

SAFE DRIVING PROCEDURE

Section	Health and Safety
Contact	University Health and Safety Manager
Last Review	August 2014
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Approval	University Health and Safety Manager

Purpose

This procedure sets out steps to ensure drivers of University Vehicles are to be suitably qualified, trained and in a fit state to ensure their own safety and that of others.

Procedure:

Driver Qualifications:

Drivers are to be suitably qualified for the vehicle and its intended use. Endorsements such as for heavy transport, dangerous goods or passenger transport must be maintained if required.

Any changes to driver licence such as suspension or disqualification must be advised to line manager and fleet management if driving of University vehicles is required as part of employment.

Transporting above 12 people (including the driver) requires a "P" endorsement, or preferably use of Contracted Transport as indicated in the Vehicle Management and Usage Procedures.

Where staff routinely transport other people in groups of less than 12 (including the driver), it is recommended the driver should be able to demonstrate competency by having an endorsed "P" Passenger Transport Licence, or equivalent such as National Certificate of Driving.

If the transported group is being charged for the transport cost (i.e. field trip fee, fare, transport fee), or the driver is receiving a payment or reward for transporting the group, then the driver of the vehicle must have a driver licence endorsed with "P" Passenger Transport Licence."

Driver training

Massey University will provide driving training opportunities for staff, including specific modules for drivers of 4WD vehicles. Driver training may be recommended to drivers who develop an accident history, history of excess speeding, or experience a major accident. Drivers may also be recommended to attend Driver Training by his/her Line Manager. Drivers may also self-refer for driver training, or assessment.

For a job which requires extensive distances (say greater than 500km per week), new drivers should be assessed as part of Job Induction.

Information regarding driver training and driver assessment can be obtained from Campus Health and Safety Advisors.

Ensuring safety – Avoidance of driver fatigue

Driver fatigue needs to be actively managed to ensure concentration is maintained. Key requirements are:

- Drivers must take a minimum of 10-minute break for every 2 hours of driving.

- Driving expectations must be actively managed. For example where driving is likely to exceed 5 hours per working day, and/or require staff to be off-campus or in transit for more than 11 hours, strategies for reducing driver fatigue such as sharing driving responsibilities, using alternative transport, or staying overnight should be initiated. *(As an example; a return trip travelling from PN to Wellington, including a full 7.5 hour working day in Wellington, would need a system to manage driver fatigue).*
- Drivers that feel sleepy must pull over and nap for up to 40 minutes. It is recommended drivers carry a personal fatigue kit with eye blind fold, alarm clock or timer, energy bar and drink to ensure effective “power naps” if required.

Ensuring safety – Driver impairment

As well as adhering to the Road Code the University expects all staff to comply with the University Staff Code of Conduct. Breaches of the Staff Code of Conduct (such as being affected by alcohol, prescription or non prescription drugs) that impair driving ability could potentially result in disciplinary action.

Definitions:

University Business: means any activity associated with the University. It includes activities such as teaching, research, administration, cultural and sporting activities.

University Vehicle: any vehicle used on University Business, consisting of Pool Vehicles, Dedicated Vehicles, Private Vehicles, and Rental Cars.

Contracted Transport: a larger capacity vehicle such as a coach or mini bus hired from a commercial rental company as required.

Audience:

All users of University Vehicles

Document Management Control:

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