

Safe Driving

Our Policy

Padua College is committed to minimising risks associated with driving to ensure the health and safety of workers who drive in the course of their work

Padua College acknowledges its responsibilities in relation to safe driving and undertakes to not put at risk the health and safety of any person by either act or omission, and as such agree to conduct ourselves in accordance with this policy and the code of conduct.

Padua College further undertakes to raise any concerns or issues relating to Safe Driving with employees, contractors and students and view consultation as the key component to improving Health & Safety outcomes.

Padua College undertakes to provide as much information training and supervision as is necessary to ensure safe driving outcomes.

Therefore the school undertakes it will:

- a) Not require staff to drive under conditions, which are unsafe and /or likely to create an unsafe environment, physical distress, or excessive fatigue;
- b) Give priority to safety features when selecting new vehicles, including so far as is possible:
 - Only buy/hire vehicles that rate three or more stars on the ANCAP tests;
 - Where practicable take into consideration vehicle colour in safety considerations;
 - Fit vehicles with speed warning devices, ABS brakes, air conditioning, and station wagons with load barriers between the boot and passenger areas;
- c) Fit school owned road registered vehicles, and other vehicles, with appropriate safety provisions where applicable i.e. basic first aid kit, fire extinguisher, torch and emergency triangle
- d) Maintain all school vehicles in a safe, clean, legal and roadworthy condition;
- e) Have a documented and scheduled maintenance programme;
- f) Have a daily inspection programme and checklist prior to the vehicle leaving the premises;
- g) Review and audit from time to time the above points to ensure systems, procedures and objectives of the policy are delivering the desired results.
- h) Compile and disseminate information on safe driving to employees, contractors, students, parents and guardians regularly and as required through appropriate mediums.

Padua College Safe Driving Code of Conduct

Additionally the school will promote a safe driving culture so that our employees, contractors, suppliers, parents, guardians and student drivers set an example for the broader community by demonstrating safe considerate and lawful driving practices.

Padua College states that all employees, contractors, student drivers, parents and guardians will agree that whilst driving College owned or hired vehicles or driving privately owned vehicles on the school premises they must:

- a) Be fit to drive, not in a fatigued state or under the influence of any alcohol or drug that is known to impair a person's ability to drive safely, or is illegal;
- b) Hold a current license for that particular vehicle;
- c) Comply with all road laws and lawful instructions of state police and road authorities;
- d) Be conscious of other roads users and demonstrate safe and courteous driving habits when driving at all times;
- e) Report any unsafe operation of a school vehicle, or any incident or accident to the appropriate persons;
- f) Under no circumstance drive a vehicle or tow any equipment when an obvious or suspected safety or maintenance issue has developed with the vehicle or the towed vehicle, which may make it un-roadworthy and potentially dangerous. Should such an issue develop, immediately park the vehicle safely, as to not create further hazard to self or other road users, and contact appropriate person
- g) Never leave a vehicle unattended with keys in the ignition, on or off campus grounds at any time.
- h) Respect and abide by instructions given by designated traffic controllers whilst driving on the school premises
- i) Abide by agreements made and health and safety control measures put in place in relation to driving on the school premises i.e. Traffic Management Plans, Student Drivers Policy, Transporting Students in Private Vehicles Policy, Driveway and Car Park Safety Policy, Drug and Alcohol Policy, Bus Operations Manual.

Vehicle Selection & Maintenance

Where Padua College acquires a college vehicle the Business Manager, who is responsible for the acquisition, will consider safety features of the vehicle as the prime factor in the vehicle selection process.

- Only buy/hire vehicles that rate three or more stars on the ANCAP tests;
- Where practicable take into consideration vehicle colour in safety considerations;
- Fit vehicles with speed warning devices, ABS brakes, air conditioning, and station wagons with load barriers between the boot and passenger areas;

All college vehicles must be maintained in accordance with the manufacturer's recommendations and in a roadworthy state.

Safe Driving Practices

Padua College has developed the following safe driving practices that must be followed by all workers operating a vehicle in the course of their work:

Driving Schedules / Fatigue Fatigue is a significant issue for drivers who are required to spend long periods of time behind the wheel. Padua College requires that in the event its workers are required to travel for any extended period of time, that they take a break at least once every 2 hours or when they feel fatigued. Remember STOP, REVIVE, SURVIVE.

Speed Together with fatigue, speed is often a critical factor in road accidents. Workers must drive within the speed limit at all times. Any speeding fines incurred by a worker whilst driving a vehicle in the course of their employment will be the responsibility of the worker.

Mobile Phones Driving whilst talking on a hand-held mobile phone is illegal in Australia if the vehicle is not equipped with mobile bluetooth technology. Note this is the case, even when the car has temporarily stopped at the traffic lights. All other functions including texting, video messaging and emailing are prohibited. If the phone is being used as a GPS, it must be mounted in a fixed cradle designed for that purpose. All phone cradles must be commercially manufactured (with the exception of Western Australia and Queensland).

Where workers are required to spend considerable periods of time driving a college vehicle and are also required to use a mobile phone during the course of their employment, Padua College may install a hands-free set. In the event a hands-free set is not installed or is unavailable, workers must not answer calls whilst the vehicle is in motion and must pull over to the side of the road and ensure the vehicle is stationary before receiving or making a call.

Drugs, Alcohol & Smoking Workers must not drive vehicles while over the legal limit applicable for alcohol, or while impaired by medication or other drugs that cause drowsiness, alter perception or state of consciousness. No smoking is permitted in college vehicles.

Unrestrained Objects Unrestrained objects in a vehicle such as street directories, briefcases or even tissue boxes can become missiles in the event of an accident, putting the driver and any passengers at serious risk of injury. All drivers should be aware of this hazard and take precautions to avoid the presence of unrestrained objects whilst the vehicle is in motion.

Accident Investigation In the event of an accident or a worker receiving an injury whilst driving, Padua College will carry out an investigation into the incident and review the underlying causes of the injury to identify whether or not the implementation of further health and safety measures is warranted.

Workers' Responsibility

Workers are responsible for carrying out their duties in a safe manner and must:

- Hold a valid driving licence for the type of vehicle they are driving, and immediately notify the College if not correctly licensed;
- Drive within the legal speed limits, including driving for the conditions at the time: traffic, road surface, visibility, and weather conditions;
- Wear a safety belt at all times, ensuring that all passengers do likewise where appropriate;
- Comply with all current motor traffic regulations;
- Operate vehicles in a safe manner;
- Follow Padua College's safe driving practices;
- Assist in maintaining college vehicles in a safe condition and notify the Head of Maintenance in the event maintenance issues arise whilst they are operating a college vehicle;
- Report all near misses, accidents and scrapes as soon as possible after they occur, even if there was no injury or significant damage; and
- Regulate their own behaviour so as to enhance safety.

Implementation

This policy is implemented through a combination of:

- Consideration of safety issues when purchasing college vehicles;
- Regular maintenance of college vehicles;
- Staff training;
- Effective record keeping;
- Effective incident notification and accident investigation procedures; and
- Initiation of corrective actions where necessary.

Discipline for Breach of Policy

The following actions in company vehicles or whilst driving vehicles on school premises will be viewed as serious breaches of this code of conduct and may result in permission to drive on school premises being withdrawn, disciplinary action up to and including dismissal as a direct consequence:

- a) Being under the influence of alcohol or drugs while driving;
- b) Driving a vehicle in an unlawful manner including speeding, running traffic lights, failing to signal, failure to obey traffic controllers, failure to abide by College agreements or traffic control measures, behaviour resulting in traffic penalty;
- c) Driving while disqualified, or not correctly licensed;
- d) Aggressive driving behaviour;
- e) Reckless or dangerous driving with potential to result in injury or death;
- f) Talking on mobile telephone without legally approved apparatus whilst driving;
- g) Failing to stop after an accident or incident and failure to report the event;
- h) Driving whilst under demerit points suspension;
- i) Any actions, which warrant suspension of a license;
- j) Allowing any persons not authorized to operate or move the vehicle at any time;
- k) Failure to obey traffic controller's instructions, aggressive or abusive behaviour towards designated traffic controllers, staff, students or other drivers.