

# Driving Safely Guidelines

All vehicles used to transport workers or used for work purposes must be maintained and used in accordance with safe driving principals. Drivers must hold a current licence. The vehicle must have a current registration.

## Driver Responsibilities

### Preparation

- Driver must hold a current licence applicable for the vehicle being driven.
- The vehicle is only to be used for the purposes for which it was designed and licensed.
- The vehicle must be roadworthy prior to use and the driver must be familiar with full operation, making all necessary adjustments to seats, steering and mirrors prior to the start of the journey.
- Check the condition of tyres (visual inspection of inflation and tread conditions), radiator (water level), oil level before departure.

Obtain information about likely conditions that may be encountered during the trip and ensure provision are in place as needed.

### During the trip

- Speed limits must be observed at all times and reduced under adverse driving conditions.
- Drivers may only use mobile phones if a suitable 'hands-free' kit is used and used in accordance with licence conditions.
- There is to be no driving under conditions which could lead to fatigue such as overnight or whilst unwell.
- Take a break every two hours to walk and stretch.

### Incident reporting

All incidents and injuries involving vehicles is required to be reported as per incident reporting guidelines.