



AIR CONDITIONING SERVICES (NEW ZEALAND) LTD

1. Purpose

- To ensure that authorized drivers of Air Conditioning Services (NZ) Ltd and other vehicles are appropriately licensed and demonstrate safe driving and other good road safety habits during the course of their work (including working on behalf of ACS clients).
- To ensure that all ACS owned vehicles are maintained in a safe, clean and roadworthy condition in order to ensure the maximum safety of the driver, occupants and other road users at all times; and

2. Legislation

ACS expects all workers to comply with the official New Zealand Road Code and the ACS Staff Code of Conduct. Serious breaches of the Staff Code of Conduct (such as being affected by alcohol, prescription or non-prescription drugs that may impair the ability to drive) will result in disciplinary action.

3. Driver Authorisation

Workers may not drive ACS vehicles unless authorized to do so by the designated authority.

4. Responsibilities of worker's

Authorised drivers of ACS vehicles must:

- a. Follow appropriate procedures for using and returning fleet vehicles;
- b. Meet the costs of fines for any traffic violations and paid as directed and on time by the Infringement Notice;
- c. All authorized drivers shall sign up to Driver Check a service provided by Land Transport New Zealand, so that ACS is notified of any changes in driver license status e.g. disqualified, suspended or cancelled;
- d. Report to the Director any near-misses, crashes or scrapes, whether or not they result in injury, and vehicle defects before the next use of the vehicle;
- e. Complete a vehicle inspection report, using a checklist on a regular basis as prescribed;
- f. Must be medically fit to drive. Report to a Director if you suffer from a medical condition or are prescribed drugs that may affect your capacity to drive safely.

5. Responsibilities of PCBU

The PCBU undertakes to:

- a. Encourage safe driving practices and not require staff to drive under conditions that are unsafe and/ or likely to create an unsafe environment;
- b. Provide vehicles that are appropriate for their intended use;
- c. Give priority to safety features when selecting and purchasing new vehicles;
- d. Ensure all vehicles are well-maintained;
- e. Promote driver & passenger safety by providing for each vehicle a routine vehicle maintenance checklist;
- f. A systematic review of the driver vehicle inspection reports is to be programmed using checklist;
- g. Provide in the glovebox of each vehicle a checklist of accident/ incident procedures;
- h. Provide and fully maintain a first-aid kit for each vehicle;
- i. Provide and fully test a fire extinguisher for each vehicle;
- j. Provide opportunities for driver training and education where appropriate;
- k. Collect, monitor & report regular statistics on accidents, incident causes & corrective actions.

6. Use of Cell Phones or Communication Device

Use of mobile cell phones or other communication device while driving is dangerous. You must not make or receive a phone call or communiqué whilst driving. **ENGINE ON / PHONE OFF.**



Never txt or read a txt message when driving, pull over to the side of the road (when it is safe to do so).

Do not stop on a motorway shoulder as it is illegal and very unsafe to do so.

7. Smoking Ban

Smoking is prohibited in all company vehicles unless that vehicle is primarily used for private purposes.

8. Vehicle Security

Workers are responsible for ensuring vehicles under their control are locked when unattended and parked in a secure location. Precautions should be taken to store attractive items and equipment out of sight.

9. Driver Fatigue

Workers must be aware of the causes of driver fatigue and take proactive steps to manage driver fatigue. This includes taking a minimum of a 15-minute break for every 2 hours of driving.

When driving is likely to exceed 5 hours per working day, and/ or require staff to be away from the ACS office for more than 11 hours, PCBU Nominated Officer must initiate strategies for reducing driver fatigue e.g. sharing driving responsibilities, using alternative transport, or staying overnight.

10. Accident Procedures

In the event of a vehicle accident or incident, the driver must follow the motor vehicle accident/ incident procedures, which are outlined in the checklist in the glove box of each vehicle.

If making a statement all staff must co-operate with the authorities but do not make an admission of fault or liability, irrespective of the circumstances. You may not know all the factors involved.

11. Vehicle Maintenance and Servicing

ACS will in its best endeavours provide company vehicles that are as safe as possible, ensuring vehicles rate four stars or more on the ANCAP tests, vehicles are equipped with ESC, ABS and airbags.

Car maintenance and services should be carried out regularly by the worker (i.e. ACS Vehicle Check List), to ensure the car tyres, lights, engine and other parts all work correctly. ACS nominated PCBU officer is to check that their workers are also correctly maintaining their own cars.

12. Identifying driver training needs

- a thorough induction to the Air Conditioning Services road safety policies and procedures
- driver training opportunities to all workers, training is provided by AA Driver Training
- completing an AA Online Risk Assessment and AA In-vehicle Driver Assessment as part of all worker inductions
- attending an AA Defensive Driving for Fleets and Businesses course
- completing an AA In-vehicle Driver Assessment review every 2 years
- driver training log updates on personnel files
- provide every driver with a company hand book

13. Continuous Improvement

The ACS Safe Driving Policy falls with the company’s safety and health ethos for continuous improvement.

14. Disciplinary Action

Any breach of the terms of this Policy shall result in disciplinary action being taken against the worker concerned.

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(Worker)

...../...../.....
(Date)

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(PCBU Nominated Officer)

...../...../.....
(Date)