



# SAFE DRIVING GOOD PRACTICE GUIDELINES



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New Zealand Government

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This guidance does not constitute, and should not be regarded as, legal advice. If necessary, users should seek appropriate legal or other expert advice. This guidance may be used by New Zealand government agencies as a reference in the development of their own safe driving policies.

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# Safe Driving Good Practice Guidelines

## 1. Introduction

The New Zealand government is committed to providing a healthy and safe work environment for its workers. Managing risks is integral to that commitment and is a core element of the Health and Safety at Work Act 2015 (“the Act”). The Act encourages a broad view of risk that takes into account the root cause of harmful events, the likelihood it will occur, and the consequences if it does.

Under the Act, government departments, local authorities and Crown agencies are persons conducting a business or undertaking (“PCBUs”). The primary responsibility for health and safety in a workplace rests with the PCBU. The PCBU’s duty extends beyond workers and takes into account persons who may be harmed as a result of the work or workers of the PCBU. The Act requires the PCBU to assess risk and apply the appropriate controls. Having a system of managing risk will help create a safe driving culture, as well as provide the basics for training, communication and accountability throughout an organisation.

One way of assessing driving risks is to keep records of incidents that occur (whether or not a person was injured) and near misses, how they were managed, and the types of events that caused harm or damage. Thinking about incidents and near misses will help organisations decide whether their systems and controls are effective and/or appropriate. Having certified, roadworthy vehicles and ensuring that drivers are competent and licensed appropriately is only part of the PCBU’s responsibility. They must also consider the risks associated with the journey. They should also consider things like fatigue, whether the worker is competent to drive in the area they are required to work, and whether they are capable of driving the vehicle they are required to drive.

The government’s road safety strategy, *Safer Journeys 2010–2020*, has a long term vision of a road system increasingly free of death and serious injury and introduces the Safe System approach to New Zealand. A description of the Safe System approach can be found at Appendix 1.

The Safe System recognises that people make mistakes and are vulnerable in a crash. It reduces the price paid for a mistake so crashes don’t result in loss of life and limb. Mistakes are inevitable – deaths and serious injuries from road crashes are not.

These Safe Driving Good Practice Guidelines (“the Guidelines”) have been developed in collaboration with a number of government agencies (see page 19) to provide a framework to assist agencies to develop their own safe driving policy and to ensure it is closely linked with other policies, including occupational health and safety policies. It is recommended that where a policy exists, that policy is reviewed against the Guidelines to ensure it is effective and appropriate. The Guidelines also include information relating to the types of electric vehicles currently available in New Zealand (see Appendix 3).

The Guidelines aim to support the *Safer Journeys* goal, and are a tool to highlight the importance of taking care when driving a vehicle in the course of employment. They provide the necessary information and guidance agencies may need as they develop their own safe driving policy or guidelines to meet the specific needs of their workplaces. In addition, the Guidelines are designed to provide a common understanding of vehicle safety in the workplace, enabling coordinated implementation across agencies.

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Included in the Guidelines are principles and advice for agencies to guide people within their employment to:

- ensure selection of safe vehicles (whether through fleet purchase, lease or car hire)
- create a culture of road safety awareness
- promote safe driving practices (including the wearing of appropriate restraints and use of protective equipment).

## 1.1 Rationale

Around one third of travel on New Zealand roads is for work purposes. The human and economic costs of crashes involving work vehicles are significant. The Guidelines outline good practice in developing safe driving and fleet safety policy, including purchasing vehicles that will contribute to saving lives and reducing serious injuries. One of the aims of the Guidelines is to promote the uptake of proven crash and injury-preventing vehicle safety technologies that will encourage vehicle manufacturers to fit such features. An additional benefit is that as government vehicles are on-sold through the used car market, it will develop a safer New Zealand fleet. The New Zealand new car market shows that approximately 65% of all new light vehicles (cars, utilities and vans) are first registered to businesses.

## 1.2 Objectives

The Guidelines were developed to support New Zealand agencies to achieve the following objectives:

- agencies meeting their obligations to preserve the health and safety of workers under the Act
- improving driving behaviour culture
- raising awareness that the public sector has a responsibility as a good corporate citizen for contributing to improved safety in the community
- incorporating vehicle safety features into government fleet vehicle purchasing requirements
- minimising the risk and exposure of workers to workplace injuries and harm
- reducing the number of crashes and severity of vehicle related injuries
- reducing workplace direct and indirect vehicle crash related costs, thereby minimising the financial and social cost to the community
- promote the benefits of safe vehicles to New Zealanders
- influencing vehicle manufacturers to raise the safety standards of their vehicles to meet consumer demand
- demonstrating to the community at large the benefits of a safe driving policy.

## 1.3 Non-compliance

Consistent with the applicable legislation, agencies developing their own safe driving policy should consider and articulate potential consequences where a worker does not comply with the policy. The agency should consider, in conjunction with employment laws, how it will enforce worker requirements in its policy.

## 1.4 Applicable legislation

The Guidelines should be read in conjunction with the following legislation:

- Health and Safety at Work Act 2015
- Land Transport Act 1998

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## 2. Vehicle safety specifications

### 2.1 Introduction

Vehicle safety technology is developing rapidly. The information contained in this section outlines the safety choices that can be made in purchasing government vehicles.

Despite the progress in the safety standards of new vehicles entering the fleet, the average age of New Zealand's vehicle fleet has increased from 12.5 years in 2009 to 14 years in 2016.<sup>1</sup> The proportion of new vehicles in the fleet is very low, and consumers can still buy new vehicles that do not have a high ANCAP safety rating.

Recent analysis confirms the link between vehicle age and the risk of death or serious injury if that vehicle is involved in an injury crash. During the period 2014–2016, around 14% of injured occupants received their injuries in vehicles aged up to 10 years, but the proportion increased to around 22% in vehicles 20 years or older. Vehicle occupants who sustained injuries had a 60% higher risk of serious injury or death in a 20 year old vehicle compared to a 10 year old vehicle.

### 2.2 Vehicle selection factors and safety

Most agencies are required to follow the [Government Rules of Sourcing](#)<sup>2</sup> and are therefore required to purchase fleet vehicles through the vehicles contract. The vehicles contract provides fit-for-purpose, safe vehicles at the lowest possible total cost of ownership across the life of the vehicle. Agencies are able to purchase vehicles from any or all suppliers, which means they can select a vehicle best suited to their needs.

Chief Executives may determine that certain additional safety features should be specified (whether standard or as added extras) to enhance the safety of vehicle occupants.

Operational vehicles must be fit-for-purpose. In other words, they must be able to do the job required of them. However agencies should give careful consideration to the balance of safety, operational, environmental and financial requirements when selecting a vehicle.

The Guidelines support current government vehicle policy requiring the purchase of 5-star ANCAP rated vehicles as the minimum level of protection. Information on ANCAP safety ratings can be found [here](#).<sup>3</sup>

#### 2.2.1 Vehicle safety features

When purchasing or leasing fleet vehicles, the safety features listed in Appendix 2 should be considered.

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<sup>1</sup> [www.saferjourneys.govt.nz/action-plans/2016-2020-action-plan/](http://www.saferjourneys.govt.nz/action-plans/2016-2020-action-plan/)

<sup>2</sup> [www.procurement.govt.nz/procurement/](http://www.procurement.govt.nz/procurement/)

<sup>3</sup> [www.ancap.com.au](http://www.ancap.com.au)

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## 2.2.2 Additional equipment

The following vehicle safety features or equipment should be considered, if required, for operational purposes:

- tow bar – rated for the intended purpose
- additional spare tyre/s
- cruise control
- first aid kit
- fire extinguisher
- communication equipment.

## 3. Roles and responsibilities

### 3.1 Introduction

The following section outlines the various responsibilities of PCBUs and workers. For simplicity, the term ‘manager’ is used in the Guidelines to refer to the PCBU, recognising that numerous roles or titles could be applicable to people carrying out these duties.

As noted earlier, the Act requires PCBUs to look after the health and safety of its workers and any other workers it influences or directs, such as contractors and sub-contractors. PCBUs are also responsible for the health and safety of other people at risk from its work, including customers, visitors and the general public.

In the case of government agencies, the Chief Executive has the ultimate responsibility as an employer to ensure the safety and health of workers and others at the workplace. In practice, the day-to-day responsibility for occupational health and safety matters lies with managers or the person in control of a workplace.

### 3.2 Policies and procedures

#### PCBUs

Where managers have a delegated responsibility for vehicle and driver safety, they should ensure that policies and procedures are in place that promote safe vehicle use with safe drivers in safe vehicles.

All reasonable endeavours should be made to ensure that workers who use vehicles for work purposes:

- are currently and correctly licensed
- have the necessary skills required to operate the specific vehicle/s they are authorised to drive, and any specialised accessories (e.g. winches) that may be fitted; this may require completing appropriate driving training courses
- are aware that they are liable for payment of infringements incurred while driving vehicles on agency business
- notify the NZ Transport Agency of any new medical condition that could affect their driving ability when applying for, renewing or replacing your driver licence; more information can be found [here](#)<sup>4</sup>
- are conversant with procedures for reporting crashes.

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<sup>4</sup> [www.nzta.govt.nz/driver-licences/getting-a-licence/medical-requirements/](http://www.nzta.govt.nz/driver-licences/getting-a-licence/medical-requirements/)



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### 3.3 Business processes

#### PCBUs

The Guidelines may be used by government agencies to infuse road safety awareness through standard business processes such as:

- recruitment and selection procedures – identify candidates' driving records and level of awareness of safety issues, and those requiring training to improve their knowledge and/or skills
- induction programmes that contain workplace road safety and safe driving practices
- training and education programmes to promote a culture of safe driving that aligns with the requirements of the Act for safe workplaces, safe plant and safe systems of work, and provides safety information, instruction and supervision to workers.

#### Workers

All workers who use government vehicles have a responsibility to drive safely and assist in maintaining vehicles in a safe condition, and should:

- comply with designated practices and instructions regarding vehicle use
- report any unsafe vehicle conditions.

### 3.4 Road safety culture

#### PCBUs

PCBUs need to be change agents in creating a culture of safe driving within their agency. They can do this by reinforcing the agency's driving policy and encouraging good driving behaviour by rewarding workers. Telematics are now an important way of monitoring fatigue, speeding events and other driving behaviour, with workers being able to monitor their own driving immediately after each trip. PCBUs should also encourage journey planning to ensure people don't drive for long periods of time without a break.

Management can develop a safe driving culture in their agency by:

- using in-vehicle telematics to reward safe driving by workers
- making the agency's safe driving policy and objective statements available to all workers likely to drive agency vehicles when they commence employment
- arranging random inspections of vehicles and maintenance status
- promoting journey planning to avoid fatigue
- recognising and promoting good driver performance
- encouraging the display of promotional material in canteens, parking areas, notice boards and other appropriate areas
- including the agency's safe driving policy information through internal communication channels
- providing access to driver training and education
- ensuring safe driving is a health and safety agenda item at meetings, forums and other training sessions.

Agencies should make staff aware that unsafe driving practices may result in their right to use an agency vehicle being revoked.

#### Workers

Workers should support a safe driving culture by:

- complying with the New Zealand road rules
- understanding, and complying with, their agency's safe driving policies and objectives
- bringing to their manager's attention any concerns in regards to road safety
- being courteous and sharing the road with other road users.



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## 3.5 Driver competency training

### PCBUs

The PCBU should provide vehicle induction training for all staff that use them, and specific driver training for workers who meet the following conditions:

- are required to drive specialised vehicles or drive off-road or in difficult conditions
- are dedicated vehicle drivers
- drive a vehicle for business for more than 100 days per year
- are under 25 years old
- hold a restricted New Zealand driver licence
- has held a full New Zealand driver licence for less than one year
- has recently converted an overseas licence to a New Zealand driver licence
- holds an overseas driver licence and does not hold a full New Zealand driver licence
- could be exposed to high-risk environmental factors such as adverse winter conditions

## 3.6 Monitoring crashes

### PCBUs

The PCBU should ensure that its policies and procedures are correctly implemented and are appropriate and effective. Agencies should have an efficient system of recording and monitoring fleet use and crash involvement, and should maintain and assess data on fleet performance against safety objectives.

### 3.6.1 Objectives

#### PCBUs

PCBUs should establish objectives and implement strategies to minimise the:

- level and number of vehicle related injuries
- number of crashes
- number of 'driver at fault' crashes
- indirect and direct cost of crashes across the agency.

### 3.6.2 Review of crashes

#### PCBUs

The PCBU should ensure that the appropriate person interviews drivers who are involved in a crash as soon as possible after the event. It is recommended that a written report is produced describing the incident and identifying its causes that will enable management, the driver and workers to determine and implement appropriate strategies to eliminate or minimise exposure to and/or mitigate similar risks in the future.

If a crash occurs and there was harm to the worker or another person, the PCBU must check whether the incident should be reported to WorkSafe. The requirements for reporting an incident can be found [here](#).<sup>5</sup> In the case of harm to a worker or other person while at work, the PCBU has 48 hours to report the incident to WorkSafe.

The PCBU needs to consider the nature and root cause of all incidents or potential incidents regardless of whether there was harm or likelihood of harm. Monitoring and reporting should include the:

- number and type of vehicle related injuries

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<sup>5</sup> [www.worksafe.govt.nz/managing-health-and-safety/reporting-concerns-or-incidents/](http://www.worksafe.govt.nz/managing-health-and-safety/reporting-concerns-or-incidents/)

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- total cost of crashes (including rental of temporary vehicles, time lost, injury treatment, temporary workers)
  - total number of vehicle crashes per year
  - number of 'driver at fault' crashes per year.

This information will assist in the evaluation and monitoring of the agency's safe driving policy.

### Workers

Workers driving government vehicles involved in a crash must report the incident to the designated fleet representative within 24 hours or by the close of business on the next working day. If there was harm to the worker or another person, the worker should notify their employer as soon as they are able and no later than 24 hours after the incident, bearing in mind the PCBU must report the matter to WorkSafe within 48 hours.

## 3.7 Driver licences

It is a contravention of the Land Transport Act 1998 to drive without a driver licence. It is expected that if a person is to drive a vehicle during the normal course of their employment, the relevant manager will ensure that the selection criteria is met (i.e. has a driver licence). If workers drive during the course of their work (but not as part of their job description), it is expected that they act in accordance with the law. Workers must immediately notify their manager of any changes to their licence that may affect their right to drive a vehicle.

### PCBUs

The PCBU should establish procedures to ensure that workers are correctly licensed. Driver Check is a NZ Transport Agency service that enables the status of driver licences to be queried by authorised users, (e.g. employers). If the driver licence status changes, the company or operator should be automatically advised. Information on Drive Check can be found [here](#).<sup>6</sup>

## 3.8 Vehicle maintenance

### PCBUs

The PCBU should ensure procedures are in place for the regular maintenance of vehicles. The agency has a responsibility for ensuring government vehicles are maintained in accordance with maintenance schedules, and that driver-initiated reports on vehicle safety are acted on. Maintenance should be conducted in accordance with the vehicle manual and any other standards that apply. The PCBU should consider who is responsible for checking tyre pressure, oil and coolant levels at regular intervals between scheduled services in accordance with maintenance policies and make the vehicle available for servicing and maintenance. They should consider whether drivers are responsible for these regular checks or if it is more appropriate for another person to do them. In some circumstances, drivers and managers will also need to be mindful of the risk of vehicle tampering and take extra care when inspecting their vehicle before use.

### Workers

If a PCBU determines that a worker is responsible for undertaking regular maintenance checks, they should be responsible for:

- reporting items to their manager that require attention (such as worn or damaged tyres and vehicle faults) as soon as is practicable

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<sup>6</sup> [www.nzta.govt.nz/driver-licences/driver-check/about-driver-check/](http://www.nzta.govt.nz/driver-licences/driver-check/about-driver-check/)

- carrying out visual checks of tyres, safety equipment and warning lights before driving
- keeping the windscreen, windows and headlights clean to ensure safe, clear vision
- filling in log books, if required.

### 3.9 Short-term hire vehicles

#### PCBUs

The PCBU should ensure that policies and procedures are in place for the safe use of short-term hire vehicles. This should include undertaking all reasonable endeavours to determine that:

- hire vehicles are of the correct type for the work required
- light vehicles are of the appropriate safety standard (i.e. 5-star ANCAP rating)
- the driver is competent in the operation of the vehicle and specialised accessories fitted.

#### Workers

Workers required to drive a short-term hire vehicle should ensure they are familiar with the vehicle, and their agency's policy for its use.

Workers shall expect to receive vehicles in a clean, safe and roadworthy condition. They should perform a brief visual check of the vehicle for any obvious faults prior to embarking on their trip. An example of a pre-driver check can be found at Appendix 4.

Workers should report any unsafe vehicle conditions to their manager and the responsible hiring body. Any faults that affect the safe operation of the vehicle should be corrected or the vehicle replaced.

### 3.10 Use of worker owned vehicles

When undertaking agency work, agency vehicles should be used at all times. If it is unavoidable that a worker has to use their own vehicle, the manager should be informed prior to travel.

Agencies should consider developing policies and procedures for safe systems of work where worker owned vehicles are used for work purposes.

#### PCBUs

The PCBU needs to determine through reasonable endeavours that the vehicle is:

- reliable and suitable for the task, including the appropriate level of safety (i.e. 5-star ANCAP rated, preferably with a rating no more than six years old; refer to testing date shown below)



- as a minimum, maintained in accordance with the manufacturer's recommendations
- adequately insured and licensed and stored in an appropriate location.

#### Workers

Workers who are required to use their own vehicle regularly for work purposes must:

- obtain prior written approval from their manager for the use of the vehicle
- ensure the vehicle is licensed and insured in accordance with the agency's directions.

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## 3.11 Driving practices and hazards

### PCBUs

A system should be in place to evaluate workers' driving and if required, appropriate corrective action taken.

The PCBU must ensure that procedures are in place to allow workers to report hazardous practices and ensure that the issue is resolved.

### Workers

Workers need to be aware of the driving practices and hazards that exist in their workplace.

Where an issue is identified by workers, they can involve their health and safety representative as part of the process for working with the employer to resolve the issue.

Workplace driving practices and hazards that require special consideration are described below.

### 3.11.1 Driving alone

#### PCBUs

PCBUs, as part of their health and safety obligations for workers who will be driving alone for long periods, must ensure that workers are provided with:

- an appropriate communication system and training that will enable them to call for help in an emergency
- a procedure for making regular contact with the workplace, including an estimated sequence of times that the travelling worker will contact their base so that non-contact will start a search earlier rather than later.

PCBUs should ensure they:

- have procedures and policies in place for lone (and particularly remote) workers. More information from WorkSafe can be found [here](#)<sup>7</sup>
- have considered fitting vehicles with rollover alarms or GPS
- are aware of the driver's departure and estimated destination arrival times.

#### Workers

Workers who are required to drive alone should make themselves aware of their driving alone procedures. If they have particular concerns about driving alone, they should discuss these with their manager.

Before travelling, workers should ensure that they are provided with:

- an appropriate communication system that will enable them to call for help in an emergency
- information on how to make regular contact with the base of operations.

Workers should:

- inform appropriate persons, including their manager, of their departure and estimated destination arrival time
- have emergency contact information
- take appropriate rest breaks if required, including overnight stays or modified working schedules to prevent driving after long working days

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<sup>7</sup> [www.worksafe.govt.nz/topic-and-industry/work-related-health/violence-at-work/lone-working/](http://www.worksafe.govt.nz/topic-and-industry/work-related-health/violence-at-work/lone-working/)

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- are aware of personal security and safety practices, including vehicle locking systems, alarm and duress systems, and vehicle storage and security arrangements.

### 3.11.2 Driving in regional and remote areas

Driving in regional and remote areas can place workers in a high-risk situation. If workers are required to drive in such areas, practices and policies should be developed to minimise the risks involved.

#### PCBUs

PCBUs are responsible for workers who are required to drive in regional and remote areas and must assess and manage the associated risks to ensure employee safety and wellbeing.

PCBUs must provide information and train workers in respect of the risks and how to manage those risks. Controls that PCBUs have put in place must be communicated to workers. Compliance by workers with the PCBU's policy should be monitored. The PCBU should consider the appropriate person to assist workers in journey planning and that person should ensure the following matters are considered:

- selection of the appropriate vehicle type for the journey or terrain
- consideration of the competency of the drivers for the terrain
- road and weather conditions for the duration of the journey
- awareness of the appropriate communication procedures
- checking communication systems are in good working order (such as the radio, telephone, personal contact) and are appropriate for the geographical region
- use of GPS and rollover alarms
- equipping the vehicle appropriately to suit the journey (e.g. specific terrains).

### 3.11.3 Driver fatigue

Driver fatigue is a major contributing factor to road trauma in urban, rural and remote areas. Sleep-related incidents are most likely to occur between the hours of 2.00–6.00am and 2.00–4.00pm. Agency practices should ensure that the risk of fatigue causing a crash is minimised.

Journey times should take into account road types and conditions, and allow for rest breaks. Work schedules should be planned to ensure workers are not driving without having a reasonable rest period and should take into account journeys to and from work. In order to determine the driving habits of workers, vehicle telemetry should be used to monitor unsafe driving hours with the aim of identifying further ways of reducing the risk.

Particular attention should be made to workers returning from leave that may have been driving for lengthy periods prior to starting work. The PCBU should consider the maximum hours that workers are allowed to drive.

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## PCBUs

The PCBU should have systems in place in order to monitor and ensure that workers are not exposed to risk of fatigue. The system should consider:

- the length of journey, when breaks are needed, whether an overnight stay would be appropriate, whether another type of transport would be safer, the times of day workers will be driving (e.g. flying instead of driving a long distance)
- arrangements to share the driving with other workers, where possible, or breaking up driving with an overnight stay
- requirements to take regular breaks
- whether a GPS system should be installed, particularly if workers are in remote locations
- requirements to call in to advise that the worker has arrived at the destination or some other way of reporting.

For more information on work-related driver fatigue, please see the NZ Transport Agency's [Preventing driver fatigue: A guide for supervisors and dispatchers](#).<sup>8</sup>

## Workers

Workers should ensure they are aware of the relationship between fatigue and driving. They should also be aware of their agency's instructions concerning the avoidance of fatigue. To avoid fatigue, workers should:

- plan realistic driving schedules, including an overnight stay where necessary
- make arrangements to share the driving with other workers where possible
- take regular breaks – 10 minute refresher breaks should be taken after each two hour driving period
- take 10 minute powernaps during breaks, where appropriate, as these are an effective way of reducing the risk of fatigue-related crashes; if drivers realise they need a nap, they should find the first safe place and pull over.

### 3.11.4 Driver distraction

Distractions can include the use of email/internet, route navigation systems, mobile phones, adjusting radio/CDs/iPods, eating or drinking, smoking, or talking to passengers or children. All workers should ensure they are aware of the dangers of driver distraction.

Since November 2009, it has been illegal in New Zealand to use a handheld phone while driving, even while the car is stationary in a queue of traffic. Recent research shows a four-fold increase in crash risk with mobile phone use, regardless of hand-held or hands-free mobile phone application.<sup>9</sup> Most mobile phones now have a Driving Do Not Disturb function. Government agencies are strongly recommended to encourage workers to use this.

## PCBUs

The PCBU should have procedures in place to minimise the likelihood of driver distraction, covering the use of navigation and communication aids, the provision of hands-free mobile phones, or a requirement to pull over to take calls.

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<sup>8</sup> [www.nzta.govt.nz/assets/resources/alternative-fatigue-management-scheme/docs/fatigue-for-supervisors.pdf](http://www.nzta.govt.nz/assets/resources/alternative-fatigue-management-scheme/docs/fatigue-for-supervisors.pdf)

<sup>9</sup> *Analysis of the literature: The use of mobile phones while driving*, Monash University Accident Research Centre, April 2017

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## Workers

Workers should actively prevent, and be aware of their agency's rules regarding distractions.

Workers accessing their mobile phone should be required to either legally park the vehicle before attending to the call or text, or wait until reaching their destination.

### 3.11.5 Alcohol and other drugs

The use of alcohol and drugs severely degrades the ability to drive safely and should not be tolerated when driving at work. A policy of zero blood alcohol content for work related driving is strongly encouraged. All workers have a responsibility to eliminate the risk of drug or alcohol affected driving.

## PCBUs

The PCBU should ensure that all workers are aware of the policies and procedures regarding alcohol and other drugs in relation to driving. The PCBU may want to consider monitoring the use of drugs and alcohol in respect of workers who are required to drive for work (bearing in mind employment law and requirements for consent for such testing).

## Workers

Workers are expected to completely avoid consuming alcohol and/or being impaired by any drugs (this includes prescribed and over the counter drugs which are likely or known to impair their ability to drive) when driving on government business. If a worker thinks they may be impaired by alcohol and/or other drugs, they should make alternative travel arrangements in consultation with their manager.

### 3.11.6 Speeding

During 2013–2015, speeding contributed to approximately one-third of all fatalities in New Zealand. Speeding is defined as driving too fast for the conditions. Agencies should ensure that workplace policies and practices prohibit speeding and allow adequate time for workers to complete their journey when driving in the course of their work.

## PCBUs

The PCBU should ensure workers are aware of, and comply with, their agency's policies and procedures regarding speeding. If workers receive speeding infringements or are charged with a serious offence, the PCBU should consider training or re-training prior to the worker resuming driving in the course of their work. Workers should ensure that they adhere to the road rules and the PCBU's policy requirements.

## Workers

Workers should be able to demonstrate that they have the ability to assess a safe speed for the conditions that apply, and must:

- obey posted speed limits and road rules
- comply with any speed limits that apply to the vehicle they are driving
- drive at a speed that is safe for the conditions.



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### 3.11.7 Seatbelts

All drivers and passengers are required by law to use available seatbelts, unless the vehicle is parked.

Research commissioned in 2016 by the Ministry of Transport as to why people die in road crashes shows that approximately 30% of the fatalities could have been avoided if the victims had been wearing seatbelts.<sup>10</sup>

#### PCBUs

The PCBU should ensure policies and procedures are in place that informs workers about the law in regards to seatbelts, carrying children and the use of child restraints.

#### Workers

Workers are expected to comply with the law regarding the use of seatbelts and be aware of, and comply with, any additional provisions of their agency.

The NZ Road Code states that drivers and passengers 15 years and over are responsible for making sure they wear their own seatbelts correctly and that they keep them fastened while the vehicle is in motion. The driver is responsible for ensuring passengers under the age of 15 are using an approved child restraint or seatbelt.<sup>11</sup>

### 3.11.8 Carrying children

Consideration should be given to whether children need to be carried in vehicles for the agency's work purpose. If they are, then it is a legal requirement that an approved child restraint appropriate to the age, weight, height and development of the child, must be used at all times. The NZ Road Code requires children under the age of seven to be restrained in an approved child restraint. Children aged eight to 14 must wear a seatbelt. Information on the type of child car restraint that should be used can be found in the [NZ Road Code](#).<sup>12</sup>

### 3.11.9 Other hazards

Some agencies may have particular hazards that apply to the field that they work in, such as:

- being required to drive off-road or on metal roads
- being required to carry heavy loads or equipment
- risk of violence from passengers and/or pedestrians
- sudden illness or heat stress of a driver or passengers.

A regular hazard identification and risk assessment process should be conducted by the responsible person at a workplace.

Managers should set up and monitor compliance with critical incident procedures and training, and maintain records of events that occur.

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<sup>10</sup> *Why do people die in crashes?* TERNZ, Mackie Research & Consulting, April 2016

<sup>11</sup> NZ Road Code, February 2015

[www.nzta.govt.nz/resources/roadcode/about-driver-responsibility/safety-belts-and-child-restraints/](http://www.nzta.govt.nz/resources/roadcode/about-driver-responsibility/safety-belts-and-child-restraints/)

<sup>12</sup> [www.nzta.govt.nz/resources/roadcode/about-driver-responsibility/safety-belts-and-child-restraints/](http://www.nzta.govt.nz/resources/roadcode/about-driver-responsibility/safety-belts-and-child-restraints/)

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#### **4. Review**

The Safe Driving Good Practice Guidelines will be reviewed on an annual basis to ensure legislative amendments are updated and advances in vehicle safety are included.

#### **5. Acknowledgements**

Thanks to the West Australian Road Safety Commission who kindly gave permission to adapt these Guidelines for New Zealand.

#### **6. Contributors and reviewers**

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WorkSafe New Zealand

## Appendix 1 – Safe System

The Safe System approach views the road transport system holistically by seeking to manage the interaction between road users, roads and roadsides, travel speeds and vehicles. The Safe System recognises it is probably not possible to prevent all crashes but aims to prevent those that result in death and serious injury. The Safe System has been applied internationally in countries such as Australia, Sweden and the Netherlands.

In New Zealand, the Safe System approach has been adopted to help reduce road trauma through the New Zealand *Safer Journeys Strategy 2010–2020*. Central to the Safe System (see diagram below) is an acknowledgement of our limited ability as humans to tolerate physical force. The Safe System aims to manage crash energies to prevent death and serious injury. It also recognises that human error in the system is inevitable no matter how educated and compliant we are in obeying traffic laws.

While individual road users remain responsible for behaving safely and complying with all traffic laws, the Safe System requires system designers to provide a road system that increasingly prioritises safety outcomes to cater for the mistakes people make in traffic.

The key principles enshrined in the Health and Safety at Work Act 2015 reflect the Safe System approach which aligns with the general principle that safety is everyone’s responsibility as a PCBU, a contractor or an employee undertaking a journey for work purposes.



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## Appendix 2 – Vehicle safety features

Vehicle safety features are under intense development by vehicle manufacturers and the availability and performance is changing rapidly. The vehicle safety information is grouped as follows:

1. **Protection during a crash** – in a well-designed car all of the different safety systems work together to keep the driver and passengers safe in different crash situations. Together these safety systems make up the occupant protection system.
2. **Staying in control** – vehicle technologies that can help you stay in control.
3. **See and be seen** – visibility is a key part of road safety. You need to see well in all conditions and other drivers need to see you.

### Protection during a crash

#### Active head restraints

A seat design that responds to rearward crashes by moving the head restraint forward. It also performs other actions to reduce the risk of whiplash type injuries.

#### Airbags

Most cars manufactured over the last 15 years have driver and passenger front airbags. Many newer cars have side torso-protecting airbags and side curtain airbags. Side curtain airbags protect a person's head in a side impact crash.

#### Additional occupant protection airbags

Additional airbags that are not associated with crash tests conducted by ANCAP (e.g. centre console between front seats, rear seat frontal airbag, rear seat thorax side airbags and seat cushion airbags).

#### Driver knee airbag

Extra airbags designed to cushion the knees of the driver in a frontal crash.

#### Side airbag

(Or curtain airbag) that deploys in side impact crashes to protect a person's head. These are a very important safety item that can prevent serious injury in pole-side impacts. Learn more [here](#).<sup>13</sup>

#### Bonnet for pedestrian protection

A system that detects a crash with a pedestrian. In response, it either deploys an external airbag or raises the vehicle's bonnet to cushion the impact.

#### Crumple zones

In frontal, rear and offset (those occurring at an angle) crashes, modern vehicles protect occupants by absorbing crash energy and reducing the forces to which a person's exposed. This is because the front and rear sections crumple in a controlled and progressive manner, allowing the occupant compartment to decelerate more slowly.

#### Head restraints for all seats

Head restraints with geometry designed to protect an adult in a crash from the rear.

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<sup>13</sup> [www.rightcar.govt.nz/airbags.html](http://www.rightcar.govt.nz/airbags.html)

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## ISOFix child restraint anchorages

Dedicated lower anchorage points for the installation of child restraints. These make it easier to install child restraints correctly.

## Safety belts

Safety belts are a necessary fixture in a car. Many modern safety belts have pre-tensioners. These tighten the safety belt in the event of a crash. They also have load limiters that help control your movements in a crash. Learn more [here](#).<sup>14</sup>

## Inflatable rear safety belts

The inflatable sections of these safety belts may be shoulder-only or lap and shoulder. The system supports the head during the crash better than a web only belt. It also provides side impact protection.

## Three-point safety belts for all seats

Lap/sash safety belts in all forward facing seating positions, including the centre rear. Three-point belts are much safer than lap belts in frontal impacts. If you regularly use the centre-rear seat, this is a must.

## Pre-crash systems

A system that detects an imminent crash and automatically deploys safety devices such as safety belt pre-tensioners. Manufacturers take care to ensure that their safety systems are effective for occupants of different sizes and for those sitting in different positions.

## Rollover occupant protection systems

This system detects a rollover situation and deploys occupant protection systems such as inflatable curtains. Rollover-enabled air bags are designed to stay inflated after a crash for about five seconds.

## Structure

A car must have a strong structure to absorb crash energy while keeping the passenger compartment intact.

## Staying in control

### Automatic emergency call (eCall)

A system that alerts emergency services (or a third party service provider) if a severe crash occurs.

### Autonomous emergency braking

Detects distance and closing speeds of objects in the vehicle's path. It automatically decelerates if the driver doesn't heed the warning.

### ABS brakes

A system that prevents individual wheels from lock up during heavy braking (or on slippery surfaces). This subsequently helps the driver to maintain control. Learn more [here](#).<sup>15</sup>

### Adaptive cruise control (ACC)

A system that detects the distance and speed of the preceding vehicle and maintains an appropriate following distance.

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<sup>14</sup> [www.rightcar.govt.nz/seatbelts.html](http://www.rightcar.govt.nz/seatbelts.html)

<sup>15</sup> [www.rightcar.govt.nz/electronic-stability-control.html](http://www.rightcar.govt.nz/electronic-stability-control.html)

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### **Blind spot monitoring**

This detects other vehicles in adjacent lanes to the driver's 'blind spot' and alerts the driver of their presence. Some systems are camera-based whereas others rely on radar. Either way, the area to one side and to the rear of the vehicle is monitored.

### **Electronic stability control (ESC)**

ESC uses anti-lock braking and traction control to reduce the danger of skidding. The system uses sensors to detect loss of control and automatically applies the brake to the relevant wheel to keep your vehicle on the intended path.

ESC helps you avoid crashing by:

- correcting impending oversteering or understeering
- stabilising your car during sudden evasive manoeuvres
- enhancing handling on gravel patches, such as road shoulders
- improving traction on slippery or icy roads.

### **Emergency brake assist**

A system that detects fast brake application by the driver. In response, it provides emergency braking assistance by automatically increasing the force being applied to the brakes (up to the maximum available). This is also known as a brake assist system (BAS).

### **Electronic brake force distribution (EBD)**

A system that distributes braking forces to optimise the amount of road friction available.

### **Hill launch assist**

This system uses the car's braking system and is engaged when the car is stationary to prevent it from rolling. It's effective on both uphill and downhill gradients. It also provides a delay when the driver moves their foot from the brake pedal to the accelerator pedal, as the system maintains pressure to the braking system.

### **Intersection collision warning**

This system detects vehicles approaching from the side at intersections. It alerts drivers to a possible crash.

### **Lane departure warning**

Several manufacturers have developed technologies that warn the driver when their car is getting close to a lane marking. Different systems use different warnings – some give an audible signal, while others use a vibrating steering wheel to simulate the feeling of the car running over a 'rumble strip'. It aims to make the driver aware that the car is in danger of crossing the line. Some systems need a line only on one side of the vehicle, while other systems rely on having a distinct marking on either side.

### **Lane keep assist**

These systems address similar crash situations to the lane departure warning. Whereas warning systems rely on the driver to take corrective action, lane keep assist also proactively steers the car back into the lane. When the car is close to a marking, the system gently steers the car away from the line until it is safely within the lane. The system can steer the car either by applying gentle braking to one wheel or in the case of electric steering systems, by applying a direct steering input.

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## Lane support systems

This system recognises lane markings and alerts the driver if a lane boundary is crossed. Lane support systems can assist and warn drivers when they unintentionally leave the road lane or change lane without indication.

## Proximity sensors

Systems using proximity sensors of various types are available to sense objects that are in view of the driver. This can include:

- detection of vehicles in blind spots
- rear cameras to help with reversing
- adaptive cruise control to measure the distance to vehicles in front and ensure a safe distance is maintained.

## Rollover stability system

A system that detects imminent rollover and initiates corrective (avoidance) action. This is a function of an enhanced ESC system that has both directional control and roll-over control. Roll-over control means a function within the ESC system reacts to an impending roll-over in order to stabilise the vehicle.

## Traction control

A system that detects potential wheel spin due to excessive driving torque. If this is detected, it limits the torque.

## Trailer stability control

This system ensures superior stability and safety when towing. With increasing speed, trailers tend to swing from side to side and may even swing out of control. This is the case for heavier trailer loads or if the weight of the trailer load is not distributed evenly; even at relatively low speeds, a swaying motion can arise. This can de-stabilise both the trailer and the towing vehicle, unless a stabilising measure quickly intervenes.

## Tyre pressure monitoring

This detects when a tyre has dropped below the designated pressure and alerts the driver.

## Vehicle to vehicle and vehicle to infrastructure communications

Use of wireless technologies to enhance safety through communication between vehicles and infrastructure (I2V & V2I) and between vehicles (V2V). Infrastructure-based warning systems and inter-vehicle warning systems may alert drivers to upcoming hazards, crashes, approaching emergency vehicles, bypass routes and traffic lights.

## See and be seen

### Adaptive front lighting systems

Headlights and associated lights that adjust their direction and intensity to provide additional illumination on curves, turns and hills. They also highlight potential hazards and automatically dip for oncoming traffic.

### Advanced head lighting systems

Some modern cars have advanced head lighting systems. These improve your view of the road as they adapt the beam pattern and direction of the light according to the driving conditions.



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### **Automatic headlights**

A headlight control system that automatically switches the headlights on and off according to ambient light levels.

### **Automatic high beam**

This automatically maximises use of the headlamp high beam facility to improve driver vision during night conditions.

### **Daytime running lights (DRL)**

Dedicated daytime running lights dramatically improve the visibility of the car to other road users.

### **Emergency brake lighting systems**

These systems make brake lights flash in an emergency braking situation. This can reduce the chance of a rear-end collision. Some cars are fitted with systems that can 'look' around a car and alert a driver to a potentially dangerous situation, e.g. a car in a blind spot or a car that has suddenly slowed ahead.

### **Emergency stop signal (ESS)**

A signal that indicates to road users at the rear of a vehicle that it is braking heavily. It can be in the form of rapid flashing of the brake lamps or automatic application of the hazard lamps.

### **High intensity discharge (HID) headlamps**

These are a modern, brighter type of headlamp that can improve visibility when driving at night.

### **Night vision enhancement**

Systems that use night-vision technology (e.g. infrared) to enhance driver vision.

### **Reversing collision avoidance**

Visual aids (e.g. cameras) to improve the rearward field of view. It also has sensors that detect objects in the path of a reversing vehicle.

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## Appendix 3 – Electric vehicles available in New Zealand

Please note, while electric vehicles (EVs) are not directly related to driving safely, they will be increasingly part of the government fleet vehicle catalogue. This information is provided to assist with purchasing decisions.

Government needs to be leading the way by operating the most technologically advanced renewably powered electric fleets. Over 80% of New Zealand's electricity is from renewable sources, therefore EVs are a critical component of New Zealand's low emissions pathway for the transport sector.

Mass-produced EVs have been on sale to the New Zealand public since 2011, both new and as second-hand imports.

When thinking about purchasing an EV, considerations should include operating costs. EVs cost far less to operate than petrol and diesel vehicles – the equivalent of paying 30c per litre for petrol. This means that when you take into account the total cost of owning a vehicle, rather than just the one-off purchase price, an EV is a great option when purchasing a new car.

### Types of electric vehicles

Battery EVs and plug-in hybrid EVs are the two main types of electric vehicle.

#### Battery electric vehicles (BEVs)

- A purely electric vehicle, powered only by the battery, which can be charged by plugging into an electric power point.
- Examples: Nissan Leaf, Renault Zoe and Tesla S. Renault Kangoo and Nissan eNV200 vans are also available in New Zealand.

#### Plug-in hybrid electric vehicles (PHEVs)

- Have two engines: one powered by a battery, which can be charged by plugging into an electric power point, the other engine fuelled from a fuel tank, which generally uses petrol or diesel.
- Examples: Mitsubishi Outlander PHEV, BMW i3 (range extender model) and Audi e-tron.

Hybrids that don't plug-in are more fuel efficient than a comparable petrol car, but are not EVs. Their batteries are only charged by re-capturing energy when braking or from electricity generated by the engine. The Toyota Prius and Honda Civic Hybrid are examples of these kinds of hybrids.

## Appendix 4 – Monthly vehicle inspection

### Vehicle details

Vehicle make and model:	Warrant of Fitness due: DD / MM / YEAR
Registration plate number:	Vehicle service due: DD / MM / YEAR
Registration due date: DD / MM / YEAR	Road user chargers due: (km)
	Vehicle mileage: (km)

### Visual inspection

	Description	Pass	Fail	Comment
1.	Inspect vehicle for any sign of leakage such as fuel, coolant and oil	<input type="radio"/>	<input type="radio"/>	
2.	Inspect tyres to the best of your ability for uneven wear or damage Use tyre depth indicator for tread depth	<input type="radio"/>	<input type="radio"/>	
3.	Inspect lights and indicators for cracks or damage	<input type="radio"/>	<input type="radio"/>	
4.	Inspect window screen for chips or cracks	<input type="radio"/>	<input type="radio"/>	
5.	Inspect wiper blade and inserts for cracks and wear	<input type="radio"/>	<input type="radio"/>	

### Interior checks

1.	Check condition of seat belts for cuts or wear including inertia and quick release system	<input type="radio"/>	<input type="radio"/>	
2.	Check operation of lights and indicators	<input type="radio"/>	<input type="radio"/>	
3.	Check operation of wipers and washers	<input type="radio"/>	<input type="radio"/>	
4.	Function test horn and reversing camera (if applicable)	<input type="radio"/>	<input type="radio"/>	
5.	Check fire extinguisher is secure, accessible and charged Indicator arrow must be in the green section of the display	<input type="radio"/>	<input type="radio"/>	
6.	Check emergency equipment: – first aid kit – go bag, (or similar) including torch and water – reflective vest – car escape tool attached to vehicle keyring	<input type="radio"/>	<input type="radio"/>	

### Engine/tyre checks when refilling petrol or diesel

	Description	Pass	Fail	Comment
1.	Check engine oil level	<input type="radio"/>	<input type="radio"/>	
2.	Check engine coolant level (bottle only) WARNING Do not remove radiator cap when engine is hot!	<input type="radio"/>	<input type="radio"/>	
	Check tyre pressures meet manufacture recommendations including spare tyre. Use pressure check gauge to indicate tyre inflation pressure	<input type="radio"/>	<input type="radio"/>	

Driver:	Signature:
Date: DD / MM / YEAR	