



VEHICLE SAFETY POLICY

1. PURPOSE

- 1.1 Gateway Group ('Gateway Group') promotes a safe workplace. This policy ensures measures are taken for employees using company vehicles.

2. COMMENCEMENT OF THE POLICY

- 2.1 This Policy will commence from 1/3/2020. It replaces all other vehicle safety policies (whether written or not).

3. APPLICATION OF POLICY

- 3.1 This policy applies to employees, agents, contractors (including temporary contractors) and 'workers' as otherwise defined under relevant OHS/WHS legislation of Gateway Group, collectively referred to in this Policy as 'workplace participants'.
- 3.2 This policy does not form part of a workplace participant's contract of employment. Nor does it form any part of any other workplace participant's contract for service.

4. CODE OF CONDUCT

- 4.1 Whilst driving company vehicles, workplace participants must hold a current driver's licence, comply with the road traffic legislation, be conscious of road safety and demonstrate safe driving. The following actions occurring in company vehicles will be viewed as serious breaches of conduct:

- a) drinking or under the influence of alcohol or drugs while driving;
- b) driving while disqualified, or not correctly licensed;
- c) reckless or dangerous driving causing death or injury;
- d) failing to stop after a crash;
- e) demerit points suspension; or
- f) any actions which warrant suspension of a licence.

- 4.2 Such conduct may result in disciplinary action, up to and including termination of your employment or contract for services.

5. RESPONSIBILITIES AS A WORKPLACE PARTICIPANT

- 5.1 Responsibilities as a workplace participant include:

- (a) Conducting a pre-operation check using the Vehicle Safety Checklist;
- (b) Holding a current driver's licence for the class of vehicle they are driving;

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- (c) Immediately notifying your supervisor or manager if your driver's licence has been suspended, cancelled or has had limitations placed upon it;
 - (d) Being responsible and accountable for your actions when operating company vehicles;
 - (e) Displaying the highest level of professional conduct when driving motor vehicles;
 - (f) Assessing hazards while driving and anticipate 'what if' scenarios;
 - (g) Driving within the legal speed limits, including driving for the conditions;
 - (h) Wearing a seat belt at all times;
 - (i) Reporting vehicle defects to a supervisor or manager before the next vehicle use;
 - (j) Complying with traffic legislation when driving a company vehicle;
 - (k) Paying all parking and traffic infringements and penalties relating to the use of the vehicle;
 - (l) Reporting all driving and traffic offences (including accidents) to Gateway Group;
 - (m) Regularly checking the oil, radiator and battery levels, and tyre pressure of company vehicles they regularly use and complete the Vehicle Safety Checklist; and
 - (n) Reporting any damages from hits, crashes or scrapes to your manager, including those which do not result in injury.

5.2 In addition it is required that all drivers:

- (a) Take regular and adequate rest breaks;
- (b) Take breaks every two hours and stop when tired;
- (c) Plan the journey, taking into consideration pre-journey work duties, the length of the trip and post-journey commitments;
- (d) Stay overnight if driving time and non-driving duties exceed 11 hours in one day unless driving duties can be shared; and
- (e) Use daytime running lights on the open road (where fitted).

6. RESPONSIBILITIES AS A PCBU

6.1 Gateway Group will not require workplace participants to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc (refer to the Fatigue Management Procedure).

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6.2 It is Gateway Group policy that no person with a Restricted Licence is allowed to drive company vehicles or any vehicle while on company business.

7. NON-COMPLIANCE

7.1 If a workplace participant fails to comply with the requirements set out in this policy, it will be regarded as a serious breach of conduct and may result in the termination of employment/services/contract. When a breach occurs, an investigation will be conducted to determine the appropriate action to be taken.

Variations

Gateway Group reserves the right to vary, replace or terminate this policy from time to time.

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