

Safe Driving Policy

August 2022

Version	1.0
Review Due	August 2025
Review Cycle	This policy is to be reviewed every three years
Policy Owner	General Manager, People Experience and Support
Authorised by	Secretary General

1. Introduction

1.1. Policy Statement	<p>The purpose of this policy is to ensure legal obligations and expectations are met and that New Zealand Red Cross people who drive vehicles for work purposes demonstrate:</p> <ul style="list-style-type: none"> • safe driving behaviour; • compliance with New Zealand road rules; and • competent, safe and efficient driving skills. <p>We are committed to ensuring safe driving practices are implemented and adhered to by all New Zealand Red Cross people.</p>
1.2. Coverage	<p>This Policy applies to all New Zealand Red Cross people including employees, contractors, members and volunteers who:</p> <ul style="list-style-type: none"> • drive a New Zealand red cross fleet vehicle, including for approved non-work-related use; • drive their own personal vehicle for purposes of fulfilling their Red Cross role; or • drive a leased or car-share vehicle for purposes of fulfilling their Red Cross role. <p>This policy does not apply to drivers using their own personal vehicle to get from home to work and vice versa.</p>
1.3. Principles	<p>The following principles apply:</p> <ol style="list-style-type: none"> 1. The health, safety and wellbeing of New Zealand Red Cross people and others we encounter through our work is of the utmost importance. 2. We endeavour to ensure all health, safety and wellbeing risks are managed as far as reasonably practicable so potential harm is eliminated or significantly reduced. 3. New Zealand Red Cross will ensure, as far as reasonably practicable, that vehicles used for New Zealand Red Cross purposes are safe and fit for purpose. 4. New Zealand Red Cross people are not required to drive under conditions that are unsafe or likely to create an unsafe environment, physical distress or fatigue.

<p>1.4. Policy Overview</p>	<p>New Zealand Red Cross people may be required to drive a vehicle to fulfil their core role and duties.</p> <p>Under the Health and Safety at Work Act 2015, vehicles used for work purposes are considered workplaces. This includes use of personal vehicles.</p> <p>New Zealand Red Cross is legally required to ensure:</p> <ul style="list-style-type: none"> • the risks associated with the activity are identified and managed; and • others are not put at risk as far as reasonably practicable. • All New Zealand Red Cross drivers have a legal duty to act in a way that does not put themselves or others at risk of harm.
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2. Risk Profile

<p>2.1 Driving for New Zealand Red Cross</p>	<p>Driving is one of New Zealand Red Cross' critical health and safety risks due to the amount and frequency of driving required to carry out our work in New Zealand communities.</p> <p>New Zealand Red Cross drivers may be exposed to a range of risks including, but not limited to:</p> <ul style="list-style-type: none"> • poor driving skills or behaviour, including excessive speed; • vehicles not meeting safety standards or not being fit for purpose; • unknown/changing road and weather conditions; and • distraction and fatigue.
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3. Competency, behaviour and safety

<p>3.1 Drivers licence'</p>	<p>All New Zealand Red Cross drivers must:</p> <ul style="list-style-type: none"> • be over the age of 18; • drive in accordance with any conditions of their licence; and • notify their people leader of any change in status to their drivers licence as soon as possible. <p>Drivers who use New Zealand Red Cross fleet vehicles must maintain a valid and legal full New Zealand drivers' licence, or the legal equivalent for the correct class of vehicle and provide evidence of this to their people leader.</p> <p>If a driver is legally entitled to drive on an overseas licence, they must obtain a valid New Zealand licence within twelve months and provide evidence of this to their people leader. Translation from an approved translator must be provided for any licence not written in English.</p>
<p>3.2 Driver awareness and training</p>	<p>New Zealand Red Cross drivers who use fleet vehicles are required to undergo specific and/or specialist training, depending on their role and as defined by their people leader.</p> <p>Driver training provided to New Zealand Red Cross drivers must be undertaken by qualified driving instructors.</p> <p>New Zealand Red Cross drivers who use fleet vehicles must 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.</p>
<p>3.3 Driver Conduct</p>	<p>All drivers must comply with New Zealand road safety rules and the New Zealand Red Cross Code of Conduct.</p> <p>Breaches of driver conduct include, but are not limited to:</p> <ul style="list-style-type: none"> • traffic offences resulting in infringements or complaints; • driving while impaired e.g. under the influence of alcohol or drugs;

	<ul style="list-style-type: none"> • driving while distracted e.g. texting; and • excess speeding, unsafe or aggressive behaviour. <p>Breaches of road safety rules, or the Code of Conduct may result in disciplinary action up to and including termination of employment.</p>
3.4 Fatigue management	<p>Other forms of transport (i.e. flying) and overnight accommodation should be considered for long distance journeys.</p> <p>Drivers and their people leaders must manage driving schedules and include enough breaks to avoid driver fatigue.</p> <p>Where there is a continuous driving time of more than five hours, arrangements must be made to allow the driver enough time to rest (i.e. overnight rest or change of drivers).</p> <p>Overnight accommodation should be provided where:</p> <ul style="list-style-type: none"> • a driver is travelling alone outside of their home region and there is a continuous driving time of five hours or more; or • there is a driving time of more than three hours in addition to a normal working day.
3.5 Fitness to drive	<p>If a driver has a medical condition and/or is prescribed medication that could affect their ability to drive safely then they must notify their people leader and adhere to driving conditions as advised by their medical practitioner.</p> <p>New Zealand Red Cross reserves the right to request an external medical opinion on a driver's fitness to drive and/or may request the driver to undergo an on-road safety test.</p> <p>All medical information in relation to the above will be treated in confidence as per the Privacy Act 2020.</p>
3.6 Mobile phones	<p>Hand-held mobile phones must not be used for any function when driving.</p> <p>The use of blue tooth and hands-free devices are to be kept to a minimum. Drivers are encouraged to turn their phones off while driving.</p>
3.7 Use of seat belts and child restraints	<p>The use of seat belts and child restraints is a legal requirement for New Zealand Red Cross drivers and passengers.</p> <p>The number of passengers in vehicle must not exceed the number of seat belts.</p> <p>Child restraints must be used for children under the age of 7. Children under the age of 14 must travel in the back seat of the vehicle.</p>

4. Use of Fleet Vehicles

4.1 Passengers	<p>Only permitted passengers can travel in a New Zealand Red Cross vehicle when it is being used for New Zealand Red Cross activities.</p> <p>Permitted passengers include other New Zealand Red Cross people, clients; family members of a client (i.e. a child); domestic animals during an emergency event; and authorised client support people. Passengers are also permitted where drivers have approved personal use of a New Zealand Red Cross vehicle, i.e. where it is allowed for in an employment agreement.</p> <p>Under no circumstances are New Zealand Red Cross drivers permitted to pick up hitch hikers.</p>
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4.2 Requirements for using a New Zealand Red Cross fleet vehicle	<p>To drive a fleet vehicle, drivers must:</p> <ul style="list-style-type: none"> • provide evidence of their full drivers' licence, or legal equivalent; • complete specified driver training; • provide evidence of their current comprehensive first aid certificate, or an equivalent or higher medical qualification; • sign a copy of the safe driver agreement and TORO form; • obtain a login for the fleet vehicle monitoring system (EROAD); and • log into EROAD when driving a fleet vehicle.
4.3 TORO (Transport Organisation Register Online)	<p>New Zealand Red Cross subscribes to TORO which is managed by the New Zealand Transport Agency. This online data base allows the organisation to track New Zealand Red Cross drivers' licence status and activity.</p> <p>To enable New Zealand Red Cross to access this information, drivers must provide written consent by signing the TORO form.</p>
4.4 Smoking / vaping	<p>Smoking or vaping are not permitted in any New Zealand Red Cross vehicle.</p>

5. Use of personal or leased vehicles

5.1 Personal vehicles	<p>Drivers of personal vehicles must follow the requirements in this policy. In addition, before using their own vehicle, drivers must:</p> <ul style="list-style-type: none"> • obtain their people leader's approval; • ensure that their vehicle is fit for purpose, legally registered, warranted and insured. <p>Motorcycles or scooters are not be used for New Zealand Red Cross activities.</p>
5.2 Lease or car-share vehicles	<p>Use of a leased or car-share vehicle for work activities must be approved by the driver's people leader.</p> <p>Vehicles must be:</p> <ul style="list-style-type: none"> • sourced through a New Zealand Red Cross approved vehicle provider; • fit for purpose, in good running order, legally registered and warranted; and • have the minimum safety features required to carry out the activity (i.e. airbags, reverse camera). • Arranging leased or car-share vehicles must be done in accordance with the New Zealand Red Cross Travel Policy.

6. EROAD

6.1 EROAD System	<p>EROAD is a driver safety and fleet monitoring programme that is installed in most New Zealand Red Cross fleet vehicles.</p> <p>The system monitors the following:</p> <ul style="list-style-type: none"> • driver practices and behaviour; • excess speed; • road user charges; and • vehicle registration and warrant of fitness expiry dates. <p>Drivers of New Zealand Red Cross fleet vehicles are required to be registered for EROAD and must log into the system when driving a vehicle that has EROAD installed.</p>
6.2 EROAD breaches	<p>Serious safety breaches recorded via the EROAD system, including excess speed, will be investigated and may result in disciplinary action.</p>

7. Reporting

7.1 Vehicle accidents and incidents	All work-related vehicle accidents and incidents (including near misses) must be reported to the driver's people leader and entered in the online health and safety system (GOSH).
7.2 Insurance Claims	All insurance claims are to be reported to and managed by the New Zealand Red Cross Property team.
7.3 Fines and infringements	Drivers must report any vehicle fines and infringements (e.g. speeding tickets, parking tickets) to their people leader if they occur when driving for New Zealand Red Cross activities. Any fines or infringements incurred by a driver must be paid at the driver's expense.

8. Additional Information

8.1 Privacy	All personal information collected, used and stored under this policy will be done so in accordance with the organisation's Privacy policy and the Privacy Act 2020.
8.2 Related documents	<ul style="list-style-type: none">• Motor Vehicle policy• Safe Driving Guidelines for New Zealand Red Cross Drivers• EROAD – Information for Managers• New Zealand Red Cross Code of Conduct• Performance and disciplinary policy• Privacy policy• Travel policy