

## POLICY: SAFE DRIVING

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### SAFE USE OF VEHICLES

#### SPEEDING

##### What you should do

Drive within the speed limit at all times. You should drive at speeds that are safe for the conditions, recognising that, in some circumstances (such as rain or fog) this may be below the posted speed limit.

When considering what a 'safe' speed is, you should give consideration not only to weather and road conditions, but also to the potential impact of a collision on road-users who are inherently vulnerable, such as pedestrians, motorcyclists and cyclists.

In addition, you should observe speed limits in unenforced areas such as the Private car parks (eg. signed speed limit is 10kmh) where visibility is poor and pedestrian activity is high.

##### Why you should do it

Speed, both inappropriate and excessive, contributes very significantly to road trauma on Victorian roads. Small changes in travel speeds can have a significant impact on road trauma. For instance, a 5km/h reduction would achieve a 15% reduction in crashes.

### SEATBELTS AND OTHER SAFETY FEATURES

##### What you should do

- Wear a seatbelt all times, including all stages of pregnancy, and ensure that passengers do the same;
- Adjust your headrests so the top of the rest is level with the top of your head.

##### Why you should do it

Although Victoria continues to have one of the highest seatbelt wearing rates in the world, each year more than 20% of car occupants who are killed are not wearing a seatbelt. Seatbelts and other safety features are proven to dramatically reduce the risk of death and injury in the event of a crash.

## ALCOHOL, DRUGS AND DRIVING

### What you should do

You should minimise and preferably avoid the use of alcohol prior to driving and under no circumstances be over the legal blood limit for your class of licence.

Never drive under the influence of medications or other drugs that are likely to affect your alertness or driving performance. Do not drive if you are unfit to do so.

Contact your Manager if you are unsure about your fitness to drive.

### Why you should do it

A driver at .05 is twice as likely to be involved in a crash as a driver who has not been drinking. The risk at .08 is four times that of a sober driver. Furthermore, medical evidence suggests that if you are involved in a crash, alcohol may make you more susceptible to injury.

## LACK OF SLEEP AND DRIVING

### Danger Signs of Fatigue

Some of the common signs of fatigue generally recognised by drivers include:

- Yawning;
- Heavy eyes;
- Blurred vision;
- Reduced concentration or 'zoning out';
- Delayed reactions;
- Difficulty in keeping the car within a lane or drifting off the road;
- More frequent and unnecessary variations in driving speed; and
- Difficulty remembering the last few kilometres.

By the time drivers recognise the above symptoms, fatigue has already started to affect driving ability. Attempting to fight the signs of fatigue (such as winding down the window, turning up the volume of the radio) and continuing to drive is very dangerous. It can lead to the onset of the most critical stage of driving while fatigued – nodding off or falling asleep at the wheel.

## What you should do

Plan realistic driving schedules, stop for appropriate rest breaks, take a 'powernap' if you are feeling tired and avoid driving during normal sleeping hours.

A good night's sleep is required before any long trip.

Avoid any consumption of alcohol before and during your journey.

A general rule to remember is driving more than 16 hours since your last night's sleep is equivalent to driving with a blood alcohol level greater than .05.

Alternatives such as taxis and/or public transport should be considered where practical. If you are concerned about your level of fatigue, please contact your Manager.

## Why you should do it

Driving when tired can be as dangerous as drink-driving.

Driver fatigue affects concentration and reaction times.

Fatigue (lack of sleep) is a factor in around 25% of casualty crashes and almost one in three severe single vehicle crashes on rural roads.

## USE OF MOBILE PHONES

### Dangers of Using a Mobile Phone whilst Driving

Driving while using a mobile phone can cause both physical and cognitive distractions. Specifically, using a mobile phone while driving can significantly impair a driver's:

- reaction time;
- visual search patterns;
- ability to maintain speed and position on the road;
- ability to judge safe gaps in the traffic; and
- general awareness of other traffic.

## What you should do

The use of hands-free mobile phones should be kept to an absolute minimum when driving. The use of hand-held mobile phones is illegal and must not be used at all when driving. Allow calls to go to message bank, or if a call must be taken, pull over safely before answering the call.

Designs to Inspire strongly encourages all employees who use mobile phones to consider their safety and the safety of other road users by altering their voicemail message to the example given below:

“Hi, you’ve contacted the mobile of (your name) at Designs to Inspire. I’m sorry I can’t take your call right now. Please leave your name, contact details and a brief message after the tone and I’ll return your call.”

### Why you should do it

Using mobile phones while driving has been found to increase crash risk. Talking on the phone has significant impacts on car control and safety. The associated lack of concentration leads to actions such as driving around corners too fast and delayed braking. The risk of being involved in a fatal crash while using a mobile phone (hand held and hands-free) is four times higher than when not using a mobile phone at all.

## COMPLYING WITH ROAD RULES

If you are driving a Designs to Inspire vehicle, you must:

- hold a valid driver licence appropriate for the vehicle you are driving;
- carry your licence at all times; and
- adhere to all Victorian road rules.

## COURTEOUS DRIVING

Designs to Inspire promotes courteous driving and encourages you to drive appropriately for the road conditions, driving courteously by letting other vehicles merge and being patient at pedestrian crossings. This will discourage the potential for aggressive behaviour with others sharing the road.

This driving behaviour should also apply outside work hours and your family and friends should be encouraged to do the same.

## ACKNOWLEDGEMENT OF THE SAFE DRIVING POLICY

If you intend to use a company vehicle, you are required to sign the form on page 7 of this document to acknowledge that you have read and agree to abide by the Safe Driving Policy before taking possession of a vehicle. Please forward the signed policy with a photocopy of your driver licence to [james@designstoinpire.com.au](mailto:james@designstoinpire.com.au).

Once scanned, both documents will be saved on your employee file and securely stored.

Driving a motor vehicle is a complex task involving perception, good judgment, adequate response time and reasonable physical capability. Fitness to drive involves having all of these capacities, and not having any condition which may impair you, either temporarily or permanently.

Do you hold a current and valid driver licence?

Employees to whom the vehicle is provided must hold a current and valid driver licence.

## DISCIPLINARY PROCEDURES

Please obey all Victorian road laws. You will personally incur the penalties and demerit points attached to breaches. You will also be subjected to internal disciplinary actions ranging from counselling to possible termination of employment depending on the type of offence.

## REPORTING OF DRIVING RELATED INCIDENTS – OHS REQUIREMENT

If you have been involved in a crash or an incident (eg. scratched the bumper in the car park), please notify James or Georgia as soon as possible. You will need to complete the “Hazards / Incidents Report Form”, provided in all company vehicles. Designs to Inspire is required under OHS legislation to record all work related incidents – including driving incidents. These reports will assist Designs to Inspire in identifying risks and implementing appropriate controls to prevent similar incidents from occurring in future.

## YOUR PRIVACY

- Under the Occupational Health and Safety Act, Designs to Inspire must obtain proof to ensure you are qualified to drive prior to allowing you to drive a Designs to Inspire provided vehicle.

For this reason you have been asked to provide a photocopy of your driver licence. Designs to Inspire respects your privacy and undertakes to use your personal information in accordance with the Transport Accident Act 1986 and the Information Privacy Act 2000.

- Once you have provided Designs to Inspire with your signed Safe Driving Policy acknowledgement form and photocopy of your driver licence, the fleet administrator we will update your driver profile.
- Designs to Inspire may disclose your personal information from your licence to your manager or supervisor for the purposes of the provision of counselling under the disciplinary provisions of this policy. Your personal information from your licence will not otherwise be disclosed. The copy of your licence will be securely stored and will be retained.
- Failure to sign the Safe Driving Policy and provide a copy of your driver licence will affect your eligibility to drive a Designs to Inspire vehicle.

**Each time you drive a Designs to Inspire vehicle, the onus is upon you to only drive if you are licensed to do so.**

## DESIGNS TO INSPIRE SAFE DRIVING POLICY ACKNOWLEDGEMENT FORM

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The success of Designs to Inspire's Safe Driving Policy depends on the commitment of all employees and contractors to make it work. Therefore, please ensure that you:

- comply with the policy;
- follow the advice given in the policy and abide by the appropriate road laws;
- avoid risk-taking when driving;
- are fit to drive a vehicle;
- hold a current and valid, and appropriate licence to drive a motor vehicle in Victoria;
- carry your current and valid licence with you at all times whilst driving; and
- be aware of the implications of being convicted of drink-driving or other serious traffic offences whilst driving a Designs to Inspire vehicle, including the possibility of termination of your employment.

This form asks you to acknowledge that you have read and agree to adhere to the Designs to Inspire Safe Driving Policy (2017).

It also asks you to confirm that you are licensed to drive a motor car in Victoria.

I \_\_\_\_\_ have read and agree to adhere to  
Designs to Inspire Safe Driving Policy.

Signed \_\_\_\_\_

Date \_\_\_\_\_