



Innovative Strategies for the Road Ahead

WHAT TO CONSIDER WHEN DEVELOPING A DRIVING POLICY



Safety responsibilities

When you allocate a vehicle to a driver, you are giving them responsibility for a high value asset as well as one that can lead to injury or even death if it is used without care.

It is important that the driver understands their responsibility to drive safely and in accordance with the road rules, as well as ensuring their vehicle is adequately maintained.

If a staff member is being authorized to use a vehicle for organisational activities or private use, the same obligations may apply.

Consider the following questions as you develop your driving policy:

- Are drivers also made aware of their responsibilities in terms of regularly checking the safety of vehicles (for example, tyre pressures and tread depths)? Is this also auditable?
- Is the driver aware of their general responsibilities in terms of ensuring that the vehicle is maintained and serviced in line with manufacturer recommendations?
- Are they also aware of, and capable of making, regular checks on key safety items such as tyres, brakes, lights and fluid levels? Is there an audit trail in place to verify this?
- Are drivers aware of the restrictions regarding who can drive their allocated vehicle under the terms of your insurance policy?
- Are drivers advised to rest if they are tired or have been driving for a long time?

Crash management

It is also important to put in place policy decisions regarding the driver's responsibilities in the event of a crash.

Consider the following questions as you develop your driving policy:

- Is advice provided to your drivers about what to do in the event of a crash? What facts should they gather? How quickly do they need to notify you as their employer?
- Is there a relevant breakdown service available to the driver? Is advice provided on what to do in the event of a breakdown to minimise risks to personal safety?
- Do we have a post-crash process in place?

Driving behaviour

Another key area of driver management is how employees behave behind the wheel. Staff need to be made aware that there is no ambiguity over your attitude towards driving within the law.

Consider the following questions as you develop your driving policy:

- Are drivers made aware that you, as an employer, expect them to comply with all laws regarding motoring while driving a company vehicle?
- Are drivers aware of their legal responsibilities regarding mobile phone use behind the wheel?
- If a driver commits an offence, what systems are in place?
- If the driver's license is revoked, what impact may this have on their ability to carry out the role for which they are employed?
- What measures do you have in place to ensure that drivers do not drive whilst under the influence of alcohol or drugs; and what are the consequences if any driver is found to have driven whilst under the influence of alcohol or drugs?

Keeping the vehicle in good condition

In allocating an organisational vehicle, you are handing a driver a high value asset. However, the resale value of that asset will be severely affected if it is not properly cared for. You must make drivers aware of their responsibilities in terms of caring for the vehicle.

Consider the following questions as you develop your driving policy:

- Are drivers made aware of the need to follow manufacturer servicing and maintenance requirements?
- What information should drivers receive about keeping the vehicle in the best possible condition? What do we expect in terms of cleaning and presentation?
- Should vehicles be periodically inspected for minor damage and other issues? Who should carry this out? What principles should apply?
- What procedures should be in place to deal with minor vehicle damage?