

We support low-risk driving	3	Driver fatigue	16
Introduction	4	Alcohol and drugs – zero tolerance	17
Make a choice	5	Alcohol and drugs – general information	18
Fleetsafe philosophy	5	People and bikes	19
Zero crash culture	6	Mobile phones & electronic devices	20
Crash, not accident	6	Road rage – unacceptable conduct	21
Licences	7	Seat belts and passenger safety	22
Practice Driver Knowledge Tests	7	Child restraint systems	23
Employment and travel to and from work	8	Driving to conditions	23
Authority to drive City of Sydney vehicles	8	Car care and vehicle safety	26
Avoiding fines, penalties and a criminal record	8	Fuel use	29
Injury and rehabilitation	8	What to do if you are involved in a crash	30
Low-risk and eco-driving	9	Reporting a crash	32
Safe and legal driving	9	Fleet selection and maintenance	34
Benefits of low-risk driving	11	References and more information	34
Speed	12	Need more help?	34
The three-second gap	13	Application to drive a City of Sydney vehicle	35
Reversing and manoeuvring	15		

Acknowledgements

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“

Regardless of our job, as soon as we take control of a City of Sydney vehicle, in the eyes of our customers, we are seen as **professional** drivers. We must display an **exemplary** standard of driving ability at all times.

”



We support low-risk driving

The City of Sydney's values are ideally suited to the principles of low-risk driving:

Collaboration – we work together to create a low-risk driving environment.

Courage – we accept our current limitations as drivers and strive to improve our awareness and acceptance of low-risk driving.

Integrity – we take responsibility for our driving, we don't blame others, we ask ourselves what we could have done to prevent an incident happening.

Innovation – we invest in learning and share our knowledge with others to improve driver awareness and performance.

Quality – we set an example to others as professional low-risk drivers.

Respect – we show consideration towards all other road users at all times.

The City's code of conduct states that staff must:

- Give their attention to the business of Council while on duty;
- Ensure that their work is carried out efficiently, economically and effectively; and
- Carry out lawful directions given by any person having authority to do so.

Introduction

This handbook provides practical advice to make your driving experience low-risk, enjoyable and environmentally friendly.

It includes information on how to manage risks associated with driving, as well as tips about car care, vehicle safety and guidelines on what to do in the event of a crash.

This information is for all City of Sydney employees and must be read and understood before driving City vehicles.

Our Fleet Services team can provide advice on the operation of any vehicle, from bicycles to heavy trucks. They can be contacted from 5.30am-8pm Monday to Friday.

This handbook does not take the place of the Roads and Maritime Services (RMS) handbooks for road users, heavy vehicle drivers and motorcycle riders, which are essential reading for all drivers. They cover all the important information you need to drive safely and economically.

They have been prepared for all drivers, not just learners.

rms.nsw.gov.au/documents/roads/licence/road_users_handbook-english.pdf

rms.nsw.gov.au/documents/roads/licence/heavy-vehicle-driver-handbook.pdf



Make a choice

Before using a motor vehicle, consider your options.

Short trips, such as around the City, mean that engines do not warm up to their working temperature. More fuel is used when an engine is cold and therefore more CO₂ is produced. It causes increased wear and tear and reduces vehicle durability.

Active transport, such as walking or riding a bicycle for short trips, is much better for your health and the environment and is generally more time efficient. The City strongly promotes active transport.

For longer trips public transport is often a sensible alternative in urban areas and you won't have to find a legal place to park!

The City provides a free Cycling in the City course which can be booked through Your-Learning.

For more information refer to:

- City of Sydney Staff Travel Guide available on CityNet
- Transport for NSW transportnsw.info for
 - trip planner
 - bicycle riders handbook

Fleetsafe philosophy

The City of Sydney and its employees will consistently ensure that vehicles are used safely to avoid crashes, damage and injury to the community.

Vehicles must be driven in such a way as to reduce the impact on the environment.

Employees must consider using eco-friendly modes of transport including walking, cycling and public transport.

Zero crash culture

We want a zero crash culture for fleet driving, through safer people, safer vehicles and safer roads.

‘Encouraging a zero crash culture across an organisation reduces crashes substantially’ (National Road Safety Partnership Program, National Transport Commission, June 2013).

All business unit managers, team leaders and supervisors are responsible for implementing strategies to reduce crashes involving our fleet vehicles.

Crash, not accident

Crashes occur because at least one road user has done something wrong or unexpected either through a mistake, lack of skill or lack of attention.

Accident implies nobody was at fault and it could not have been avoided. This is very rare.

Accountability for a crash includes identifying what a driver could have done to prevent it.



Licences

Any staff member who drives a City vehicle must have a valid licence for that class of vehicle. Generally this will be a licence issued in NSW.

Licences from other states and territories are acceptable provided the holder complies with the rules applied by the RMS.

Overseas licence holders must also comply with the RMS conditions. To be accepted by the City of Sydney overseas licences must be in English, or have an authorised translation attached. The class of licence must also be clearly stated as there is usually no conformity in licence classes between countries.

Practice Driver Knowledge Tests

You are expected to be aware of NSW Road Rules. To update and test yourself on road rules please refer to the current Road Users Handbook on the licensing pages on the Roads and Maritime Services website and complete the online Practice Driver Knowledge Tests.

For more information about low-risk and eco-driving you can contact the City's Driver Development Officer or Road Safety Officers.

You can also visit the City's intranet for further driving safety information and policies relating to Workplace Health and Safety and fleet risk management.

Employment and travel to and from work

For many it is a condition of employment to hold a current NSW or other valid driver licence.

Consider the implications if you lost your licence – it could affect the way you get to work every day as well as many other aspects of your private life.

Authority to drive City of Sydney vehicles

You must complete the application for authority to drive located on CityNet. You may also be required to undertake driver training at some time during your employment with the City.

Discuss with your manager whether you really need to drive as part of your work. A lower demand for fleet vehicles means fewer crashes, fewer injuries and lower costs.

For bicycles please refer to the City's Bike Fleet, available on CityNet.

Avoiding fines, penalties and a criminal record

Fines vary according to the offence. As the driver you will be liable for any penalties incurred while you are in control of a City vehicle, including parking infringements. Some fines and penalties are severe, including loss of licence or imprisonment.

Injury and rehabilitation

Any injury sustained in a motor vehicle accident can have a huge impact on your ability to work, and can involve long periods of rehabilitation. Costs include hospital or medical care, and ongoing rehabilitation expenses. This can place a strain on employment and family commitments, affecting your quality of life.

Low-risk driving may prevent death and life-changing injuries.

Low-risk and eco-driving

Drivers are the number one contributor to safe and eco-friendly driving.

Driving in a low-risk manner contributes to lower fuel use and less wear and tear on vehicles. This contributes to reducing the emissions and other pollution from motor vehicles.

Drivers need to be conscious of how to drive vehicles safely and with consideration for the environment. Even electric cars charged by solar energy produce some pollution from tyres and brakes as they wear.

Eco-driving tips are shown throughout this handbook. The factors that affect your vehicle's fuel consumption the most are:

- How you brake;
- How you accelerate;
- The speed at which you drive;
- The weight and wind resistance of your vehicle; and
- The condition of your tyres.

Safe and legal driving

The nature of risk

Driving seems safer than it actually is. Drivers are often overly confident and optimistic about what risks we can safely manage.

Road rules are designed to regulate driver behaviour and minimise harm. However, even when driving within the law, we can make mistakes that can cause us to have a crash.

The more risks we take when driving without coming to harm, the more it reinforces the idea that risky driving is OK. There may be an occasion when a risky situation becomes a crash, with damage to vehicles and injuries to people. The challenge is to become aware of this optimism bias and choose to take a low-risk approach to driving.

The key to safe and legal driving is taking a low-risk approach.

High-risk driving

A poor attitude to other road users

- Blocking intersections, cutting in front of other road users particularly cyclists, using your horn aggressively and not giving way to pedestrians.

Carelessness and recklessness

- Speeding, unsafe lane changing and driving too close to the car in front.

Impaired driving

- Driving while tired, driving after drinking alcohol or taking drugs, or driving while physically or medically unfit.

Driving while distracted

- Using a mobile telephone or other device while driving or having noisy passengers in the vehicle.

Low-risk driving

Acceptable attitude

- Taking a low-risk attitude towards driving means knowing how to safely operate the vehicle for the conditions and being physically and mentally fit to drive.

Driving to conditions

- Drive at a speed from which you can stop under control in an emergency, and vary your speed depending on road conditions.

Maintaining vehicle/equipment

- Report any problems to a Fleet Services Officer as soon as you can.
- Check tyre pressures regularly.
- Always use seat belts.



Speed

Going too fast is a major factor in many fatal and serious-injury crashes. Driving at a speed too fast for traffic, road and weather conditions increases the likelihood of a crash, and also magnifies the severity of the crash.

Small reductions in speed lead to large improvements in safety. Reducing speed gives a driver more time to avoid a potential conflict. A lower-impact speed will make a large difference to the probability of death or serious injury.

It's important to drive at a speed appropriate for the road conditions, allowing for enough time and distance to stop safely in an emergency.

On average, when a pedestrian is hit at a speed of 30 km/h or less, the pedestrian has a 99 per cent chance of surviving. An impact speed of 40km/h means the pedestrian has an 87 per cent chance of surviving. However, at an impact speed of 70 km/h or more, the pedestrian's chance of survival is less than 7 per cent.

In built-up areas, especially around schools, shops, pubs, clubs, restaurants and special events, drive

slowly and be especially alert for pedestrians and cyclists.

Most school zones operate between 8-9.30am and 2.30-4pm on school days. These 40 km/h zones are in place to slow traffic in order to give drivers a better chance of avoiding a collision with a child.

Other speed zones include high pedestrian activity areas and local areas generally limited to 40 km/h to protect vulnerable road users.

Shared zones are often found in urban areas with a speed limit of 10 km/h. Drivers in shared zones must give way or stop for pedestrians; for safety reasons it is wise to also give way to cyclists.

When parking and manoeuvring think about your speed – travel at, or below a speed you think is safe to prevent expensive damage to your vehicle.

Eco tip

- Lower speeds mean shorter stopping distances and better fuel economy.

The three-second gap

Low-risk driving includes maintaining a safe distance from other vehicles. It is recommended that when following another vehicle we keep a three-second gap. This allows you time and space to think, react, and stop if necessary.

A safety distance of 3 seconds from vehicles in front gives you time to slow down early.

Pick a landmark ahead of you on the side of the road, when the rear of the vehicle in front of you passes it, begin to count 'one thousand and one, one thousand and two, one thousand and three'. If the front of your vehicle passes the landmark before three, the distance between you is less than three seconds, and it is advisable to slow down. Consider increasing this gap in higher speed environments or adverse conditions.

Tips

- Drive at or below the legal speed limit;
- Be prepared to stop;
- Be aware of changes to the speed limit;
- Check your speedometer regularly - always know your speed;
- Slow down in bad weather, heavy traffic or slippery road conditions;
- Always slow down on approach to a sharp bend;
- If fitted, use your speed warning device;
- Use the three-second gap rule to ensure a safe distance between your vehicle and the vehicle in front; and
- Increase the gap to four or more seconds in dark or poor conditions such as rain or fog.

Remember:

- The urban speed limit is 50 km/h, unless signposted otherwise;
- Many streets have a 40 km/h speed limit;
- Some streets have a 30 km/h speed limit;
- There are a number of shared zones with a speed limit of 10 km/h; and
- City of Sydney car parks, community centres and depots are shared zones unless signs show a different limit.

Make sure the vehicle is secure (park brake on, gear selector in park, engine off, doors locked) before leaving it.

Eco tips

- Keeping a gap of **three seconds** or more will enable smoother driving. Unnecessary acceleration and braking uses more fuel.



Reversing and manoeuvring

Many crashes involve reversing or manoeuvring. Usually these relatively low-speed crashes involve damage to vehicles, buildings and roadside furniture. However, most of us will have heard news reports of children fatally injured by vehicles on driveways, so serious crashes do happen.

Always reverse into a parking space if possible, unless you are instructed not to or it prevents you loading and unloading. Parking rear end in improves vision when leaving - it is easier to see people walking and riding past.

Reversing in any vehicle can be done safely if we follow a few rules:

- Put hazard lights, and any other warning lights on to help other road users;
- In confined areas get all passengers out of the vehicle before reversing;
- Don't rely on reversing cameras and speed up – cameras do not have peripheral vision and are not as clear as the human eye – a child can easily move into your path quicker than you can react;
- Get someone to help you – make sure they can see you and you can see them. STOP if they go out of view;
- Keep speed very low;
- Stop, get out and look around if you are not sure how far you are from hitting something;
- Make sure the vehicle is secure (park brake on, gear selector in park, engine off, doors locked) before leaving it; and
- When parallel parking leave at least one metre between vehicles front and rear.

Driver fatigue

Fatigue is commonly used to describe the experience of feeling sleepy, tired or exhausted. Fatigue is both physical and psychological.

Driver fatigue severely impairs judgment. It is dangerous as one of the symptoms is a reduced ability to judge our own level of tiredness.

Symptoms vary, but may include:

- Yawning;
- Poor concentration;
- Restlessness; and
- Drowsiness.

Driver fatigue relates to many factors including hours since the driver last slept = and the time spent driving.

One in five fatal crashes involves driver fatigue. Increasingly fatigue-related crashes in urban areas are on short trips. Many of these are return trips from work. Shift workers are especially at risk of having a fatigue-related crash.

Avoid driver fatigue:

- Plan your day and get plenty of rest before starting off;
- Avoid driving at times when you would normally be asleep;
- Avoid long drives after work;
- Take regular breaks from driving;
- Share the driving whenever possible, never share with another fatigued driver;
- Pull over and stop when you feel drowsy, uncomfortable or start to lose concentration;
- Find out if any medicine you are taking may affect your driving;
- Do not drink alcohol before driving;
- Avoid large, heavy meals before driving; and
- Light snacks before driving/during rest breaks will help you stay alert.

Remember: the only solution to driver fatigue is sleep.

Safety tips

- Fatigue can affect your judgment skills and create erratic, fuel consuming speed changes.

Alcohol and drugs – zero tolerance

Important

The City applies a zero-tolerance approach to the use of unauthorised drugs and alcohol during work hours, including meal breaks. Drugs and alcohol impair function and impact on health and safety.

Employees under the influence of alcohol or drugs place themselves, work colleagues, contractors, visitors and members of the public at risk.

All employees are obliged to carry out their work in accordance with safe systems of work, therefore no employee is to operate machinery, drive any City vehicle/plant item, or work in hazardous situations while under the influence of any drug or alcohol, at any time.

Employees must advise their manager or supervisor if they are taking medication that may affect their ability to drive or operate machinery or inhibit the performance of their normal duties.

Low-risk driving requires clear judgment, concentration, and being able to react to what happens on the road. Alcohol and other drugs affect all these abilities.

Alcohol is a drug that affects your skills, moods and behaviour. Once it has been consumed, the effects of alcohol on driving cannot be reversed. The only thing that will make you sober again is time.

As a driver's blood alcohol concentration rises, so does the risk of being involved in a crash.

Novice drivers, such as those on their L and P plates, even with minimal blood alcohol levels, are at a much higher risk of crashing. Novice drivers are restricted to a zero alcohol limit.

Employees must be aware of and comply with the City of Sydney's Alcohol and other Drugs Policy.

Non compliance with NSW laws may result in a criminal conviction or loss of licence. Your employment could also be affected.

Alcohol and drugs – general information

Laws and penalties for drink and drug driving

In NSW the police have the power to:

- Stop drivers randomly to test for alcohol and drugs;
- Arrest drivers who test over the legal limit for alcohol or positive for drugs; and
- Arrest drivers they believe are impaired by drugs for the purpose of blood and urine testing.

Sobering up takes a long time

Small amounts of alcohol leave your body in your urine, sweat and breath, but your liver breaks down most of the alcohol. A healthy liver breaks down less than one standard drink per hour. Damaged livers take even longer.

There is no way you can speed up the rate your body gets rid of alcohol.

Remember: After a big night out you may still be over the legal alcohol limit for much of the next day and in breach of Council's Alcohol and other Drugs Policy. The City has a zero tolerance approach.

Drugs

Drugs such as marijuana, ecstasy, cocaine and amphetamines (speed) impact on your ability to drive safely.

The effects on the driver include the following:

- It gives the driver a false sense of confidence;
- Rash decision making and exaggerated confidence leading to increased risk-taking behaviour; and
- Decreases the driver's ability and coordination.

Some of these drugs also have hallucinogenic properties, making them particularly dangerous when taken before driving.

Other drugs and medications can cause tiredness or sleepiness. Consult a medical practitioner and advise your supervisor about their possible effects on your driving, or avoid driving after taking them; and

You should never consume drugs or alcohol before driving. Some drugs can stay in your system for prolonged periods of time.

People and bikes

The City strongly promotes walking and riding a bike as transport.

Crashes involving walkers or riders are often serious as they do not have the protection that drivers have. As drivers, we must constantly make an effort to ensure we interact with walkers and riders in a safe way.

It is important that as road users we all contribute to safer roads by being aware of the vulnerabilities of each other. Low-risk driving requires us all to treat others with care and respect so that we avoid crashes.

All drivers must keep a safe distance from push bike riders (cyclist). A minimum of one metre at speeds up to 60 km/h and one and a half metres at higher speeds.

Drivers must always take care when getting out of vehicles. Check your rear vision and side mirrors before opening your door, and ensure your passengers exit the vehicle safely. Drivers are liable for 'dooring' a passing cyclist.

Under some conditions, motorcyclists can legally pass slow moving vehicles by riding between the lanes (lane filtering). Drivers should frequently check their mirrors and indicate lane or direction changes well in advance to give others time to react.

At all times watch for cyclists, motorcyclists, scooter riders and pedestrians and use your mirrors before signalling and turning. Let bikes pass rather than have a crash.

All road users have rights and responsibilities defined by the NSW Road Rules and Transport for NSW regulations, the skills outlined in their handbooks should be followed:

- Road Users' Handbook
- A Handbook for Bicycle Riders
- Motorcycle Riders' Handbook
- Heavy Vehicle Driver's Handbook

Even if you do not hold a driving licence it is good practice to be aware of your responsibilities by reviewing the RMS handbooks.

Mobile phones and electronic devices

It is illegal to use a hand-held mobile phone or other electronic device while driving. This includes talking, sending or receiving text messages, playing games or taking photos.

Always park legally and switch off the engine before touching a mobile phone or electronic device.

Never send or read a text message (SMS) while driving. Learner and P1 licence holders must not use any type of mobile phone while driving, including hands-free phones.

The penalty is a significant fine and possible demerit points. Refer to Council's Mobile Device Policy and the RMS website for the latest rules.

What if my phone rings while I'm driving?

Let voicemail take your calls when driving. Safety is more important than any call.

If you must talk on a hands-free phone while driving:

- Make sure it is set up and working before you start driving;
- Keep the conversation short. Don't engage in complex or emotional conversations;
- Tell the person on the other end that you are driving and you may have to end the call; and
- End the call if it is distracting you from driving.



Road rage – unacceptable conduct

Road rage is a form of dangerous and sometimes criminal behaviour. It can range from rude gestures to fatal assaults.

A driver or passenger will face serious charges as a result of aggressive actions towards other road users. Never let the actions of others, or your own uncontrolled emotions lead you to do something that may make matters much worse.

When driving, consider that others on the road may not have as much driving experience, and consider the impact of your actions on others (both inside and outside the car).

A positive attitude will reduce any potential to be involved in a road rage incident or conflict.

Tips

- Always be courteous and forgiving;
 - Look and use your mirrors and indicators before changing lanes;
 - If someone is upset by your driving, respond in a positive way. Indicating an apology or smiling will often help to calm someone down;
 - Expect and make allowances for the mistakes of other road users;
 - You must not, under any circumstance, express your anger when behind the wheel. Take a few deep breaths and concentrate on your own driving; and
 - Do not let personal problems affect your driving. If upset by something, take a few moments to calm yourself before driving.
- * If you need assistance refer to the City's counselling service and Employee Assistance Program - the details are available on CityNet.

Seat belts and passenger safety

Seat belts save lives

It is compulsory to wear a seat belt when driving. Drivers are responsible for all passengers being restrained in seat belts or child restraints. Penalties include heavy fines and the loss of demerit points for each passenger not wearing a seat belt.

Tips

- Always put on a seat belt before starting the engine of the vehicle.
- Ensure each passenger uses the appropriate seat belt.
- Ensure child restraints are correctly fitted for each child, and all children are securely fastened into their restraint before starting to drive.
- If a passenger removes a restraint while the vehicle is in motion, stop the vehicle safely and do not start until the passenger is securely restrained.

Mothers to be

If you are expecting a baby you must still wear a seat belt unless a doctor certifies you otherwise. There is no automatic exemption. Wearing a correctly fitted seat belt promotes safety for both mother and the unborn baby.

The lap strap should go across the hips, fitting comfortably under the baby, and the diagonal strap should be placed between the breasts.

Airbags

Drivers of airbag-equipped cars suffer fewer severe head injuries in crashes. However, airbags are not substitutes for seat belts; they are designed to work with them. Given the speed and force with which an airbag inflates, it's vitally important you always wear your seat belt. Do not sit too close to the steering wheel or dashboard. Avoid crossing your arms across the steering wheel airbag module.

Small children should not sit in the front passenger seat.

Child restraint systems

As the driver it is your responsibility to ensure all passengers are suitably restrained. Injuries to children can be significantly reduced if they use a suitable child restraint. All children up to the age of seven must travel in an approved child restraint. This is the law.

All child restraints must carry the Standards Australia sticker indicating that they comply with Australian Standard 1754 (Child Restraints for Use in Motor Vehicles).

Tips

- Always use an Australian Standards approved child restraint.
- Ensure the restraint is fitted correctly, preferably by an authorised fitter.
- Never travel with your child in your arms.
- Keep your child in a rear-facing restraint until they physically won't fit.
- Before moving to a forward-facing child seat, your child must be able to sit up and easily hold their head upright.

Driving to conditions

Driving involves a range of traffic and weather conditions, that need to be considered and managed by the driver.

Weather conditions

Driving in rain, fog, or snow requires extra care. Driving at dusk or dawn or when facing direct sunlight can reduce visibility.

All these factors increase the risk of losing control and make manoeuvring extremely dangerous.

Tips

- Reduce speed in poor weather conditions, such as rain.
- Reduce speed in fog or mist. Use fog lights or low beam and hazard lights so you can be seen.
- Drive slowly on wet and slippery roads to retain traction. Braking should be gentle and not at the last second. Use an even pressure on the accelerator to lessen the chances of wheel spin and loss of control.
- Use lower gears than normal to reduce speed and assist in keeping a good traction. Refer to the vehicle's handbook for use of manual/automatic/semiautomatic gears.

City driving

In the city and urban areas, the volume and mix of traffic increases demands on the driver. Constant changes to roads and intersections may be distracting and confusing.

Other drivers, cyclists or pedestrians may be unpredictable. Keen observation skills are essential for low-risk driving; this involves knowing what is going on ahead, to the sides and behind your vehicle. This is called scanning.

Worldwide, more people are choosing cleaner, active transport options such as walking and cycling. Drivers must constantly be aware of the increasing presence of vulnerable road users and adjust their driving accordingly.

The existing Road Rules state:

“Just as cyclists have responsibilities when using the road, they also have the right, like other vehicles, to use the road and be shown courtesy and care by other road users.”

In particular drivers must be extremely careful when entering and exiting driveways. It is essential drivers take the time to look carefully over their shoulder to check for approaching pedestrians and cyclists before crossing a cycleway or footpath.

Tips

- Develop an attitude that makes allowance for others when they make mistakes;
- Look ahead at the traffic scene and be prepared for the unexpected;
- Be alert when approaching intersections;
- Use all mirrors and be aware of blind spots. Whenever changing lanes or pulling out from the kerb, look quickly over your shoulder to check for other road users;
- Always give plenty of warning by signalling before you turn left or right or change lanes and be sure it is safe to proceed; and
- Cancel your indicator when you have finished your manoeuvre.

Driving to conditions (continued)

Country roads and holiday driving

Driving on country roads and when on holiday puts different types of stress on both the car and the driver. Long trips should be well planned.

Fatigue must be recognised as a potential hazard as it is estimated to be a major factor in around 30 per cent of serious crashes. You might be tempted to push yourself to the limits to reach the destination. This increases your risk of a serious crash.

Motorway and country road conditions require your full concentration, avoiding any distraction.

You also need to watch out for wildlife and livestock, particularly at dusk and dawn.

If you intend to drive on an overseas visit make sure you know the road rules of where you are driving.

Tips

- If driving conditions are affected by rain or reduced visibility, increase the gap between your vehicle and the one in front of yours to four or more seconds;
- In areas affected by snow or ice, drive to suit the conditions, ensure you have an appropriate vehicle or snow chains;
- Do not overtake unless you are sure that there will be enough room to go well past the other vehicles before moving back to your travel lane on the left; and

- Keep to the left lane unless overtaking; the law requires a vehicle to keep out of the right lane on a multi-lane road with a limit over 80 km/h.

Driving at night

Crash risks increases at night. Other road users and hazards are harder to see. You will have more time to react if you keep your speed down.

Tips

- Headlights must be on between sunset and sunrise. They must also be on in hazardous weather conditions where visibility is reduced.
- Dim headlights to low beam when another vehicle is within 200 metres.
- You can use high beam on any road.
- If a car with high beam on is approaching you, look to the left side of the road and drive towards the left of your lane. You may need to slow down and pull over to let your eyes recover if the lights dazzle you.
- If your vehicle breaks down on the road make sure other drivers can see you and your car. Turn on the hazard warning lights.

Car care and vehicle safety

There are some basic things you need to know and do in order to ensure safe, economical and environmentally-friendly driving. Staff should also refer to the City's Motor Vehicle Policy.

Tyre care

Tyre pressure changes with temperature. The best time to check and adjust tyre pressures is when the tyres are cold. Do this at least every two weeks.

Monitor the tread and wear of your tyres. Bald tyres are unsafe and illegal.

Eco tips

- Under-inflated tyres will also make your vehicle use more fuel: remember to check your tyre pressures regularly and add more air if necessary.

If some parts of the tyre seem to be wearing faster than others, report to Fleet Services.

Windscreens

Make sure your windscreen and windows are kept clean inside and out. Dirty windows smudge and smear when it rains. Always keep the water reservoir for the wipers topped up.

Any damage to fleet windscreens must be reported to fleet services officers.

Secure loads

All loads must be secured using appropriate restraints and must not overhang the vehicle.

It is also important not to leave loose items in the vehicle. In the event of a crash these items will fly around the car at a velocity which can cause severe injury. An umbrella on a rear parcel shelf can spear someone in a crash. All loose items should be stored in the boot.

Drivers of heavy vehicles should have access to the National Transport Commission's Load Restraint Guide 2004 and be sure their load is always safe.

Car care and vehicle safety (continued)

Anti-lock brakes

Most modern vehicles have anti-lock brakes, which give you better control in an emergency if you have to brake hard and steer away from a collision.

In an emergency brake as hard as possible and try to steer in the direction away from the hazard. Look where you need to go and not at the hazard.

Anti-lock brakes are not a substitute for your crash avoidance space. A minimum three-second crash avoidance space should be maintained at all times.

Electronic Stability Control (ESC)

ESC compares the driver's intended direction to the vehicle's actual direction. ESC intervenes only when it detects loss of steering control – when the vehicle is not going where the driver is steering.

ESC estimates the direction of the skid, and then applies the brakes to individual wheels and brings the vehicle back in line with the driver's intended direction.

The system may reduce engine power or operate the transmission to slow the vehicle down if it senses loss of control. If this happens you have been driving too fast!

Do not let the knowledge that your vehicle has safety features affect your driving by increasing speed or reducing space between vehicles.

NEVER SWITCH OFF THE ESC.

Stop/Start economy systems

What does it do?

Start/Stop almost completely deactivates your engine whenever you come to a temporary standstill and then smoothly reactivates it whenever you're ready to move again. This saves fuel and reduces emissions that damage our environment.

How it works:

Once you've stopped, the Start/Stop technology deactivates your engine whilst your foot is on the brake pedal. Then, when you're ready to get going again the system starts the engine automatically as you release the brake and move your right foot to the accelerator.

Use of parking brake

It is the responsibility of all drivers to prevent their vehicle rolling backwards on hills. There are a number of different parking brake types:

Standard parking brake operated by;

- A lever between the front seats;
- A pedal to the left of the footbrake on some Prius models; and
- A switch on the console applies the parking brake, the brake will release when the accelerator is touched.

In-car information and entertainment

There are now many in-car devices designed to give us information and entertainment while we are driving. These devices can distract you from driving.

Tips

- Select the CD you'd like to listen to before you start driving. If you wish to change the CD, either stop the vehicle or ask a passenger to do this for you; and
- Program any navigational system before driving.

Vehicle hygiene

Ensure that the inside of your car is kept clean and tidy. This is a common courtesy for those whose cars are used by others at the City of Sydney.

If you are suffering from a cold or similar be aware that the vehicle can harbour germs both airborne and through contact with the controls.



Fuel use

Make sure that you know what type of fuel the vehicle runs on before driving.

Is it?...

Electric – be sure it has enough charge for your journey.

Petrol or Diesel – will you need to refuel during your journey; where is the fuel card and do you know where a fuel station is located.

Our pool cars are mostly electric or hybrid. If you are not familiar with these types of vehicle please contact the Driver Development Officer for advice on their operation.

Electric and hybrid vehicles

Electric vehicles have a shorter range, typically up to 130 kms on full charge in ideal driving conditions. When on full charge do not attempt to travel somewhere more than 40 kms away.

Throughout the day the charge in electric vehicles will drop – always make sure you know how to read the charge (fuel) gauge.

Hybrid cars have a much greater range but still need refuelling – again check the gauge.

The City has different models of electric and hybrid vehicles. Please be sure you can identify the controls and understand the instruments before moving off.

- All are very quiet – pedestrians may not hear you approach.
- Be particularly careful in shared zones where pedestrians have priority.
- Electric cars accelerate quickly up to urban speed limits so control your speed.
- Ensure that the vehicle is turned off and made safe before getting out.

Eco tips

- **Light use of the accelerator and slowing early improves the economy of all vehicles.**

What to do if you are involved in a crash

Important Reporting damage to a City vehicle

Prior to taking out any vehicle a driver must complete the required documentation. The driver must also check the vehicle for damage and report the damage to Fleet Services.

Damage found on any vehicle that has not been reported will be the responsibility of the last driver to use that vehicle.

Crash involvement

People's safety is priority in the event of a crash. Follow these steps:

If you are involved in a crash you must stop immediately and give as much help as possible to anyone else involved in the crash.

If anyone is injured or killed, you must call the Police and Ambulance – dial 000.

1. Make the crash scene safe so that another crash does not occur.

- Switch off the ignition of the immobilised vehicle to reduce the risk of fire.
- Switch on hazard warning lights.
- Check to see if anyone is injured.
- Do not move injured people unless they are in danger of further injury.
- If safe, relocate anyone involved in the crash to safety away from the road.
- Remove yourself from any obvious danger.
- Remove anything that falls or escapes from crashed vehicles that is likely to endanger the safety of others (for example, debris or broken glass). However, if you need to clear debris from the road, it is important that you ensure your personal safety at all times.
- If safe, try to move the vehicle out of the roadway.
- Put out safety cones or other markers to warn other motorists to avoid a further crash.

What to do if you are involved in a crash (continued)

2. Notify your supervisor and Fleet Services immediately.

3. If police or emergency service officers are called, wait for their arrival and follow their instructions.

4. Exchange of information.

You must provide the owner or driver of any other vehicle involved in the crash with the following information:

- Your name, address and licence details;
- Your vehicle registration number;
- If you are not the owner of the vehicle, the name and address of the owner (such as the City of Sydney); and
- Ask the other driver(s) for similar information.

5. Do not make any comments to other parties that may imply fault or liability.

Do not enter into any communication relating to the incident with other parties without consulting Fleet Services first, either at the scene or any time afterwards.

6. If a third party leaves the scene without exchanging details, or you consider there is a risk to your personal safety in approaching the other driver, the registration number of the other vehicle must be obtained.

The driver should attempt to get details of witnesses and police at the scene of the crash.

7. If you are unable to drive your vehicle notify Fleet Services as soon as possible.

8. Take notes and photographs of the scene including all vehicles involved (and include anything that may have contributed to the incident (such as illegally parked vehicles that may have obstructed views etc.).

Reporting a crash

Always report crashes promptly and record any details.

Reporting a crash to the City of Sydney

If you have a crash in a City vehicle, you will need to report the incident to your supervisor or manager immediately and to Fleet Services as soon as possible after the crash (within 24 hours), even if there is no visible damage to the vehicle and there is no third party involved. There could be unseen damage to the vehicle that could affect its safe operation.

Incident forms can be obtained from the City's intranet or Fleet Services. All information will need to be recorded as accurately as possible including details of witnesses. If you require assistance, please speak with Fleet Services.

Reporting a crash to the police

The Police may attend and investigate crashes where:

- A person is trapped, killed or injured.
- A bus or truck needs to be towed away.
- They are needed to direct traffic or deal with hazards.
- A person fails to stop or exchange information.
- Any driver is believed to be under the influence of alcohol or drugs.

If police do not attend the crash scene, you must report the crash as soon as possible after leaving the crash site to the Police Assistance Line on **131 444** where:

- You are in a crash and either your vehicle or another vehicle needs to be towed away.
- There is damage to property or injured animals.
- You are unable to provide particulars to the owner.

You must always provide Police attending the crash scene with details of the crash, vehicles involved, your name, address and, if known, information about any witnesses or the drivers of other vehicles involved.

You must always show Police your driver licence.

Police do not need to be notified of a crash when there are no injuries and the vehicles involved do not require towing. However, if someone is later treated for an injury (related to the crash), then call the Police Assistance Line on **131 444**.



NSW Police Force

WHAT TO DO AFTER A CAR CRASH

To help reduce danger to road users and manage crashes more efficiently, from October 2014, you may no longer have to wait for police at a crash site in NSW.

Follow the chart below to find out what to do.

ENSURE YOU ARE IN A SAFE LOCATION AWAY FROM THE TRAFFIC

Is anyone trapped or injured?

YES

Call **Triple Zero (000)**.

Stop and give assistance to anyone who is injured **if it is safe to do so**.

NO

Are police needed to direct **traffic** or deal with **hazards**?

OR

Do any drivers appear affected by **alcohol or drugs**?

OR

Does a **bus or truck** need to be towed?

OR

Has anyone involved failed to **exchange details**?

(See reverse for legal requirements)

YES

Call **Triple Zero (000)**.

Police **DO NOT** need to attend the crash site

NO

Does any vehicle require towing?

YES

1. Exchange details and **leave the crash site**.
You are NOT required to report the crash to police.

2. If anyone is **later treated for an injury** call the Police Assistance Line on **131 444** as soon as possible.

1. Contact your insurer or a towing company of your choice to **arrange for your vehicle to be towed** (if required).
If you cannot arrange a tow and exhaust all other options, call the Police Assistance Line on **131 444**.
2. Exchange details and **leave the crash site**.
3. After leaving the crash site **report the crash to the Police Assistance Line on 131 444** as soon as possible.
You will be provided with a report number to assist with any insurance claims.

Fleet selection and maintenance

The City's motor vehicle fleet has been chosen so that the most efficient and safe models are used for the City's business.

Electric and hybrid vehicles have zero or very low CO2 emissions and have been chosen as the preferred types of vehicles.

Other vehicles are chosen because of their practicality in doing a specific job together with low fuel consumption and low emissions.

City vehicles are maintained to ensure they run safely and efficiently and with the minimum adverse effect on the environment.

References and more information

More information is available in person and online for your easy reference.

Contact numbers for Fleet Services:

02 8345 1402 – Fleet Services Manager

02 8345 1405 – Fleet Services Officer

02 8345 1408 – Workshop Supervisor

02 8345 1409 – Workshop Supervisor

Need more help?

02 8345 1403 – Driver Development Officer



Application for authority to drive City of Sydney vehicles

It is a requirement of your employment with the City of Sydney that you know and comply with the current Road Rules if you drive Council Vehicles.

Authority to drive a Council vehicle is at the discretion of the Fleet Services Manager.

Note: If you hold a driving licence from another country you must contact the Driver Development Officer to determine its validity in New South Wales.

Declaration

I acknowledge the receipt of a copy of the **low-risk and eco-driving handbook** supplied to me by the Council of the City of Sydney.

I have read the **low-risk and eco-driving handbook** and agree to comply with the requirements set out in the book.

I have read the current **Motor Vehicle Policy** and the **Motor Vehicle Procedure**. I agree to comply with their content.

I agree to abide by the NSW Road Rules as required by law while holding a NSW or other valid driver licence.

I am fully conversant with the **Road User Handbook** (class C – cars and light vehicles) and, if appropriate, the **Heavy vehicle driver handbook** (Light, Medium and Heavy Rigid vehicles)

I have a valid **New South Wales** or other **Australian/ Overseas** licence(s) for the vehicle(s) I will be driving for work purposes.

I have completed the required on-line training program.

I agree to undertake a driver evaluation if required.

Name

Position

Staff No.

Signature

Date



For more information visit
CityNet - Fleet services