Vehicles owned by the Diocese of Palmerston North and its Parishes are used for work purposes as are personal vehicles. This policy aims to ensure that workers who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times and to maintain all vehicles owned by the organization in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users as well as reduce the impact of company vehicles on the environment – this also applies to personal vehicles used for work purposes.

**Coverage**

The Diocese is a Person Conducting a Business or Undertaking (**PCBU**).

Each Parish is also separately a Person Conducting a Business or Undertaking (**PCBU**).

The policy and procedure is applicable to all workers driving both personal and organisational vehicles for work purposes.

**Procedures**

**RESPONSIBILITIES**

**The PCBU Manager is responsible for:**

* Forbidding the use of mobile phones in vehicles while driving, except when using hands free devices
* Encouraging regular breaks while driving
* Ensuring the PCBU is informed if existing workers become unlicensed

**All staff and volunteers using vehicles for work purposes are responsible for:**

* Ensuring they hold a current driver licence for the class of vehicle they are driving and this licence is carried when driving a company vehicle
* Paying for all speeding or infringement fines obtained
* Immediately notifying their Manager if their driver licence has been suspended or cancelled or has had limitations placed upon it
* Being responsible and accountable for their actions when driving for the purposes of work
* Displaying the highest level of professional conduct when driving an organisational vehicle
* Complying with all legislation when driving
* Assessing hazards while driving and anticipate ‘what if’ scenarios
* Driving within the legal speed limits, including driving to the conditions
* Wearing a safety belt at all times
* Never driving under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures
* For adhering to the legal requirements for driving with regards to the use of substances (e.g. alcohol and other) – failure to so will result in disciplinary measures
* Avoiding distraction when driving

#### If a worker is driving a personal vehicle for the purposes of work, the same responsibilities apply. In addition:

* The car must be legally registered, warranted and insured for the purposes of work – the worker must show evidence of this on request
* The worker must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than for whom there are seat belts

**Approval and Review**

This Procedure was approved by the Diocese of Palmerston North on 27 July 2017

This Procedure was ratified by the Parish of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

This Procedure will be reviewed by the Diocese of Palmerston North on 1 July 2018

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Smoke-freee NZ has a range of signs available for purchase, see <http://www.smokefree.org.nz/smokefree-resources/signage-0>



