



**TOMAX**  
L O G I S T I C S

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## **Safe Driving Management Policy**

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**Authorised: Group Human Resources & Compliance Manager**

### **BACKGROUND**

Tomax Logistics Australia (the Company) requires that vehicles are operated safely and are maintained in a safe condition. The Safe Driving Management Policy outlines procedures for implementation and covers all employees authorised to drive vehicles owned or used by staff of each Program. The Safe Driving Management Policy applies to all driving undertaken by employees of each Program.

### **OBJECTIVES**

- Increase the awareness and understanding among employees of safe driving practices.
- Employees behave in a manner that is conducive to road safety.
- Obtain commitment from drivers and passengers to use vehicles safely.
- Seek to have safe driving concepts incorporated in employment contracts and vehicle lease agreements.
- Demonstrate to the community at large the benefit of a safe driving.
- Choose safe fleet vehicles.
- Have new employees demonstrate competent driving experience and ability.
- Reduce the number of vehicle incidents/accidents.

### **PRINCIPLES**

All levels of Management have the responsibility to ensure that all employees are:

- correctly licensed;
- adequately trained;
- knowledgeable about the effects of drugs on their driving and operating capabilities;
- of adequate health to carry out driving and operating tasks;
- encouraged to adopt safe practices; and
- respectful of the rights of other road users, including cyclists and pedestrians.

Managers, under the direction of the Senior Management are responsible in ensuring that vehicle features enhance their safe use, that all vehicles are well maintained, and that management systems are in place and equipment provided, which promote driver and passenger safety.

Employees, under the direction of the Management have a responsibility to operate and maintain vehicles in a safe manner to assist in maintaining them in a safe and clean condition and to cooperate in the implementation of this management direction.

## **RESPONSIBILITIES**

### **MANAGEMENT RESPONSIBILITIES:**

Management is responsible for ensuring that employees:

- Understand and adopt safe driving practices.
- Respect the rights of all other road users.
- Have work goals and schedules, which are not in conflict with safe driving, especially with respect to driving speeds and fatigue.

Management is responsible for ensuring initiatives are implemented and drivers of company vehicles comply with this management direction. They will ensure:

- Vehicles are maintained to an approved/agreed service standard.
- Employees are provided with vehicle orientation when using that particular vehicle for the first time.

### **DRIVER RESPONSIBILITIES:**

Drivers of Company vehicles have a responsibility to drive safely and to assist in maintaining their vehicle in a safe condition. Drivers are responsible for ensuring they:

- Are correctly licensed. All drivers of vehicles are required to advise if they cease to hold a current driver's license for the vehicle type they are required to drive or if their license is suspended.
- Are aware of and practice current road rules and their amendments.
- Understand and adopt safe driving practices.
- Respect the rights of all other road users.
- Report immediately any unsafe conditions of vehicles or dangerous road conditions.
- Complete an incident report form and advise Management within 24 hours of any incident, which causes damage to a Company Vehicle.
- Follow advice on vehicle use and breakdown procedures, preventative maintenance and issues related to the specific vehicle type.
- Maintain vehicles in a safe, clean and roadworthy state.

### **SAFE DRIVING PRACTICES**

Whilst human behaviour is known to be the main cause of road accidents, there are four factors, which are consistently involved in road trauma. These are alcohol impairment, speeding, and non-use of occupant restraints and driver fatigue/lack of concentration.

The following safe driving issues should be emphasized. Persistent failure to comply with them will constitute unsafe work performance and will be dealt with by Management:

**Driving while impaired by Alcohol, medication or illegal drugs:**

Employees will not drive a company vehicle while over the legal limit applicable for alcohol nor while impaired by medications or other drugs, which cause drowsiness or alter perception or state of consciousness. The following substances can affect driving:

- **Alcohol:** Slows down the functioning of the brain. It causes loss of balance, reduces the ability to judge speed and distance, impairs reactions and the ability to make decisions, and increases confidence and aggression. Alcohol and driving make for a lethal combination. Drivers are encouraged to completely avoid alcohol when driving a company vehicle.
- **Depressants:** Slow down all the body's systems and can cause sleepiness, slow reactions and poor coordination. Commonly used medicines which contain depressants are: tranquilisers, sleeping pills, some pain killers and allergy medicines, some medications for epilepsy, blood pressure, nausea, inflammation and fungal infections. Most hay fever treatments, travel pills and many cough and cold remedies also contain depressants. When inhaled, solvents also have a depressant effect.
- **Stimulants:** Speed up the body's systems and can make people jittery, uncoordinated and overly anxious. Appetite suppressant drugs and some decongestants and cough and cold remedies contain stimulants.

Anyone taking medication should ask their doctor or chemist whether it might impair driving and check the container for any warning messages. Some medications may increase the effect of alcohol. Employees should inform Management if they are on any medication that might affect their driving ability.

**Speeding:**

Speeding is defined as travelling faster than the posted limit, or travelling faster than appropriate for the conditions. Road conditions can occur which make travelling at the posted speed limit hazardous. Speeding reduces the reaction time available should a hazardous situation occur, and increases the impact, injury risk and cost of collision. Employees are not to exceed the legal speed limits whilst travelling in the company vehicle and shall drive to the conditions of the road.

**Driver Fatigue:**

Drivers should learn to recognise the signs of fatigue and take measures to avoid it. To avoid fatigue, drivers should:

- Take a break before they begin to feel tired
- Arrange a realistic daily work schedule
- Be rested before travelling long distances
- Take a refresher break from continuous driving
- Advise if they are too tired to travel
- Share driving where appropriate
- Avoid driving for more than twelve hours per day.
- Wearing of Seat Belts
- Employees to be aware of the law and compulsory wearing of seat belts in all company vehicles. Passengers are also required to wear a seat belt at all times.
- Use of Mobile phones

Employees shall not drive whilst using a mobile phone in a company vehicle that has no hands-free system fitted. This is in accordance with the law. Employees are requested to safely pull off the road to make or receive calls, even when using a hands-free system.

**Motor Vehicle Incident Procedure:**

All damage to a company vehicle must be reported to Management within 24 hours of the incident occurring. An Incident Report Form must be completed.

Duties of the driver at the scene of accident:

- Protect the crash scene (use warning signs or other devices if required to permit the normal flow of traffic).
- Protect the injured (request medical assistance if required).
- Report the incident to Police if there is any damage to a vehicle or property; anyone is killed or injured; either driver fails to stop or is under the influence of drugs or alcohol; either vehicle must be towed away.
- Obtain information (record in writing the location, description of incident, names, addresses and insurer of the other driver and witness (if any), registration numbers, name of police in attendance).
- If the police do not arrive at the scene of the accident, it must be reported to the nearest police station within 24 hours if the accident relates to (c) above.
- Report the incident to Management and complete a Motor Vehicle Incident Form.

**Vehicle Maintenance:**

All company vehicles must be maintained in a safe, clean and roadworthy state to ensure the safety of occupants and other road users. It is recommended that weekly checks include:

- Tyre condition and pressure.
- Engine oil & radiator fluid level.
- Brakes
- Wipers and washers
- Lights, horn and seat belts.
- Mirrors are adjusted and there is clear vision through windows.
- Reporting any problems that arise during service periods.