



Safe Driving Policy

Employer

Are responsible for:

- *Identifying, assessing and controlling risks associated with employees driving vehicles for Ballarat Sound*
- *Investigating all incidents and injuries reported*
- *Arranging consultation with employees to identified hazards and risk controls*
- *Ensuring vehicles are well maintained.*
- *Sighting the employee driver's licence.*
- *All Ballarat Sound vehicles are required to carry an appropriate first aid kit.*

Employees

Are responsible for:

- *Holding a current Australian driver's licence that is accepted by the Roads and Traffic Authority and advising their manager of any changes to licence status, that is suspension, loss of licence, changes to licence conditions.*
- *Complying with the relevant road safety laws, as detailed in the Australian Road Rules, for example, speed limits, mobile phone use, drug and alcohol prohibitions and seat belt use.*
- *Participating as required in the process of identification, assessment and control of risks regarding driving a vehicle for Ballarat Sound, including vehicle defects.*
- *Not putting others at risk, including other road users and passengers.*
- *Keeping vehicles in good condition, clean and smoke free.*
- *Reporting all incidents, damage and injuries.*
- *Comply with job safety analysis.*
- *Inspection report is to be completed weekly by the employee and the master copy is to be given to the Manager.*

Vehicle Inspection Checklist

This inspection is to be completed weekly by the employee and the master copy is to be given to the Manager.

Rego #	Make:		
Model:	Date:		
Lights and reflectors (visual check of all lights and indicators)			
Headlights (low beam):		Head lights (high beam):	
Tail:	Brakes:	Parkers:	
Indicators:	Reverse:	Dash:	
Interior:			
Windscreen, windows, mirrors and wipers			
Windscreen, windows and mirrors are secure, damage and grime free		Windscreen wipers and washers are in working order	
Tyres – (visual check of pressure and tread)			
Front Right:	Front Left:	Back Right:	Back Left:
Vehicle has a spare tyre in good working condition			
Damage inspection			
Check exterior of vehicle for panel damage		Check exterior of vehicle for paint damage	
Check for any fluid leakage on the ground which has come from the vehicle		Is the exterior of the vehicle clean?	
<i>If yes, contact service maintenance</i>			
Note any damages: -			
Interior			
Seatbelts are fitted and in working order		Interior of vehicle is clean, tidy and undamaged	
Air conditioner/ fan working	Radio working	Speedometer/fuel gauges appear to be working	
Check vehicle temperature gauge once ignition has been started to ensure that the vehicle is safe to be driven		Where applicable, ensure the child-proof locks are in working condition on the rear doors	
Once ignition has been turned on, ensure that no warning gauges indicating brake or pressure failure are alight (if yes, do not drive the vehicle – contact manager)			
Is the first aid kit in the vehicle?		Is the safety vest and hazard kit in the vehicle?	
Are the client's emergency detail documents in the vehicle?		Are contact details for emergency breakdowns in the vehicle?	
Miscellaneous			
Petrol gauge is showing above ½ of a tank of petrol		Rubbish is removed from the vehicle	
Vehicle running records are completed		Vehicle is locked and in secure location	
Staff Reporting:			
Name of Manager:			
Comments/to do:			

All damage, mechanical and OHS issues identified with the vehicle **MUST** be reported immediately to the Manager.