

ECL Engineering Control

Driving Policy

**QHSE Controlled Document
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1.0 Change History

Revision	Date	Description	By
4	15/2/2016	New template format. Minor changes to rules regarding non-local license holders and non-prescription medication. Add review section.	S McCallum
5	8/6/17	Annual Review. Minor formatting changes. Add vehicle checks.	S McCallum
5a	18/7/18	Annual Review. Minor formatting changes. Add driving between sites.	S McCallum
6	5/9/2018	Format standardisation & responsibilities further defined – added smoking prohibited in vehicles.	G.Chapman
7	23/9/2019	Added information regarding driver assessment and training	J Cleland
8	20/07/2020	Add Journey Management	J Cleland

2.0 Approvals

Director:



Date:

QHSE Manager:

Date:

3.0 Purpose

The purpose of this document is to clearly define as part of ECL's integrated QHSE management system the policy with regards the use of motor vehicles while engaged in Company activities in order to minimise vehicle incidents and the associated occurrence of personal injury and property damage.

4.0 Scope

This policy applies to all company personnel.

5.0 Policy

ECL wishes to promote safe travel to and from work and between sites. As driving is one of the highest risk activities undertaken by our staff, we place the highest importance on safe travel. In acknowledgement of this, all employees that hold a NZ or Australian drivers' licence will complete an AA Online Driver Risk Assessment. If this assessment identifies any areas of concern, the employee will not be permitted to drive an ECL vehicle in the course employment until they have completed further training and assessment.

- **Journey Management Plan:**
Journey Management Plans are required for any ECL employee travelling out of Taranaki District Boundaries.
If a client has a journey management plan, it is compulsory to follow it and send a copy to ECL QHSE Manager
If there is no client journey management plan, please create the plan and email to QHSE Manager qhse@ecl.co.nz Plan should include the following:
 - Map of route taking and expected timeline of planned travel (utilise NZTA Journey Planner Tool <https://www.journeys.nzta.govt.nz/>)
 - Planned stops at 2-hourly intervals
 - Trip contact (person you will notify when you reach destination)
- **Ensure the vehicle is roadworthy and adequately provisioned for the journey ahead**
Consider the journey ahead and make sure the vehicle lights and tyres are checked and that it is adequately provisioned in terms of petrol, oil, coolant, potable water, etc.
- **Ensure that the vehicle has the required emergency box comprising of the following**
 - Hardhat
 - Hi Vis vest
 - Safety glasses
 - Protective gloves
 - Windscreen wash

- Emergency triangle
- Fire extinguisher
- Jumper leads
- Working torch
- Tow rope
- First aid kit fully stocked
- Stretchy bungy cables

Ensure this equipment is secured in the boot.

- **If vehicle tracking is required, make sure it is installed and operational**
If an In-Vehicle Monitoring System (IVMS) is required by the client, make sure it is installed and operational for the vehicle used.

The following items are **specifically prohibited** when operating motor vehicles or while using a personal motor vehicle in connection with or while conducting company business:

- **Driving without the use of available safety restraints for all occupants in the motor vehicle**
- **Driving without an appropriate valid driver's license**
Any employee or contractor driving a company motor vehicle or a motor vehicle for business purposes must be in possession of a valid driver's license for the type of vehicle and the area in which the vehicle is being driven.
- **Smoking in vehicles**
Smoking is prohibited in all ECL vehicles.
- **Driving without full knowledge of Local Road Rules**
Employees and contractors who obtain their driver training overseas must refrain from driving company vehicles or undertaking journeys on behalf of ECL until they have either successfully completed the AA New to NZ Driver Coaching (or like) and Assessment – a practical driving assessment for the local driving conditions. Due to similarities in road standards and rules between Australia and New Zealand, employees and contractors on short term secondments between these two countries are exempt from this condition. It is expected that non-local license holders will endeavour to achieve a full local licence as soon as is reasonably practicable, but no later than NZ licencing laws dictate.
- **Driving under the influence of drugs or alcohol**
No employee or contractor shall under any circumstances be permitted to operate a motor vehicle while under the influence of prohibited substances, controlled substances or alcohol. Motor vehicles should not be operated when prescription medications or over-the-counter medications are taken that adversely affect the ability of the employee to operate the motor vehicle in a safe manner. All employees and contractors have the responsibility to determine whether a prescription would

affect their performance by consulting their health care provider and also to notify their manager that they may be physically unable to drive a motor vehicle in a safe manner.

- **Driving when ill, physically impaired, or fatigued**
Any employee or contractor, who is ill, physically impaired, or fatigued to the extent that it would make the operation of a motor vehicle unsafe has the responsibility to notify their manager or supervisor that they may be physically unable to drive a motor vehicle in a safe manner. All employees and contractors are expected to take a 15-minute break after 2 hours of driving.
- **Exceeding manufacturer's recommended load and/or towing capacities or failing to properly secure any loaded materials**
- **Driving a motor vehicle without confirming that the motor vehicle meets all applicable governmental regulations for safe operation**
It is the responsibility of the employee or contractor to make sure that any motor vehicle driven be in compliance with appropriate regulations that are applicable to the vehicle type and area of operation.
- **Exceeding speed limits and driving without appropriate consideration of hazards**
It is the responsibility of the employee or contractor to drive within the national legal speed limit, the sign posted limit, or any temporary speed limit imposed to address particular road risks. Speed should be reduced according to hazards such as traffic, environment or weather conditions.
- **Using a motor vehicle for, or in connection with, illegal or unauthorized activities or activities that portray an improper image of the company**
- **Engaging in activities that would detract from the safe operation of a motor vehicle**
Two-way radios, handheld mobile phones and 'hands free' mobile phones must be switched off whilst driving.

6.0 Policy Control

This policy shall be set by the ECL Directors, executed by the ECL management team and overseen by the QHSE Manager. It is the responsibility of all personnel and relevant parties to implement and comply with this policy.

6.1 Responsibilities

6.1.1 Directors

The ECL directors are responsible for:

- Setting and approving the policy.
- Reviewing the policy suitability,
- Monitoring compliance and effectiveness.

6.1.2 Management Team

ECL management are responsible for:

- Executing the policy
- Monitoring compliance and effectiveness.

6.1.3 QHSE Manager

The QHSE Manager is responsible overseeing the policy:

- Ensuring the latest copy of this policy is made available to all personnel and other relevant parties.
- Implementing and rolling out changes to the policy as set by the directors.
- Keeping personnel and other relevant parties adequately informed of policy changes.
- Establishing and maintaining reports and other information to monitor policy suitability, compliance, effectiveness, and reporting back to the management team and directors

6.1.4 Personnel and Relevant Parties

All personnel and other relevant parties are responsible for:

- Implementing and complying with the policy.
- Giving feedback on policy suitability, compliance, and effectiveness to the QHSE Manager.

6.2 Review & Monitoring

This policy shall be:

- Reviewed for suitability (biennially or more frequently if required).
- Monitored for compliance & effectiveness (6 monthly or more frequently if required).