



1. Purpose

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

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

