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TOWARDS ZERO

Towards Zero is the approach Victoria is taking to achieve a future where no one is killed or seriously injured on the roads.

This approach acknowledges that as people we make mistakes. But when those mistakes happen on our roads, we come off second best because our bodies aren't designed to absorb forces from the impact of a crash. Anything greater than 30km/h greatly increases the risk of death and serious injury.

That's why the focus of Towards Zero is on building a safe road system that protects us from mistakes – a system that will change road safety for good.

For more information www.towardszero.vic.gov.au



ROAD SAFETY IS A SHARED RESPONSIBILITY



SAFE DRIVING POLICY

This organisation is committed to your health and safety, and that extends to when you are driving one of our company vehicles.

With Towards Zero, road safety is a shared responsibility. The safe driving policy outlined in this booklet shows what you can do and what you can expect from us to ensure that every journey you take for work is a safe one.



OUR VEHICLES AND COMMITMENT TO SAFETY

All our vehicles are equipped with a 5-star Australasian New Car Assessment Program (ANCAP) rating. This means that the vehicle you drive as part of work has at least the following safety features:

- / Electronic Stability Control (ESC)
- / Seat belt reminders and seat belt pre-tension devices
- / Driver and passenger air bags
- / Curtain airbags

Our vehicles are regularly serviced and maintained to ensure they remain in a safe and road-worthy condition.

We will support all employees to be as safe as possible when using the roads by:

- / Allowing a reasonable timeframe for driving between appointments
- / Ensuring colleagues and clients do not expect you to take calls while you are driving
- / Understanding that if you feel unfit to drive, you don't have to
- / Providing alternative transport, such as a taxi and public transport, when appropriate
- / Providing a Safe Driving Policy

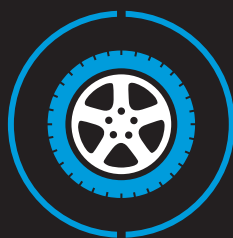
BEFORE YOU DRIVE

VEHICLE USE REQUIREMENTS



- / You may only drive a vehicle if you hold a current and valid driving licence
- / You must be fit to drive – that is, you must not drive if you have a condition (temporary or ongoing) that will impair your ability to drive. Use of prescription medication, feeling tired/drowsy or unwell will affect your ability to undertake the demanding and complex tasks required to drive
- / You must adhere to all Victorian road rules
- / You must abide by our Safe Driving Policy
- / You must drive appropriately for road conditions and be courteous to other road users

VEHICLE SET-UP



- / Do a quick external inspection of the vehicle
- / Check the tyres. Ensure they look inflated and have good tread (tyre pressures are listed on a placard in the vehicle)
- / Is the vehicle clean and in good order? Is the windscreen clean?

DRIVER SET-UP



- / Just as you would do with your desk and regular work station, it is important to get the basic ergonomics correct before driving. This will help in many ways: it will allow the car's safety features to provide maximum benefit; it will assist with car control and it will provide you with the best vision
- / Before you start each journey, check the position of your seat, mirrors, steering wheel and head rest. You should be able to reach the pedals comfortably and use your mirrors to get a good look behind and to each side of the vehicle

WHILE YOU DRIVE

When driving, it is important you consider the following and the potential impact on your safety.

SPEEDING



THE PROBLEM

Speeding is one of the leading causes of crashes on Victoria's roads.

All types of speeding (excessive, low-level and inappropriate) are dangerous. Speeding increases the likelihood of crashing and the severity of a crash because it reduces the time a driver has to avoid a crash; it affects a driver's ability to control the vehicle; and it lengthens stopping distances.

WHAT YOU CAN DO

- / Travel at or under the sign-posted speed limit and at a speed suitable for road conditions
- / Be alert to temporary advisory signs for road works or changed road conditions
- / If you find you are having difficulty keeping to the limit in a car, there are a number of technologies that may be of assistance to you, such as cruise control and top speed limiters (you set the top speed that the car can travel at). There is also a technology called Intelligent Speed Assist (ISA) which will provide an alert to drivers when they are over the speed limit
- / Maintain a safe following distance between you and the vehicle in front

Safe following distances depend on a number of factors, such as road conditions. In ideal conditions, maintaining a gap of at least two seconds between vehicles is regarded as safe. You can determine this by watching the rear of the vehicle in front of you pass a particular spot on the road or roadside and counting seconds until the front of your car passes that spot. If you count less than two seconds, you are travelling too closely and should drop back.

SPEEDING (continued)

- / Respond to adverse conditions

When driving in adverse conditions, such as wet roads, fog, dirt roads etc., the safe gap between your vehicle and the vehicle in front may need to increase.

SOME FACTS

- / Increasing vehicle speed from 60km/h to 65km/h in a 60km/h zone doubles your risk of being involved in a crash
- / Speeding doesn't significantly reduce the time of a car trip. For example, a road trip on an unimpeded 10km stretch of road at 65km/h instead of 60km/h only saves you 46 seconds!

DISTRACTIONS



THE PROBLEM

Any object or activity that takes a person's attention away from the road – whether it is a mobile phone, eating or talking to others – is a potential distraction.

International research into road user distractions has found that taking your eyes off the road is a major contributor to crashes. Taking your eyes off the road for just two seconds when driving at 50km/h means you are effectively travelling blind for 27 metres.

WHAT YOU CAN DO

/ Plan and prepare

Before you set off, change the radio to the station of your choice or connect your music, set climate control and make sure the vehicle is set up for you (mirrors, seat position etc.)

Secure anything that could fall onto the floor of the vehicle and roll around. Find your sunglasses or anything else you need for driving. Plan your trip and set your GPS if you are using one – know where you are going.

/ Restrict the use of mobile phones

The use of a hand-held mobile phone is illegal and should not be used. The use of a hands-free mobile should be kept to a minimum and you should try not to engage in highly complicated and emotional discussions that have the potential to distract you from driving safely.

If you want to let people know that you are not available to talk, you may wish to alter your voicemail message to the example given below:

"Hi, you've phoned the mobile of (your name) at (your company). I'm sorry I can't take your call. I may be driving or just unavailable to talk right now. Please leave your name, contact details and a brief message after the tone and I'll return your call."

DISTRACTIONS (continued)

Alternatively, there are apps available that silence incoming calls and text messages while you are on the road. Those calling or texting you will receive an automated text to let them know you are driving and can't answer. When you arrive at your destination, the app will provide a summary of the calls and messages you received during your trip.

SOME FACTS

If you take your eyes off the road for two seconds:

- / At **40km/h** your vehicle travels more than **22 metres** blind
- / At **60km/h** your vehicle travels more than **33 metres** blind
- / At **100km/h** your vehicle travels more than **55 metres** blind!

DROWSINESS



THE PROBLEM

Drowsiness is the feeling of tiredness and an overwhelming urge to sleep.

Drowsiness affects a driver's reaction time and ability to concentrate, and can create the very real risk of falling asleep at the wheel.

Some signs of drowsiness include:

- / Difficulty concentrating/reduced awareness of environment
- / Slower reaction time
- / Feeling sleepy
- / Eyes closing or going out of focus
- / Increased yawning/rubbing eyes/feeling restless
- / Seeking stimulus to remain awake
(e.g. turning up the radio, winding down the window)

DROWSINESS (continued)

WHAT YOU CAN DO

- / Avoid driving when you are tired
- / Plan your journey to include a break from driving every two hours
- / Avoid driving during hours when you would normally be asleep
- / If you are on the road and you feel drowsy, the best option is to pull over safely and have a 15 minute powernap
- / Aim to get enough good quality sleep prior to driving, regardless of whether the trip is a long or short one. A healthy adult needs an average of between seven and nine hours sleep to function optimally
- / Reschedule commitments if you know you have had a poor sleep the night before your journey

SOME FACTS

- / Drowsiness is the first sign that you're already falling asleep. Throughout the day, sleep-inducing chemicals build up in your brain. They eventually reach a tipping point, sending you off to sleep. You have no control over when or where that happens, and it can happen in an instant
- / The only remedy for drowsiness is sleep

DRINK DRIVING



THE PROBLEM

Drink driving remains a key contributor to trauma on Victoria's roads. Alcohol can significantly reduce your reaction time. It adversely affects coordination, slows down reflexes and reduces your ability to make decisions.

WHAT YOU CAN DO

- / Separate your drinking from your driving
- / Avoid consuming alcohol prior to driving
- / Be mindful of the fact that your blood may still contain alcohol well after your last drink, even the morning after

SOME FACTS

Blood Alcohol Concentration (BAC) is a measurement of the amount of alcohol in the body.

Many factors can affect your BAC including:

- / The amount of alcohol consumed
- / The period of time over which alcohol is consumed
- / Your body mass
- / Whether or not you have eaten
- / Your fitness levels
- / The health of your liver

DRUG DRIVING



THE PROBLEM

Drug driving is a major issue on Victoria's roads. Many drugs reduce a driver's ability to fully control a vehicle.

WHAT YOU CAN DO

- / Don't drive after taking drugs
- / Be mindful that drugs can remain in your system for a long time and the duration of impairment varies
- / In the case of prescription drugs, it is important you speak with your doctor and pharmacist about your fitness to drive while taking the medication

SOME FACTS

Illicit drugs Victoria Police can test for include:

- / THC (active component in cannabis)
- / Methamphetamine (speed)
- / MDMA (ecstasy)

It is important to remember you cannot drive while affected by any drug, regardless of whether it is a legal or illegal drug.

ROLES AND RESPONSIBILITIES



Under Section 21 of the Occupational Health and Safety Act (OHS Act), an employer must provide a safe and healthy working environment for its employees. Employees are also required to take reasonable care of their own health and that of others around them.

Vehicles used for work-related purposes and driver safety are covered by both OHS legislation and road traffic laws.

MANAGEMENT RESPONSIBILITIES

- / Ensure organisational compliance with health and safety legislation
- / Participate where required in the resolution of safety issues
- / Ensure all incidents are reported as per the incident/hazard reporting procedure
- / Review all crashes/incidents and prepare reports, where appropriate
- / Review any health and safety related reports and take appropriate action
- / Purchase and maintain a safe and roadworthy fleet
- / Ensure employees have a current and appropriate driver's licence
- / Ensure employees using company vehicles are fit to drive
- / Ensure employees are given sufficient time to travel, rest and manage fatigue when driving for work
- / Ensure employees are not expected to make and respond to phone calls while driving

ROLES AND RESPONSIBILITIES
(continued)

- / Provide appropriate information and training on safe driving
- / Monitor and supervise safe driving programs
- / Ensure all employees are inducted and receive regular training as required to perform their jobs safely
- / Facilitate the rehabilitation of injured or ill employees

EMPLOYEE RESPONSIBILITIES

- / Take reasonable care of your health and safety and that of others
- / Ensure you hold a current, valid driver's licence
- / Abide by all road rules (e.g. speed limits, mobile phone use, blood alcohol limits etc.)
- / Minimise the use of a hands-free mobile phone and never use a hand-held mobile while driving
- / Ensure you don't drive if drowsy or impaired by medication
- / Take rest breaks after every two hours of continuous driving or when you feel drowsy
- / Report any driving-related incidents
- / Carry out routine vehicle checks before driving
- / Identify and report any unsafe work practices or hazards



