vehicle. All other functions (including video calls, texting, and emailing) are prohibited.

If an employee needs to make or receive a call during extreme weather conditions, they are required to pull over to a safe position before making or receiving the call.

- j. Smoking (including vaping) or consuming drugs or alcohol is not permitted in any JC Steele company vehicle.
- k. JC Steele provides first aid kits in all company vehicles. Employees using any first aid kit component should advise the Administration Manager of any items used. The Administration Manager will ensure that items are replaced and kits are updated, on an annual basis or otherwise, as required.
- l. The servicing of company vehicles is managed in accordance with the Company Vehicle Policy.

2. Safe Driving Guidelines

a. Pre-Check Vehicle

All employees undertaking work related driving should use this checklist prior to the commencement of any trip:

- ☐ Ensure there is sufficient fuel to get to the destination.
- ☐ Check the condition of all tyres.
- ☐ Ensure windows and mirrors are clean and properly adjusted, and that the windscreen washer reservoir has sufficient liquid.

- ☐ Test lights to make sure they are all working, check oil (dipstick indicates level) and radiator fluid (only check if engine is cold).
- ☐ Check driving adjustments such as seat and steering wheel.
- ☐ Ensure you are familiar with indicators, hazard light function headlights and wipers before driving.

b. Plan Trips to Minimise Risk

1. Allocate time to account for common delays such as traffic and weather conditions, when planning your day and trips.
2. JC Steele encourages all drivers to take the safest possible route available to a destination.
3. When planning an extended driving period, build in time to allow for changing conditions, traffic hold ups and regular rest breaks.
4. Where extreme weather conditions are reported, trips should be postponed or rescheduled.

c. Fatigue Management

Fatigue is a common problem in both long and short trip driving. Fatigue affects driver performance and concentration. Prevention can be achieved through recognition of contributing factors and strategies to deal with preventing fatigue.

Fatigue can be managed through the following strategies:

1. Flexible work schedules, appropriate meal breaks, and trips planned as far as possible in advance.
2. Adequate, regular driver rest breaks, preferably of 15-minute duration approximately every 2 hours.
3. At least one meal break of at least 30 minutes duration must be taken no later than five and a half (5 ½) hours after your fixed starting time.
4. An aggregate of no more than 8 hours driving in a working day.
5. Recognising common physical signs of fatigue not limited to drowsiness, mood changes, blurred vision, yawning, microsleeps and inability to concentrate.
6. Recognising the signs of fatigue relating to your vehicle not limited to a near miss incident, not maintaining a constant speed, not keeping in a single lane, poor gear changes and overshooting a sign or line.

JC Steele employees need to remain alert on long journeys and continually re-assess driving conditions. If necessary, take precautions to reduce the risk of an accident, which may include stopping or seeking shelter until conditions improve.

d. Speed

Speed contributes to road trauma and there is a clear relationship between speed and potential crash frequency and severity. In order to reduce risks, JC Steele employees are required to:

- observe speed limits at all times;
- drive at a speed appropriate for the conditions;
- respond to speed warning alerts;
- adjust arrival times to compensate for delays; and
- plan trips on the basis of time within speed limits.

e. In-vehicle Distractions

Distractions divert the driver's attention from the driving task and impact on safety critical measures, such as stopping distances. Common in-vehicle distractions are other passengers, drinking and eating, reaching for objects, personal grooming and being distracted by in-vehicle technologies or loose objects. JC Steele requests all employees to reduce risks by:

- Not eating or drinking while driving;
- Presetting music/radio and climate controls;
- Securing any loose objects; and
- Pulling over to adjust equipment, check maps or attend to personal grooming

3. Accident and Incident Management

It is possible that an employee may be involved in an incident while driving for work related purposes. An incident may be described as a 'near-miss' and may not result in any damage to property or person, however, all incidents must be reported regardless of severity, and regardless of whether the employee is driving a company car, a hire car organised by the company or their own vehicle.

The types of incidents that should be reported include, but are not limited to:

- Any type of road accident, no matter how minor (including in parking lots);
 - Any type of damage to vehicle sustained where employee is not present (i.e. return to parked car to find it damaged);
 - Any type of incident involving a disgruntled, abusive, or aggressive member of the public; and
 - Any situation that occurs while driving for work that makes the employee feel concerned, uncomfortable or at risk in any way.
- a. Where an employee is involved in an accident or incident while driving a JC Steele vehicle, regardless of its severity, after ensuring the safety of themselves and others, they must follow the steps below:

- i. Call for medical assistance, where necessary
 - ii. Secure accident scene – pull over onto the shoulder of the road
 - iii. Call the Police, if required.
 - iv. Report the accident or incident to your manager or the Managing Director
 - v. Record the make, model and registration number of the other vehicle/s
 - vi. Record names and contact details (address, phone and email) of driver, witnesses and occupants of the other vehicle/s and any emergency personnel who may attend the scene
 - vii. Record the licence number of any other driver/s
 - viii. Record the insurance company names and policy numbers of the other vehicle/s, where possible
 - ix. Note the date and time of the accident as well as the overall road and weather conditions
 - x. Draw a diagram of the scene and note the street names, location of traffic signs, signals, etc.
 - xi. Do not discuss the accident with anyone else at the scene, except for the Police or other emergency services personnel
 - xii. Provide the other party with your name, address, phone number, driver's licence number and the JC Steele office phone number: **03 9720 4235**.
 - xiii. Cooperate fully with any requests from JC Steele management in relation to the accident or incident.
- b. An Incident Report form will be required to be completed at the first possible opportunity following the incident or accident. The information listed in item 5a above will be required for the completion of this form.
- c. The dash camera and/or the footage of the incident or accident must immediately be provided to the Managing Director.
- d. The employee will be required to cooperate fully with the Administration Manager to assist with the completion of any insurance claim form. The information listed in item 5a above will be required for the completion of this form.

4. Parking

JC Steele expects all employees to park in appropriate parking spaces when at its premises or onsite at a customer or supplier site. Employees are expected to respect the rights of others in regard to designated car parking spaces.

- a. JC Steele employees can park in any of the car spaces nominated for JC Steele in the parking lot or around the building. There are no designated car parking spaces, and all parking is on a first-come, first-served basis. Additional free parking is available on Michellan Street outside the Bayswater sites.
- b. Employees must observe car parking rules at all customer premises and not park in reserved or inappropriate parking spots. Parking signs and other local laws must be observed at all times and employees are not to obstruct driveways or access to premises, park in a no standing or allocated disabled car park nor restrict the clear access required for delivery and emergency vehicles.

- c. When attending meetings or events off site and you are required to drive, JC Steele prefers to seek free parking spaces wherever possible. When car parking fees are unavoidable, JC Steele expects that all employees will park responsibly to minimise fees payable. JC Steele will cover the cost of all work related parking fees.
- e. Any parking fines incurred while parking company vehicles will be at the expense of the employee.