

4.1.11	VEHICLE SAFETY POLICY
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Applies to: Board Members, All Staff and Volunteers
Specific responsibility: CEO

Version: 1
Date approved:
Next review date:

Policy context: This policy relates to	
Standards or other external requirements	Tasmanian Quality and Safety Standards,
Legislation or other requirements	
Contractual obligations	

POLICY & PROCEDURE

Code of conduct

While driving company vehicles, staff must comply with the road traffic legislation, be conscious of road safety and demonstrate safe driving. The following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:

- Drinking or under the influence of alcohol or drugs while driving.
- Driving while disqualified, or not correctly licensed.
- Reckless or dangerous driving causing death or injury.
- Failing to stop after a crash.
- Demerit points suspension.
- Any actions which warrant suspension of a license.

Responsibilities as an employee include:-

- Conduct a pre-operation check using the Vehicle Safety Checklist on a weekly basis.
- hold a current driver 's licence for the class of vehicle they are driving
- immediately notify your supervisor or manager if your driver 's licence has been suspended, cancelled or has had limitations placed upon it

MoWTAS Policy 4.1.11 Vehicle Safety Policy (Board Approved March 2016)

- be responsible and accountable for your actions when operating company vehicles
- display the highest level of professional conduct when driving motor vehicles
- assess hazards while driving and anticipate 'what if' scenarios
- drive within the legal speed limits, including driving for the conditions
- wear a seat belt at all times
- wear high visibility clothing (supplied by MOW)
- report vehicle defects to a supervisor or manager before the next vehicle use
- Comply with traffic legislation when driving a company vehicle (Meals on Wheels will not be responsible for any fines incurred).
- regularly check the oil, radiator and battery levels, and tyre pressure of company vehicles they regularly use and complete the Vehicle Safety Checklist
- report any near hits, crashes and scrapes to your manager, including those which do not result in injury
- In addition it is required that all drivers:
 - take regular and adequate rest breaks
 - take breaks every two hours and stop when tired
 - plan the journey, taking into consideration pre-journey work duties, the length of the trip and post-journey commitments
 - stay overnight if driving time and non-driving duties exceed 11 hours in one day unless driving duties can be shared
 - use daytime running lights on the open road (where fitted)

Responsibilities as an employer

- Meals on Wheels Association of Tasmania will not require staff to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc. [Refer to the Fatigue Management Procedure].
- It is Meals on Wheels Association of Tasmania policy that no person with a Restricted Licence is allowed to drive company vehicles or any vehicle while on company business.

Non Compliance

If an employee fails to comply with these requirements, it will be regarded as a serious breach of conduct and may result in the termination of employment. When a breach occurs it will be investigated to determine the appropriate action to be taken.

Review

This procedure will be reviewed annually during the WHS Audit Program, through consultation with employees and when legislative requirements change or in the event of a serious occurrence involving an employee and a company vehicle.

[MoWTAS Policy 4.1.11 Vehicle Safety Policy \(Board Approved March 2016\)](#)

Records:

- Vehicle Safety Checklist

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	Vehicle Safety Checklist

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	CEO	Board

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1			
2			
3			