

CRITICAL RISK STANDARD | DRIVING

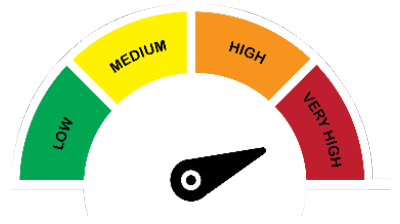
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INTRODUCTION

Driving a vehicle is an activity which is common, yet carries a risk of fatal or serious incidents. This critical risk standard has been developed to provide information to our people about the way that the risk of driving is managed at Massey University. It applies to all our people (staff, students or others) who drive for Massey University business purposes.

This standard should be read as the minimum standards that apply when driving a light vehicle in New Zealand. It is acceptable to add controls at a local level, beyond what is prescribed here – however at no point may controls be removed or substituted without the express written permission of the relevant SLT member and the Director Health, Safety and Wellbeing.



CRITICAL RISK SCENARIOS

The following scenarios have been identified for this critical risk:

- Loss of control of vehicle

MINIMUM CONTROL REQUIREMENTS

Vehicle Selection



Vehicles used for Massey University purposes must be fit-for purpose considering the driver, the tasks to be undertaken, and the driving environment (e.g. off-road). This includes any personal vehicle used for Massey purposes

Before selecting a vehicle for lease or purchase by Massey University, an assessment must be completed that considers:

- Active and passive safety features
- Vehicle ergonomics and driving characteristics
- Access and Egress
- Visibility
- ANCAP Safety Ratings

All vehicles that are purchased or leased by Massey University must be selected with a preference for the inclusion of the following safety features, wherever appropriate for the type of vehicle:

- Electronic Stability Control
- Traction Control
- Anti-lock braking system
- Adaptive Cruise Control
- Reversing Cameras and Parking Sensors
- Pre-tensioned seatbelts for all passengers
- Airbags
- Crumple zones and pedestrian impact protection
- Load restraint systems

Vehicles that are leased or purchased by Massey University shall have daytime running lights fitted that operate whenever the vehicle is in use (except where this interferes with normal headlights)



Vehicles shall be assessed prior to selection with consideration to ergonomic and human factors elements. This should consider, at a minimum:

- Driving position, comfort, and variability of seating position
- Visibility and presence of blind spots
- Steering wheel position adjustment
- Design of physical controls, including headlights, wipers, climate control etc.
- Design of navigation and software elements (dashboard and entertainment system ease of use and controls)
- Bluetooth setup and configuration ease
- Integrated navigation systems

GPS Monitoring



Massey University fleet vehicles are to be fitted with GPS monitoring to provide data on the use and location of vehicles. This information shall be used for the following purposes:

1. Locate any vehicle which is overdue to ensure safety, or identify location where vehicles may have been stolen or used inappropriately;
2. Monitor any unsafe driving behaviours such as speeding, heavy braking and acceleration, or unsafe cornering;
3. Provide data on usage, fuel usage, destinations, and distances to assist fleet services in planning and management of fleet assets

Vehicle Condition

All vehicles used for Massey University must be maintained and in a safe condition for driving.



Massey University is to maintain a regular maintenance programme for all vehicles owned or leased, and ensure that any faulty vehicle is removed from service pending repairs.

All vehicles used for Massey University purposes (including personal vehicles) must have a valid Warrant of Fitness (WOF), or Certificate of Fitness (COF), issued by an approved authority. The vehicle should not be driven if any issues are known to exist with the vehicle that would not meet the conditions of the WOF or COF, even if current



Before starting any journey, the driver must undertake a brief pre-start check that the vehicle is in a safe condition to drive. A vehicle inspection checklist will be provided with every Massey Fleet Vehicle to act as a prompt and provide guidance on how to complete this. If issues with the vehicle are found, alternative transport should be arranged, and any faults advised to Massey Fleet Services (if using a Massey vehicle)

Massey University Fleet Services shall ensure that all vehicles are regularly checked and maintained as per the manufacturers recommendations

In the event of a breakdown involving a fleet vehicle, drivers shall call the 0800 number provided for assistance

Driver Competency

Anyone driving a vehicle for Massey University purposes must hold and maintain a current and appropriate class of drivers licence. This licence must be checked and verified by Massey Fleet Services, prior to the first use of a Massey Fleet Vehicle. Managers are responsible for ensuring that any of their team driving personal vehicles for work hold an appropriate licence.

If a driver's licence has been suspended or cancelled, the driver must not operate any vehicle (including personal vehicles for work purposes), including off road or on campus

Before any driver uses a Massey University Fleet Vehicle for the first time, they must be provided with information about the vehicle and the location of key controls and safety equipment, and expected safe driving behaviours

Before any driver undertakes any high-risk driving an assessment shall be completed to determine the competency of the driver to drive in those conditions. This assessment shall be undertaken by a person who has been deemed competent and experienced in those conditions by Fleet Services

Fitness to Drive

Any person driving a vehicle for Massey University purposes is responsible for ensuring that they are fit to drive, and free from impairment



Drivers must not drive while under the influence of alcohol or drugs, including any medication that may cause impairment



Where a person is anticipated to be driving long distances, the combined work-related travel and work time is greater than 10 hours, or they are driving for over 4 hours in one trip, consideration as to how fatigue will be managed must be discussed with the manager before leaving

- Long journeys should be avoided in preference of air travel where appropriate
- Consideration as to whether the driver should stay overnight instead of driving further
- How the driver will manage sleep to ensure that they are rested
- Consideration of carpooling or shared driving arrangements

Any person who is aware of any medical condition that they have which may impact on their safety while driving must disclose this to their manager before driving for Massey University purposes. If the persons drivers licence has been suspended for medical reasons (for example, after a seizure), then the person must not drive for work purposes

Use of Mobile Phones

It is recommended that drivers have a mobile phone with them for use in emergency situations, however mobile phones should be switched off, or placed where the driver cannot access them while driving (such as the boot, or in a bag in the back seat)

Drivers should pull over to a safe location to make or receive calls. Where calls are time-sensitive or urgent, the vehicles Bluetooth system (preference), or via an alternative hands-free function may be used



At no time should text messaging, or other functions be used while driving

Safe Driving

Before starting any journey, consider whether there will be any requirement to drive:

- In hazardous conditions, such as storm events or through snow/ice conditions
- On hazardous roads or tracks, such as unsealed roads or off-road tracks

If any of the above hazardous conditions will be experienced, assess whether driving can be reasonably avoided

Anyone driving for Massey University purposes must drive in a safe and responsible manner, with respect to all legislation, signage and requirements of the New Zealand Road Code at all times

Safe following distances (minimum of 2 seconds in normal conditions, and increased to 4 seconds in hazardous conditions, or if towing a trailer) must be maintained at all times.

Speed is to be maintained to the legal limits (including through temporary traffic management areas, such as roadworks), and appropriately moderated to the road conditions

Seatbelts (where fitted) must be worn at all times while driving. It is the responsibility of each passenger to also wear a seatbelt while the vehicle is in motion

Heavy braking, acceleration and high-speed cornering all may impact on a vehicles safe operation, and is to be avoided where possible

All loose or heavy objects should be secured, placed in the boot, or behind an approved cargo barrier

Emergency Equipment

A First Aid Kit must be provided with every Massey University fleet vehicle. This kit must be up-to-date and maintained, and checked every 2 months

A device for cutting seatbelts and breaking glass is to be available, and readily accessible by the driver of the vehicle in the event of an emergency

Reporting

All incidents involving a vehicle must be reported using the University's online safety reporting system, regardless of severity

Massey University vehicles shall be branded appropriately with the logo and contact information. A process for reporting dangerous driving, particularly in Massey University branded vehicles, shall be in place and any reports monitored and followed up by the Fleet Services and Health & Safety teams and compared to GPS monitoring data to determine whether further action or intervention is required

Insurance

All Massey University vehicles must be fully insured at all times.

Drivers of Massey University vehicles must be approved by Fleet Services, and have their name listed on the booking

Anyone driving a personal vehicle for Massey University work purposes (beyond commuting) is advised to check with their insurer as to coverage

RELEVANT LEGISLATION OR POLICY

- Land Transport Act 1998
- Health and Safety at Work Act 2015
- Massey University Travel Policy
- Massey University Health, Safety and Wellbeing Policy

DEFINITIONS

Active Safety Feature: A safety device fitted to a vehicle that works to prevent an incident from occurring (e.g. traction control)

Critical Risk: Any risk that carries the potential for a fatal or serious, life-altering injury

Critical Control: Any control which is essential for the prevention or mitigation of a critical risk

High-Risk Driving: Driving which involves any of the following:

- Off-road driving
- Driving in snow and icy conditions
- Towing a trailer

Light Vehicle: Any car, van, utility vehicle or ATV that can be driven on a Class 1 NZ Drivers licence

Mobile Phone: Any telecommunications device that has a transmitting function, including cellphones, Personal Digital Assistances, email devices etc. Excludes two-way radio.

Passive Safety Features: A safety device that does not become active until an accident is occurring (e.g. airbags)