

SAFE DRIVING GUIDELINES

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1. Introduction

Driving is a common work activity for New Zealand Red Cross (NZRC) people across the country and is one of our critical health and safety risks.

These guidelines are based on best practice driver safety sourced from relevant groups such as NZTA Waka Kotahi. NZRC will take all reasonably practicable steps to support our people to be aware of driving-related risks, and to keep themselves and others safe on the road.

All NZRC drivers are required to:

1. read the [Safe Driving policy](#);
2. read these Safe Driving Guidelines;
3. complete a Safe Driving Agreement (either via form or in a Safe Driving eLearning module).

Note: All NZRC fleet vehicle drivers must also complete the full Safe Driving e-learning module.

Additional information about travelling for NZRC purposes is outlined in the **Travel Policy** on the intranet. This includes NZRC's management financial delegations for approving travel-related costs.

2. Definitions

New Zealand Red Cross person	Any employee, contractor, person who volunteers or member.
New Zealand Red Cross Driver	Any New Zealand Red Cross person who is required to drive either a NZRC fleet vehicle, ride share vehicle or their private vehicle for NZRC purposes.
Primary workplace	A Red Cross person's usual and customary workplace, such as an office or other NZRC location.
Alternate workplace	A workplace other than the Red Cross person's usual and customary workplace (primary workplace). This may include their home address.
Red Cross vehicle	A vehicle owned or leased by NZRC. These often have NZRC branding. Vehicles may be based at NZRC Service Centers, within DWST depots or at an employee's house if assigned to one person as a work tool.
Private vehicle	A vehicle owned by a Red Cross person and used occasionally by them for NZRC activities.
Leased vehicle	Vehicle sourced through an NZRC-approved provider as per our Travel Policy. Cost is invoiced back to NZRC.
Care-share vehicle	A vehicle sourced through an NZRC-approved provider - not owned or leased by NZRC or a Red Cross person. These vehicles are available for booking and use via an app (e.g. Mevo). Pay as you go system may apply.

3. Roles and Responsibilities

National Board	<ol style="list-style-type: none">a) Seek and maintain relevant knowledge and to understand the risk of driving for New Zealand Red Cross.b) Seek assurance this risk is appropriately controlled.
Secretary General and ELT	<ol style="list-style-type: none">a) Seek and maintain relevant knowledge and to understand the risk of driving for New Zealand Red Cross.b) Authorise the provisions and commitments in the Safe Driving policy and these guidelines; and provide the resources needed to ensure success.

	c) Require and confirm that the Safe Driving policy and these Guidelines are implemented within relevant directorates and teams.
People leaders (managers)	<p>a) Implement the Safe Driving policy and these Guidelines within their teams.</p> <p>b) Ensure drivers receive necessary, available information and training to ensure they comply with driving requirements.</p> <p>c) Monitor and identify driver non-compliance with the Safe driving policy.</p> <p>d) Take disciplinary action where required for driving breaches.</p> <p>e) Ensure driving and vehicle-related incidents are reported and investigated.</p>
Health, Safety and Wellbeing team	<p>a) Ensure the Safe Driving policy, these Guidelines and the Safe Driving e-learning module remain accurate, available and up to date in line with external best practice information.</p> <p>b) Provide relevant information to the National Board, Secretary General and ELT to help them meet their obligations under the Safe Driving policy and these Guidelines.</p> <p>c) Provide relevant information and support to people leaders to ensure driver compliance.</p>
New Zealand Red Cross drivers	<p>a) Understand and comply with the requirements of Safe Driving policy and these Guidelines.</p> <p>b) Report any issues that could affect adherence to the Safe Driving policy and these Guidelines.</p> <p>c) Complete driver training as directed.</p> <p>d) Report driving and vehicle related incidents and accidents.</p>

4. Driver behaviour and requirements

When driving for NZRC purposes, particularly in an NZRC-branded vehicle, you are representing our organisation. As a driver's licence holder, you are already aware of the New Zealand road rules and must always abide by those. The NZRC Code of Conduct also applies to you while driving.

4.1 General expectations

NZRC drivers are expected to:

- **Comply with the road rules (road code).** I.e., Give way, slow down or stop where required, follow all posted road signs (particularly speed limits), limit the use of the horn, slow down when passing schools, buses and horses, ensure vehicle occupants wear seatbelts and children are in appropriate restraints.
- **Obey emergency road closure signs and barriers.** It is illegal to drive on a closed road and this may void our/your insurance.
- **Comply with local parking requirements and restrictions.** You are responsible for ensuring you comply with all signs and time limits.
- **Show courtesy to other road users** including cyclists and road workers i.e. do not tailgate, use verbal or visual abuse, deliberately or carelessly cut people off, harshly brake in front of others (unless necessary) or park in a way that impedes other vehicles or road users).
- **Drive in a way that conserves fuel** i.e. do not make unnecessary trips.
- **Pay attention to the road.** Stay alert to changing road conditions and/or other hazards that you may need to promptly react to i.e. stock on the road, sudden changes in the weather, vehicles pulling out in front of you.
- **Not use hand-held mobile devices.** Keep hands-free use to a minimum as this is still a driving distraction. Texting while driving is illegal and extremely dangerous.

- **Not smoke or vape in NZRC vehicles.** This is prohibited, in line with the NZRC Smoke free Policy.
- **Not pick up hitch hikers.**

You also have the right to be safe from violence, aggression and harmful behaviour from others while driving. For the safety of other road users, NZRC encourages you to report poor driving behaviour to the police.

A list of risks associated with driving, and the controls you need to follow, are provided in **Appendix A** of these guidelines. Please ensure you read this section carefully.

Note: Disaster Welfare Support Team (DWST) deployments

DWST volunteers have access to utility vehicles such as SUVs, 4WDs and trucks to enable them to access vulnerable communities during natural disaster events. They will likely need to drive to remote or cut-off communities as part of their work activities and may encounter other risks such as flooding and land slips.

Before deploying, DWST members must complete their own risk assessments to identify potential hazards/risks and implement appropriate risk controls.

4.2 Driver's licence

Drivers of NZRC fleet vehicles are required to have a full drivers' licence, or legal equivalent.

All drivers are required to drive in accordance with any conditions of their licence (i.e. restrictions, glasses).

Drivers of the New Zealand Red Cross truck fleet (retail and DSWT) must hold a current Class 2 Heavy Trade (HT) licence and adhere to NZTA requirements.

Further information on driver licensing requirements are set out in section 3.1 of the **Safe Driving Policy**.

4.3 Driver awareness and training

NZRC drivers who use fleet vehicles are required to have a current comprehensive first aid certificate, or an equivalent or higher medical qualification so they are prepared for any event where they may become a first responder (i.e. car accident or medical emergency). This certification is also a requirement for drivers to be set up with an EROAD log-in.

It's strongly recommended that any other person driving for NZRC purposes has a current First Aid certificate. First aid certification training is available through the New Zealand Red Cross First Aid team.

Qualified driving instructors must be used in the event of external driver training. These could be external providers (i.e. defensive driving instruction) or internal instructors (i.e. DWST drivers qualified to drive trucks).

Drivers of the Disaster Welfare and Support Team (DWST) fleet are given specific theory and practical training on the driving and operating aspects of the fleet. They are not authorised to drive DWST vehicles until training is complete.

4.4 Safe driver agreement

All NZRC drivers must complete the Safe Driver Agreement. This is their commitment to drive safely and follow requirements outlined in Safe Driving policy and these guidelines. The Safe Driver Agreement is available via the Safe Driving eLearning module in Aspire, or as a hard copy form the driver signs.

When hard copies are used, people leaders should retain as copy of the signed agreement as evidence.

4.5 EROAD

All drivers who drive NZRC fleet vehicles are required to be registered in EROAD and log in every time before they drive.

To register for EROAD, drivers will need to:

- complete the Safe Driving e-learning module (and/or other specified training);
- provide evidence of their current comprehensive first aid certificate, or an equivalent or higher medical qualification; and
- sign a copy of the Safe Driver Agreement and TORO form.

One of the functions of EROAD is to monitor and track driver practices and behaviour. This includes when the posted speed limit has been exceeded.

There are three over speed bands recorded and reported in EROAD. The unit will start beeping once a driver reaches the lowest threshold, giving the driver opportunity to slow down before the speed is recorded.

Light vehicles (including vans)	+ 10 km/h	+ 15 km/h	+ 20 km/h
Heavy vehicles (including light trucks)	+ 5 km/h	+ 10 km/h	+ 15 km/h

The EROAD system is monitored by the Health, Safety and Wellbeing Team. They will alert people leaders to unsafe driving events, poor driver behaviour and excessive speeding.

“Red” speeding alerts are formally recorded as incidents in the GOSH health and safety system. Please be aware that excessive speeding alerts of any colour could result in disciplinary action as a breach of the Code of Conduct.

4.6 Driving infringements

Drivers are required to pay any driving infringements resulting from their driving behaviour. This includes speeding and parking tickets.

4.7 Vehicle condition

Where vehicles are shared, you should leave the vehicle in the same or better condition than you found it. Ensure you leave enough time when you return the vehicle to go through the following list:

- remove all rubbish and your personal items;
- use cleaning wipes to mop up any spills and clean high-touch areas;
- arrange for the vehicle to be washed (e.g. via a car wash) if the exterior has become very dirty; and
- fill the vehicle up with gas (if less than half full) and check the tyre pressure.

If you are aware of new damage to the vehicle – either while you were driving or while parked – notify the appropriate person at NZRC or the car share/lease company as soon as possible so the damage can be assessed and repaired as needed. **The vehicle should not be used by anyone else until an assessment is done.** Damage to vehicles should also be logged in [GOSH](#).

Regular maintenance of personal vehicles is the owner’s responsibility. For NZRC fleet vehicles, regular maintenance and checks such as WOF and servicing is arranged by the person who manages the fleet.

5. Fitness to drive

For your own and others safety, it’s important you are always fit to drive when undertaking New Zealand Red Cross activities. You should always ensure:

- you are legally able to drive the type of vehicle being driven; and
- you are medically fit and are not fatigued; and
- you are under the legal alcohol limit; and
- you are not taking medication or drugs that can impact your ability to drive safely; and
- you are mindful of your mood and state of mind which could affect your ability to drive safely.

6. Checking and setting up the vehicle

It’s important that the vehicle you are driving is in good, safe condition. This reduces the risk of an accident due to vehicle failure.

If you are permanently assigned a fleet vehicle or are using your private vehicle, you will already be familiar with its specific conditions and set-up. Warrant of Fitness checks (WOFs) and registration for NZRC fleet vehicles are managed

by fleet administrators, but all drivers (including those using leased and car-share vehicles) should still follow the below list before starting their journey.

A detailed list of pre-journey checks is provided in **Appendix B**.

7. Breakdowns, accidents and incidents

All breakdowns, accidents and incidents (including near misses) that occur while driving on behalf of New Zealand Red Cross should be reported within **24 hours** to your people leader and into our health and safety system ([GOSH](#)).

7.1 Breakdowns

Vehicle maintenance is important to reduce to risk of breakdowns while driving. However, breakdowns and flat tyres can still happen. Being prepared will make you safer on the road.

If your vehicle breaks down while you are driving:

1. Park your vehicle as far to the left-hand side of the road as possible.
2. Turn on the hazard lights. If it's dark, raining or foggy, turn on your vehicle's parking lights.
3. If it's safer to remain in the vehicle, ensure all occupants sit in seats as far from traffic as they can and fasten their seatbelts.
4. If you feel it's safer for you and your passengers to be outside of the vehicle, ensure you:
 - a. leave the vehicle from the passenger side away from traffic (usually the passenger door);
 - b. take all passengers with you; and
 - c. find a safe area away from the road or behind a roadside barrier.
5. If your life is at immediate risk call **111**; if there is danger but not life threatening, call ***555** to inform Police
6. For breakdown assistance:
 - a. NZRC fleet vehicles – an 0800 number for 24/7 breakdown assistance is printed on the vehicle's fuel card.
 - b. Personal vehicles – it's recommended you have your own breakdown assistance programme. Some insurers offer this alongside car insurance.
7. Wait for the breakdown assistance; do not attempt to fix the vehicle yourself. Stay in your vehicle or in the safe area you have moved to and wait for the service officer to approach you.

Source: <https://www.aa.co.nz/membership/roadservice-breakdown-assistance/breakdown-safety-guide/>

7.2 If you have a vehicle accident

- a) If there are no injuries swap names, registrations and contact details with other motorists involved.
- b) If there are injuries, phone 111 to report the accident and apply first aid (if appropriate and you are uninjured).
- c) If there is property damage (e.g. a fence), report it to the owner of the property within 48 hours of the crash. If the owner cannot be located, report to Police within three days.
- d) If there is vehicle damage, drive the vehicle back to site/home and:
 - o take photos of the damage; and
 - o advise your local contact person if it is a NZRC fleet vehicle; or
 - o contact your insurer if it is your personal vehicle.

7.3 First on the scene of a crash

If you are involved in a crash while driving, and you are not badly injured, the first thing you must do is stop, check to see if anyone is hurt and aid if required.

If you are first on the scene of a crash, your actions could help save the lives of the people involved in the crash and

make it safer for other drivers coming upon the crash scene. You can make the crash scene safer by:

- a) Parking your vehicle in a safe spot, away from the crash area. Leave plenty of space for emergency vehicles to come and go, and for emergency workers to work in.
- b) Switch on your vehicle's hazard warning lights.
- c) If possible, post other people or warning triangles (if you have these) on all approaches to the crash site to warn oncoming drivers. The people or triangles should be about 200 metres from the crash site to give approaching drivers time to slow down.
- d) If people are injured, call an ambulance as soon as possible. Provide initial first aid if you can.
- e) Following a crash, some airbags may not be deployed. If you need to enter a crashed vehicle, don't place yourself between any undeployed airbag and injured or trapped person. Undeployed airbags can deploy with force some minutes after a crash and could injure both the rescuer and injured/trapped person.
- f) If it is safe to do so, turn off the ignition of all vehicles involved in the crash.
- g) If any vehicle involved in the crash has a dangerous goods placard be extra cautious when approaching the vehicle or attempting a rescue.

Let your people leader know as soon as possible if you've been first on the scene of a crash. This may have been an upsetting and traumatic experience for you, and it's important that NZRC can put wellbeing support in place if needed.

If you don't feel able to drive, talk to your people leader about how they can arrange for you to get picked up and taken to your home/accommodation.

Source: [NZTA Waka Kotahi – Advice on driver responsibilities around crashes](#)

8. NZRC vehicle insurance

New Zealand Red Cross fleet vehicles are covered by a comprehensive motor vehicle insurance policy.

This is extended as a blanket cover to the drivers of personal vehicles to cover any costs not included by personal insurance policies (i.e. excess cost) in the event of a motor vehicle accident when driving for New Zealand Red Cross.





However, personal liability applies for any actions that invalidate the terms of the policy (e.g. driving beyond the conditions of your licence or driving while impaired).

Appendix A – Driving risks and controls

a) Adverse light and weather conditions

Daylight and weather can have a significant effect on road conditions and driver safety. Before you drive, always check the weather forecast and consider delaying your travel if extreme bad weather is forecast.


The following steps should be taken to reduce driving risks associated with adverse light or weather conditions.


Cause		Controls
	<p>Sun strike e.g. when sun is rising/setting or reflecting off a wet road.</p>	<ul style="list-style-type: none"> ➤ Keep your windscreen clean. ➤ Wear sunglasses. ➤ Angle the sun visor down. ➤ Pull over and wait a few minutes for the sunstrike to ease. <p>NZTA Waka Kotahi - Advice for sunstrike</p>
	<p>Bad weather e.g. heavy rain, wind, fog, cold</p>	<ul style="list-style-type: none"> ➤ Avoid driving in bad weather if possible. ➤ Turn on your headlights. ➤ Reduce your speed and increase your following distance. <p>NZTA Waka Kotahi - Advice for bad weather</p>
	<p>Slippery conditions e.g. ice, snow, summer ice (rain on a dry road)</p>	<ul style="list-style-type: none"> ➤ Take extra care in early mornings when icy conditions will be worst. ➤ Be aware of shaded areas where ice may not be defrosted. ➤ Take extra care when driving around bends. ➤ Turn around and/or stop at the nearest town (if possible) if snow or conditions are getting worse.
	<p>Night driving</p>	<ul style="list-style-type: none"> ➤ Avoid driving in the dark if possible. ➤ Turn your headlights on full: <ul style="list-style-type: none"> ○ 30 minutes after sunset to 30 minutes before sunrise; and ○ Any other time you can't clearly see 100m away. ➤ Use high-beam and dipped headlights appropriately. You must dip your headlights when following another vehicle or when you see oncoming traffic. ➤ Be particularly alert for hazards such as stock, cyclists and pedestrians which are harder to see at night. <p>NZTA Waka Kotahi – Advice for night driving</p>

b) Road conditions

Poor or changing road conditions can be a potential risk to safe driving. As a driver, you need to be aware of hazardous conditions and adjust your driving accordingly.

The following steps should be taken to reduce driving risks associated with road conditions.

Cause		Controls
	<p>Roadworks (controlled or uncontrolled)</p>	<ul style="list-style-type: none"> ➤ Always slow down and be ready to stop. Read the signs and obey any directions (e.g. stop or follow detours when required). ➤ Always follow the temporary posted speed limit through roadworks. <p>Note! reduced speed limits are sometimes loaded in EROAD and you will generate</p>

		speed alerts if you exceed these. NZTA Waka Kotahi - Advice for driving through roadworks
	Poor or changing road surfaces	<ul style="list-style-type: none"> ➤ Reduce your speed. ➤ Always follow temporary posted speed limit signs. ➤ Increase your following distance from the vehicle in front of you. NZTA Waka Kotahi - Advice for driving different road surfaces

c) Fatigue and Impairment

Drivers should avoid potential factors that could cause fatigue and impairment while driving. Fatigue and impairment are significant hazards to drivers as they can cause:

- reduced attentiveness and alertness to dangers;
- slower reaction time and impaired decision-making ability;
- poor lane tracking and maintenance of speed; and
- decreased tolerance for other road users.





Alcohol and drugs (including prescribed medications) are significant risks to driver impairment.

'Drugs' include:

- some medications prescribed by your doctor or bought from the chemist;
- 'legal highs' and
- illegal drugs.

Note: driving while affected by alcohol and recreational or illegal drugs, regardless of the amount in your system, is a significant breach of the NZRC Code of Conduct and may result in disciplinary action.

The following steps should be taken to reduce driving risks associated with fatigue or impairment.






Cause		Controls
	Fatigue Signs include: <ul style="list-style-type: none"> • Yawning and rubbing eyes • Difficulty keeping eyes open or focusing eyes on road • Drifting across your lane 	<ul style="list-style-type: none"> ➤ Get a good night's sleep before you drive (ideally 8 hours). ➤ Plan to start your journey after sunrise, if possible. ➤ Plan regular breaks. ➤ Stop in a safe place when you feel tired and rest for 10-15 minutes. ➤ Stop at accommodation for the night or an extended period if you continue to feel fatigued. It is too unsafe to continue driving if heavily fatigued. <p>Note! coffee, the radio or cold air will not help fatigue.</p> NZTA Waka Kotahi - Advice for managing fatigue
  	Alcohol, medications and drugs Signs include: <ul style="list-style-type: none"> • Slower reactions • Harder to see clearly • Decreased coordination • Harder to make good decisions • False sense of confidence • Getting sleepy and drowsy 	<ul style="list-style-type: none"> ➤ If you're taking any medications, always ask your doctor or chemist about whether they could affect your ability to drive. ➤ If your driving could be impaired by alcohol, medications or drugs, let your people leader know so alternative arrangements can be made. ➤ Do not drink alcohol before driving. This includes being aware that alcohol can stay in your system for hours after you finish drinking (e.g. the morning after a big night). ➤ Do not take any recreational or illegal drugs before driving for NZRC. Interactive NZ road code - Alcohol and Drugs module

d) Distractions and mobile devices

Driving requires your complete attention. Essentially, anything that diverts a driver's attention for more than two seconds can significantly increase the likelihood of a crash or near-miss event.

It is illegal to send or receive text messages or calls on a hand-held mobile phone while driving and you may receive a fine and demerit points if stopped by the Police. The only legal exception is making a 111 or *555 call where it is unsafe or impractical to pull over and make the call.


There are many causes of distraction while driving, as set out in the below table. The following steps should be taken to reduce driving risks associated with distractions.

Cause		Controls
	Mobile devices I.e. phone, tablet	<ul style="list-style-type: none"> ➤ Switch your phone or tablet off while driving OR use the “Do not disturb while driving” feature. ➤ Don’t schedule phone meetings for times you know you will be driving. ➤ Use hands-free/Bluetooth for calls if necessary. It is still safest to pull over and have the phone call while safely parked.
	GPS/maps app, car information screen, radio, music apps	<ul style="list-style-type: none"> ➤ Set your station or playlist before you start driving. ➤ Set your route before you start driving. ➤ Pull over if you need to readjust any settings on screens or the radio.
	Eating, drinking, smoking/vaping	<ul style="list-style-type: none"> ➤ Take regular short breaks outside of the vehicle rather than doing these activities while driving. ➤ Smoking or vaping is not allowed in any NZRC fleet, leased or shared vehicle.
	Scenery, cyclists, pedestrians, animals	<ul style="list-style-type: none"> ➤ Stop and park in a safe area to view the scenery and/or take pictures. Never take photos while driving. ➤ Maintain awareness of other road users.
	Passengers	<ul style="list-style-type: none"> ➤ Ask passengers to be quiet if you are having difficulty concentrating.

Source: <https://www.nzta.govt.nz/safety/what-waka-kotahi-is-doing/education-initiatives/driver-distraction/>

e) Pain and discomfort

Setting up your driving position correctly is essential to avoid pain, discomfort and fatigue. When you get in a new vehicle, check and adjust the following features (where possible and if needed) so they are comfortable for you. This is particularly important if the vehicle is shared with others (i.e. pool fleet vehicle).

Cause		Controls
	Poor vehicle set-up	<ul style="list-style-type: none"> ➤ Ensure you have set up all relevant parts of the vehicle: <ul style="list-style-type: none"> ▪ mirrors – internal rear-view mirror and side wing mirrors; ▪ head rest; ▪ seat belt height; ▪ seat height, angle and the distance from the steering wheel (when hands are on the wheel with a slight bend in elbows and feet reach the pedals with a slight bend in knees); and ▪ steering column height so you can easily see the dashboard

- | | | |
|--|--|---|
| | | ➤ Notice the warning signs! If you experience muscle pain, fatigue or discomfort while driving, check your vehicle set up again. |
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Ongoing pain and discomfort should be reported in the NZRC health and safety management system ([GOSH](#)).

f) Driver ability and confidence

Driving in unfamiliar areas or conditions can sometimes be difficult for some drivers, particularly those who:

- hold an international licence but are new to driving in New Zealand;
- have recently obtained their full New Zealand driver's licence;
- have recently been in a vehicle accident; or
- are not confident in their driving ability.


It is important to be aware of driving situations where you may feel less confident. Following are some steps you could take to boost your confidence and reduce driving risks:


- practice driving outside of work time;
- drive with an experienced and confident driver as your passenger; and/or
- enroll in a local driving course to support your driving skills.

If you are finding driving situations stressful, talk to your people leader about what else they can do to support you.

NZTA Waka Kotahi has a driving self-rating assessment that you can take to get a score on your driving ability. The assessment is relevant to any person who drives regularly and provides results, including areas needing improvement. <https://www.nzta.govt.nz/safety/what-waka-kotahi-is-doing/education-initiatives/senior-drivers/hows-your-driving/self-rating-assessment/>

g) Higher-risk driver activities

Cause		Controls
	Towing	<p>Towing can increase driving risks as it can significantly change the way the vehicle handles on the road.</p> <ul style="list-style-type: none"> ➤ refer to the vehicle manufacturer's recommendations before towing a trailer, particularly the recommended weight limit; ➤ refer to the loading limits for the tow bar you are using; ➤ be aware that overloading and uneven loading of trailers can seriously affect a vehicle's handling; ➤ ensure you can see behind the towed trailer or vehicle. Alternatively, fit a special mirror. ➤ ensure there is no more than 4 metres between your vehicle and the trailer or vehicle it is towing; ➤ keep to the maximum speed for towing a trailer on the open road (90km/h); ➤ ensure the back of the trailer/towed vehicle shows a red light at night; ➤ check often to see if other vehicles are held up behind you and pull over to let traffic pass if safe to do so; ➤ increase your following distance and leave space between your vehicle and the vehicle in front, so that others can pass you; ➤ remember that the added weight behind you means you will need more space to stop; and ➤ ensure the towing connection and safety chains/cables are secured, safe and strong. <p>Source: https://www.nzta.govt.nz/roadcode/general-road-code/road-code/about-driving/key-driving-skills/towing/</p>

	<p>Overtaking</p>	<p>Overtaking can be a very high-risk driving maneuver, particularly outside designated passing lanes.</p> <ul style="list-style-type: none"> ➤ Before passing, always ask yourself, ‘Is it really necessary to pass?’ Don’t pass just because you are feeling impatient with the vehicle in front – that’s often when crashes happen. ➤ make sure you will be able to see at least 100 metres of clear road for the whole time you are passing – if not, don’t pass ➤ look well ahead to make sure there are no vehicles coming towards you ➤ look behind to make sure there are no vehicles passing you ➤ signal right for at least three seconds and check your blind spot before moving out to pass. ➤ use your indicators when pulling out and back in; and ➤ never overtake on yellow no passing lines or blind corners. <p>Remember - you are breaking the law if you exceed the speed limit to overtake. This will result in fines and potentially demerit points if you are ticketed by police. Overtaking is not considered an excuse for excess speeding and subsequent speeding fines or EROAD speed alerts.</p>
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h) Aggressive behaviour from other drivers





IF	THEN
<p>You are being tail-gated (followed extremely closely).</p>	<p>Find the next safe area to pull over and let the other vehicle pass.</p>
<p>You witness dangerous driving such as risky overtaking or repeatedly crossing the centre line.</p>	<p>Try to note the vehicle’s registration or other identifying details if you can. Pull over and call the Police on *555 to report the behaviour. You may prevent a future accident.</p>
IF	THEN
<p>You are subject to aggressive behaviour from another road user (i.e. verbally abused, dangerously followed, item/s thrown at your vehicle).</p>	<p>Try to note the vehicle’s registration or other identifying details if you can. Find a public place to pull over, if possible, e.g. a supermarket carpark with other people around. Public places such as gas stations often have security cameras.</p> <p>Stay in your car with the doors locked if the other vehicle parks near you.</p> <p>Call the Police on 111 if you feel in immediate danger.</p> <p>Call the Police on 105 if the other vehicle is no longer in sight.</p> <p>After the incident:</p> <ul style="list-style-type: none"> • Log a report in GOSH, our HSW management system. • Talk to your people leader if you need any additional support, e.g. if you’d prefer not to drive immediately after the incident. It’s OK to ask for help.

Appendix B – Planning your journey

Managing health, safety and wellbeing risks starts from **before** you turn on the vehicle. The information below includes a range of information you should consider before you start driving.






a) Travel options and logistics











Consider the following questions when first planning your journey:

	Would other forms of transport be better than driving?	If this is a long-distance journey, consider whether other forms of transport would make the trip easier (i.e. flying).
	Have I booked the vehicle?	If you do not have ready access to a NZRC vehicle you must book a fleet vehicle. Talk to your people leader if you do not know how to do this.
	What is the likely route and driving time?	Check the route using an accurate system/app such as Google Maps. Check for road closures, detours or significant traffic conditions. You may need to delay or cancel your trip if these apply. Ensure you have accounted for regular short breaks (i.e. at least 15 minutes), particularly if the trip is more than 2 hours.
	Do I need to book an overnight stay?	You should stay overnight in accommodation if driving alone and outside of your region for over five (5) hours continuously, or if driving for more than three (3) hours on top of a normal working day (See Safe Driving Policy – 3.4 Fatigue Management).

b) Considerations on the day of travel

Once you've decided that driving is the best option, the following points should be considered immediately before you leave.

	Am I fit to drive?	If impaired, do not drive, i.e. if you are fatigued or impaired by alcohol, drugs or medicine.
	Is the vehicle road worthy and in good condition?	Check: <ul style="list-style-type: none"> • the current WOF and registration are displayed; • all tyres are full of air; • the lights and brakes are working; • the seat belts are intact for all seats; • the windows and mirrors are intact/clean; and • there are no dents or significant damage. See the “Vehicle condition” section in these guidelines for further information on what to do if the vehicle condition needs attention.
	Do you have your driver's licence with you?	It is a legal requirement for you to have your driver's licence on you while driving. You may be fined by the police if you cannot provide it.
	Is the vehicle tidy and free of rubbish?	Check and remove any rubbish in the vehicle, particularly anything in the footwell.
	Have you wiped down high touch areas?	Wipe down all high touch areas with disinfectant wipes (i.e. steering wheels, consoles and door handles) to reduce the risk of infectious disease (e.g. COVID-19). Cleaning supplies (i.e. wipes) should be available in all fleet

		vehicles.
	Is there enough gas to get you to your destination?	If the gas level is below half, consider where you will fill up to ensure you have enough for the rest of your journey.
	Is your driving position set up comfortably?	Adjust your seat (height/distance/incline) and internal/external mirrors before your journey. More information about ergonomics is provided in Appendix A – Driving risks and controls.
	Have you turned off your mobile device (if hands-free not available)?	If your vehicle is not fitted with a hands-free capability, you should turn your device off while driving. More information about mobile device use is provided in Appendix A – Driving risks and controls.
	Do you have the essential items for your trip?	Ensure you have everything you need for when you are driving, such as a bottle of water, sunglasses and/or prescription driving glasses (if applicable).
	Do you know what side the lights/wipers/indicator are on?	This may be different from your personal car so it's important to check when driving other vehicles.
	Have you set-up your hands-free sat-nav or maps app?	Using a hands-free sat-nav system or maps app on a smartphone can be helpful in getting you to your destination. However, you must set this up before you start driving so you don't need to touch the device while moving.
	Are you and your passengers wearing seatbelts?	You are legally required to wear a seatbelt while driving. As the driver, you are also responsible for ensuring your passengers wear appropriate seatbelts, including using children's car seats where needed.
	Have you logged into EROAD? (fleet vehicles only) <i>See Safe Driving Policy for more information on EROAD system)</i>	EROAD is available in most NZRC fleet vehicles. You must log into EROAD <u>every time you drive</u> . Each driver has an individual log-in. If you don't have an EROAD log-in, you should not be driving an NZRC vehicle. Contact the <u>Property team</u> if you need access.
	Is there appropriate safety equipment in the vehicle?	This includes a first aid kit and a fire extinguisher in fleet vehicles. Contact your local NZRC contact person to have these updated or replaced. If using your personal vehicle, you are encouraged to have an up to date first aid kit.
	Is your load secure?	Heavy items must be placed in the boot or if that's not possible, they must be secured in the vehicle to prevent the items from moving if the vehicle stops suddenly. If you are towing a trailer, the load must be secured and adhere to safety and load requirements. More information about towing is provided in Appendix A – Driving risks and controls.