

<p>PURPOSE</p>	<p>To create a culture of road safety awareness and to eliminate or minimise risks when in control of motor vehicles engaged in Council work.</p>
<p>OBJECTIVES</p>	<ul style="list-style-type: none"> • To maximise the safety of drivers, occupants and other road users and reduce the number of vehicle incidents involving vehicles operated by Shire team members engaged in Council work. • To require staff who drive vehicles in the course of their work to demonstrate safe, efficient driving skills and other good road safety behaviours at all times, • To contribute to an improvement in road safety in the local community.
<p>SCOPE</p>	<p>The Policy applies to all MPSC employees, volunteers, trainees and apprentices who are authorised to drive cars, buses, goods carrying vehicles and mobile plant and equipment or any other motorised vehicle of any description used in connection with work at MPSC.</p> <p>The Policy requirements are in addition to the duties under road traffic law (e.g. <i>Road Safety Act 1986</i>).</p> <p>This policy also applies to an employee driving their own vehicle for the purposes of work. Additional information is also contained in Appendix 1.</p>
<p>DEFINITIONS</p>	<p>Driver – any MPSC employees, Councillors, volunteers, trainees and apprentices who are authorised to drive cars, buses, goods carrying vehicles and mobile plant and equipment or any other motorised vehicle of any description used in connection with work at MPSC.</p> <p>Safe Driving – The adoption of low-risk driving practices and behaviours that reduce the possibility of the driver being involved in a driving crash.</p> <p>Collision – Any damage to a vehicle which cannot be considered as reasonable wear and tear on the vehicle from normal operation.</p> <p>Risk – The chance of something happening that will have an impact on the achievement of Council's objectives.</p> <p>Risk Assessment – The overall process of risk identification, risk analysis and risk evaluation.</p> <p>Risk Control Measures – A process, policy, device or practice or other action that acts to minimise negative risk or enhance positive opportunities.</p> <p>Bus – A bus is as defined by the Bus Safety Act 2009 and generally is a motor vehicle built with seating positions for 10 or more adults.</p>

<p>POLICY STATEMENT</p>	<p>When driving a Council vehicle, staff will actively plan, assess, manage and control all aspects of the driving activity. MPSC will:</p> <ul style="list-style-type: none"> • Undertake risk assessment for driving activity and work involving driving. • Report, investigate and record accidents, incidents and trend analysis. • Require all vehicle drivers to be trained and competent for the work being undertaken. • Require all vehicles used for Council business to be appropriately maintained and inspected. • Provide guidance on breakdown, accident and personal safety issues. • Consider incentive programmes to promote safe driving. • Provide concise, understandable information for drivers in a robust, portable and usable form. <p>When driving a Council bus, a driver of a bus must not have alcohol or drugs present in his or her blood or breath immediately before, or while, driving a bus.</p>
<p>PROCEDURE</p>	<p>MPSC recognises that vehicles are defined as a workplace and as such has a responsibility for the safety of employees.</p> <p>Process</p> <p>All drivers engaged in MPSC business must follow this policy and implement all required actions to minimise risks when driving. Drivers are responsible for their own safety and the safety of others around them.</p> <p>Licenses and Road Rules</p> <p>All drivers in control of a MPSC vehicle, or other vehicle engaged in MPSC business, must comply with the provisions of the Victorian Road Safety (Road Rules) Regulations 1999.</p> <p>All persons who are required to drive Council vehicles must hold a current Victorian driver's licence endorsed for the particular type of vehicle being used.</p> <p>All persons who are required to drive Council vehicles, who have had their driver's licence suspended or cancelled, or who are disqualified from driving for any reason, must inform their team leader or manager as soon as possible.</p> <p>Any MPSC staff member who holds a licence issued by another state or territory and resides in Victoria for a period longer than 3 months, must apply to VicRoads for the issuance of a Victorian drivers licence.</p> <p>All vehicles used for MPSC business must be maintained and serviced in line with the specifications of the manufacturer.</p>

<p>PROCEDURE (Cont'd)</p>	<p>Use of Communication Equipment</p> <p>Drivers engaged in MPSC business may only use a hand-held communications or GPS device whilst driving if the device is secured in a commercially designed holder fixed to the vehicle and can be operated by the driver without touching any part of the device.</p> <p>Use of a hand held device includes</p> <ul style="list-style-type: none">• Making or receiving phone calls, unless the device is 'blue tooth' or voice activated• Using the audio/music functions of the device• Using the device as a GPS while driving, Holding the device (whether or not engaged in a phone call) - including resting the device on the driver's lap. <p>All other functions (including video calls, SMS texts and email) are prohibited regardless of whether the device is in a cradle or not.</p> <p>Where appropriate, hands free systems will be supplied and fitted to Council vehicles.</p> <p>Fitness to Drive</p> <p>MPSC staff must not drive a vehicle in the course of their duties while their driving ability is impaired in any way e.g. by illness, injury, fatigue, alcohol or drugs (including prescription medication).</p> <p>A driver of a bus must not have alcohol or drugs present in his or her blood or breath immediately before, or while, driving a bus.</p> <p>Complaints, Disciplinary Action and Convictions</p> <ul style="list-style-type: none">• Where a complaint is made by a member of the public relating to the use of a vehicle on Council business (whether in respect of the vehicle itself, or how it is being driven), the Council's Complaints Handling Policy must be followed.• Any breach of this policy may result in disciplinary action in accordance with the Council's Discipline Procedures Policy. <p>Any fines or convictions that result from a person's use of a motor vehicle are the sole responsibility of the driver.</p>
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RESPONSIBILITY	<p>Responsibilities of the Employer</p> <p>MPSC will only use vehicles that comply with all Victorian Road Rules. No Employee will be required to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue etc. MPSC will:</p> <ul style="list-style-type: none"> • Give priority to safety features when selecting new vehicles. • Require all vehicles to be well maintained and that the equipment installed or provided to drivers promotes driver, operator and passenger safety. • Collect and collate statistics on incidents, collisions and causation. • Monitor and manage work schedules to ensure they do not cause fatigue. • Take into account individual drivers' needs. • Identify driver training needs and arrange appropriate training or retraining. <p>Responsibilities of the CEO and Directors</p> <p>The CEO and Directors have a responsibility to provide a safe workplace by:</p> <ul style="list-style-type: none"> • Facilitating the implementation and operation of the Safe Driving Policy. • Promoting awareness in regards to the requirements of this Policy within their respective directorates. <p>Responsibilities of Managers and Team Leaders</p> <p>Managers and Team Leaders are responsible for:</p> <ul style="list-style-type: none"> • Making all employees under their control are aware of, and compliant with, the Safe Driving Policy. • Carrying out systematic risk assessment of related hazards in the workplace. • Facilitating the participation of relevant team members in driver awareness programs when required and maintain appropriate records. • Investigating and reporting on all vehicle collisions to the Risk & Insurance Coordinator within specified timeframes. • Making sure that all team members under their supervision hold a current licence suitable for the vehicle they may be required to drive as part of their MPSC duties. • Appropriately planning and programming work schedules and associated travel times.
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	<ul style="list-style-type: none"> • Requiring that vehicles and vehicle assets are used in a safe manner and that all vehicles used for Council purposes are appropriately maintained. • Ensuring that team members understand and adopt safe driving practices.
<p>RESPONSIBILITY (Cont'd)</p>	<p>Responsibilities of Staff</p> <p>All drivers of Council vehicles will:</p> <ul style="list-style-type: none"> • Hold a current and valid driver licence for the class of vehicle they are driving and the licence is carried with them at all times when driving a Council vehicle. • Comply with the Safe Driving Policy. • Comply with any safe work procedures or instructions issued by their manager or team leader related to safe driving. • Comply with traffic legislation when driving. • Attend any driver training as directed • Drive within legal speed limits with due regard to the existing road and traffic conditions. • Wear a safety belt at all times and ensure that unattended vehicles are locked and the brakes applied. • Not use hand held mobile phones or devices whilst driving. • Not smoke whilst driving a Council vehicle or whilst carrying passengers in work time. • Pay any fines associated with their driving actions. • Ensure any loads are loaded and unloaded safely and secured in transit and not exceed the maximum loads permitted for any vehicle or trailer. • Never drive under the influence of alcohol or drugs. This includes prescription and over the counter medication, for example hayfever treatments, if they affect the ability to drive safely. • When driving a bus, ensure that they do not have alcohol or drugs present in their blood or breath immediately before, or while, driving a bus. • Report any near misses, crashes and scrapes (including those that do not result in injury) to their team leader and the Risk & Insurance Coordinator and follow the crash procedures. • Complete the regular pre-drive vehicle inspections and report vehicle defects to a team leader or manager before the next vehicle use.

<p>RESPONSIBILITY (Cont'd)</p>	<p>Responsibilities of Staff (Cont'd)</p> <ul style="list-style-type: none"> • Operate and maintain Council vehicles in a safe, clean and roadworthy state. • Report any health issues which may affect their fitness/ability to drive safely, to their team leader or manager (if driving is part of their normal duties). • Inform their team leader of any changes to their licensing details (if driving is part of their normal duties). All drivers of Council vehicles are required to advise their team leader or manager and Fleet Management Services if they cease to hold a current licence for the vehicle type they are required to drive or if their licence is suspended.
<p>RELATED POLICIES</p>	<p>Occupational Health and Safety Policy Mobile Phone Policy Staff Code of Conduct Policy Discipline Procedures Policy Complaints Handling Policy Motor Vehicle Policy</p>
<p>RELATED LEGISLATION</p>	<p>Occupational Health and Safety Act 2004 Bus Safety Act 2009</p>
<p>REFERENCES</p>	<ul style="list-style-type: none"> • Transport Accident Commission (TAC) and WorkSafe 'Guide to Safe Work Related Driving'. • VicRoads www.vicroads.vic.gov.au • RACV www.racv.com.au •
<p>APPENDIX</p>	<p>Appendix 1 – Use of Own Vehicle for Work Purposes</p>
<p>REVIEW</p>	<p>This Policy shall be subject to review within 12 months of the next general Council election to be held in November 2016.</p>

APPENDIX 1

USE OF OWN VEHICLE FOR WORK PURPOSES

If employees are driving their own personal vehicle for the purposes of Council work, provisions of the Safe Driving Policy will apply. In addition:

- The employee must seek their team leader or manager's approval before using their vehicle for work.
- The vehicle must be legally registered and in road worthy condition.
- The employee must maintain their own vehicle in a safe operating condition when driven for the purposes of Council work.
- The employee must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than for whom there are seat belts.
- The vehicle must not be used in conditions for which it was not designed (such as off-road).
- The employee must maintain current state vehicle inspections when required.