

Health, Safety and Wellbeing Standard: Driving for New Zealand Red Cross

1. Context:

New Zealand Red Cross people (our employees, members, and contractors) are often required to drive a vehicle to fulfil their core New Zealand Red Cross role and duties.

Vehicles used for New Zealand Red Cross activities are considered 'workplaces' under the Health and Safety at Work Act 2015. This means New Zealand Red Cross has a legal duty to make sure the activity is safe from harm and others are not put at risk as far as reasonably practicable, and New Zealand Red Cross drivers a duty to keep themselves and others safe while carrying out the activity.

2. Purpose:

This standard outlines the minimum behavioural and competency requirements to meet legal obligations and manage the associated risks to protect New Zealand Red Cross people and others from harm when driving for New Zealand Red Cross.

This includes making sure our people are aware of the risks and demonstrate safe efficient driving skills and good road safety habits at all times.

This standard is supported by Driving for New Zealand Red Cross: Requirements for Members adapted from this standard, and the Safe Driving Guidelines, which provides drivers with practical information to keep themselves and others safe when driving.

Individual business units e.g. Disaster Risk Management (DRM) may develop specific standard operating procedures supplementary to this standard which cover in detail requirements unique to their fleet and driving risk.

3. Scope:

This standard applies to all New Zealand Red Cross people who drive New Zealand Red Cross fleet vehicles, their own personal vehicle or leased vehicles to fulfil New Zealand Red Cross roles and duties.

This standard does not apply to

- Vehicles driven from home to the driver's base work location and vice versa, unless driving a New Zealand Red Cross fleet vehicle.
- Vehicle procurement and management which is covered in detail in the New Zealand Red Cross Motor Vehicle policy.

*Please note: motorcycles or scooters must not be used under any circumstances for New Zealand Red Cross purposes.

4. Legal and other requirements

- Health and Safety at Work Act 2015
- Land Transport Act 1998
- New Zealand Road Code
- New Zealand Red Cross Code of Conduct
- New Zealand Red Cross Health, Safety and Wellbeing Statement of Commitment
- New Zealand Red Cross Health, Safety and Wellbeing Management System Framework
- New Zealand Red Cross Motor Vehicle Policy
- New Zealand Red Cross Members Handbook

5. Roles and Responsibilities:

New Zealand Red Cross Board	<ul style="list-style-type: none"> • Acquire knowledge and understand the risk of driving for New Zealand Red Cross and seek assurance this is appropriately managed.
Secretary General and ELT	<ul style="list-style-type: none"> • Acquire knowledge and understand the risk of driving for New Zealand Red Cross. • Authorise the provisions and commitments stipulated in this standard and guidelines and provide the necessary resources to ensure success. • Lead the implementation of this standard and guidelines in respective business units and departments. • Ensure this standard and accompanying guidelines are implemented and complied with in respective business units and departments.
Managers and people leaders	<ul style="list-style-type: none"> • Support the implementation of this standard and guidelines within their teams. • Ensure drivers receive the necessary information and training, including the requirements of this standard and guidelines. • Ensure incidents are reported and investigated. • Monitor and identify any non-compliance with this standard and escalate through appropriate channels.
New Zealand Red Cross drivers	<ul style="list-style-type: none"> • Understand and comply with the requirements of this standard and guidelines. • Participate in training as directed. • Report incidents and accidents. • Report any issues which could impact adherence to this standard and guidelines.

6. Risk profile:

Drivers may be exposed to a range of risks while driving for New Zealand Red Cross, including but not limited to:

1. Excessive speed.
2. Their own and other road users driving attitudes, competency & behaviours.
3. Vehicles not meeting safety standards or not being fit for purpose.
4. Unknown/changing road and weather conditions.
5. Distraction and fatigue.

While many New Zealand Red Cross people drive to carry out their roles and duties the groups most at risk include, retail sales and service managers and van / truck drivers, meals on wheels, community transport, community service workers and disaster welfare support teams (DWST).

New Zealand Red Cross will ensure, as far as reasonably practicable, vehicles used New Zealand Red Cross purposes are safe and fit for purpose, and will not require drivers to drive under conditions that are unsafe or likely to create an unsafe environment, physical distress or fatigue.

7. Competency and behaviours:

7.1 Drivers licence

All New Zealand Red Cross drivers must be over the age of 18 and maintain a valid full New Zealand drivers licence, or legal equivalent for the correct class of vehicle and

- Provide evidence to line managers.
- Notify line managers of any change in status to drivers licence as soon as possible.
- Notify line managers of any health conditions or medication which could affect their ability to drive as soon as possible.

Drivers who are legally entitled to drive on overseas licences must obtain a valid New Zealand licence within twelve months and provide evidence to their line manager.

All drivers must drive in accordance with the law, rules and guidelines set down by the New Zealand Transport Agency (NZTA) and outlined in the New Zealand Road Code, and any conditions of their licence (e.g. the use of glasses) when driving for New Zealand Red Cross.

All drivers must advise their line manager immediately of any demerit points or driving offences which affect their ability to drive.

7.2 Fitness to drive

Certain medications, (e.g. strong painkillers, anti-histamines, sleeping tablets anti-depressants) can impair a driver's ability to drive safely.

Driving while impaired is illegal and can result in accidents and fines. Drivers should always talk to their doctor or pharmacist about the effects of medication on their ability to drive safely and must advise line managers immediately, in which case alternatives to driving will be arranged.

Some medical conditions can also affect a driver's ability to drive safely. Line managers and People and Culture must be advised in confidence of medical conditions which affect the driver's fitness to drive for New Zealand Red Cross, and any conditions of driving advised by medical practitioners must be strictly adhered to.

New Zealand Red Cross reserves the right to request a medical opinion on fitness to drive, or an on-road safety test if there is cause for concern.

7.3 New Zealand Red Cross Code of Conduct

All drivers must adhere to the New Zealand Red Cross Code of Conduct. This considers drink-driving, serious traffic offences committed or failure to report an incident when driving on New Zealand Red Cross duties as serious breaches of conduct which can result in dismissal.

7.4 TORO

New Zealand Red Cross subscribes to TORO (Transport Organisation Register Online) the New Zealand Transport Agency's online data base which allows the organisation to track our drivers' licence status and activity including endorsements, conditions and demerit points.

It is strongly recommended all drivers provide written consent for New Zealand Red Cross to access this information. If consent is not provided the driver must arrange alternative methods to advise managers of any changes.

Line managers must retain a copy of the signed consent form as evidence.

7.5 ERoad

New Zealand Red Cross is progressively installing the ERoad driver safety and fleet monitoring programme in all fleet vehicles. This includes

- Monitoring and tracking driver practices and behaviour.
- Recording road user charges.
- Tracking registration and warrant of fitness expiry dates.
- Vehicle inspection checklists.

The use of ERoad is mandatory for all drivers who drive New Zealand Red Cross fleet vehicles where ERoad is fitted. All drivers are provided with an individual log on and training on how to use the system.

7.6 Safe driver agreement

All drivers must sign the New Zealand Red Cross Safe Driver Agreement. This is their commitment to drive safely and follow requirements outlined in this standard and the accompanying guidelines.

Where there are repeated concerns over driver behaviour and/or safety, or a complaint is received the driver will be stood down until the situation has been investigated. Depending on the circumstances a driving test with an independent driving instructor or further training may be requested before the driver can recommence driving for New Zealand Red Cross.

Line managers must retain as copy of the signed safe driver agreement form as evidence.

7.7 Use of personal vehicles

Legal duties apply equally where drivers use their personal vehicle for New Zealand Red Cross activities. Drivers who use personal vehicles must

- Provide details and obtain line manager approval before using their own vehicle.
- Ensure the vehicle is legally registered and warranted and provide evidence on request.
- Follow the requirements set out in this standard and the accompanying guidelines.

7.8 New Zealand Red Cross insurance policy

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 in the event of a motor vehicle accident when driving for New Zealand Red Cross.

Drivers who act in a way that invalidates New Zealand Red Cross insurance policy, e.g. driving beyond the conditions of licence or driving under the influence, will be personally liable for their actions in the event of an accident.

7.9 Driver awareness and training

New Zealand Red Cross will ensure drivers are made aware of and understand the requirements of this standard and accompanying guidelines.

Specific training such as defensive driver, forklift or other specialised driving skills will be provided at New Zealand Red Cross's cost where the need has been established. This training must only be undertaken by operators licenced to provide the training.

Specific theory and practical training on the driving & operating aspects of the DWST fleet is provided for DWST drivers. Drivers will not be authorised to drive these vehicles for DWST purposes until training is complete. Other drivers using DWST vehicles for general purposes must undergo familiarisation before driving DWST vehicles.

7.10 Care of vehicles

Before driving New Zealand Red Cross fleet vehicles drivers should always check the vehicle:

- Has a current warrant of fitness, registration and Road User Charges Licence (where applicable for heavy goods and diesel vehicles).
- Is in good running order (tyre pressure, brakes, lights etc).
- Is in clean, tidy and in a presentable condition.

Drivers can reasonably refuse to drive a fleet vehicle if these conditions are not met.

Drivers who use their own vehicle also have a responsibility to ensure their vehicle is roadworthy and maintained in good condition and must not drive for New Zealand Red Cross purposes if the vehicle is not.

7.11 Passengers

Authorised passengers (other New Zealand Red Cross people, clients and customers) only are permitted in vehicles when used for New Zealand Red Cross activities.

Drivers must not pick up hitch hikers in fleet vehicles at any time or when driving personal vehicles for New Zealand Red Cross activities.

Animals must not be transported, except when required to fulfil New Zealand Red Cross duties.

7.12 Use of seat belts and child restraints

The use of seat belts, where fitted, is mandatory for all drivers and passengers in all vehicles used for New Zealand Red Cross activities. The number of passengers must not exceed the number of seat belts.

Approved age appropriate child restraints must be used when children under the age of 7 years are being transported. Children under the age of 7 years must not be transported without one, or

on another passenger's lap under any circumstances. After the age of 7 years all children are required to use seat belts and travel in the back seat.

7.13 Smoking

Smoking is not permitted in New Zealand Red Cross fleet vehicles.

7.14 Mobile phones

The use of mobile phones while driving is not permitted unless the vehicle is fitted with Bluetooth or hands-free kit. Even then this is not recommended as it provides a distraction and drivers should pull over when safe to do so to return the call.

The only exception is making a 111 or *555 call where it is unsafe or impractical to pull over to make the call.

Scheduled work meetings must not be conducted by phone while driving.

Texting while driving is not permitted under any circumstances.

7.15 Secure loads

All loads carried in vehicles must be placed in the boot, or if that's not possible, must be adequately secured in the vehicle to prevent items moving if the vehicle stops suddenly.

All loads towed must remain within the trailer's safe working load and be properly secured.

7.16 Driving heavy vehicles

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. This includes

- Taking a 30-minute break after 5 ½ hours work time, no matter what work takes place during that period.
- Working no more than a maximum of 13 hours in a cumulative work day after which a continuous 10-hour break is required.
- Keeping a manual log book in vehicles where ERoad is not currently fitted.

7.17 Fatigue and journey management

Fatigue is a major cause of road traffic accidents and work schedules must be monitored and managed to avoid fatigue and unsafe driving practices. This includes

- Planning longer journeys to allow sufficient break times.
- Considering alternate forms of transport such as flying / public transport or overnight stays if extended driving is required at the start/end of the working day.
- Sharing the driving where possible.
- Using alternate forms of communication such as videoconferencing.
- Avoiding driving between midnight and 6am.
- Planning later meeting start times to accommodate our people travelling longer distances to attend.

It is strongly recommended drivers do not drive for more than 5 hours in a working day, or a total of 3.5 hours on top of a 7.5 hour working day.

7.18 Accidents and incidents

All accidents, no matter how minor must be reported to the driver's line manager immediately and entered into the GOSH online incident reporting system.

Members who do not have access to GOSH must notify their line manager as soon as possible and complete a paper based vehicle accident report to be taken to their nearest Service Centre for loading into GOSH.

This includes 'near miss incidents' where no damage or injury occurred but reasonably could have. Managers must investigate accidents and incidents and put any corrective action in place in a timely manner.

All New Zealand Red Cross fleet vehicles are equipped with first aid kits, fire extinguishers, safety triangles, blankets and torches.

Drivers of New Zealand Red Cross branded fleet vehicles must hold a current comprehensive first aid certificate and be prepared to stop and assist in the event of an accident.

It is strongly recommended that drivers of all other vehicles used for New Zealand Red Cross purposes also complete a comprehensive first aid training course. This is provided at no cost to all New Zealand Red Cross drivers and members can access this through local service centres.

7.19 Fines and infringements

Drivers are responsible for the payment of any fines or infringements incurred when driving for New Zealand Red Cross activities. This includes infringements for expired registration and warrants of fitness which must always be checked before driving.

8. Related Documentation

- HSW 01. New Zealand Red Cross Health, Safety and Wellbeing Management System
- HSW DRG 02. New Zealand Red Cross Requirements for Members
- HSW DRG 03. Safe Driver Agreement Form
- HSW DRG 04. Safe Driving Guidelines
- New Zealand Red Cross Motor Vehicle Policy
- New Zealand Red Cross Code of Conduct