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2.6 Child Care Services Taree & Districts Inc.

Road Safety Policy

Road safety is a shared responsibility. At Child Care Services Taree & Districts Inc. we all have a role to play in keeping ourselves and others safe. CCSTD 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. CCSTD will maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users.

The Purpose of the Policy

This Road Safety Policy outlines what you and the service do to travel as safely as possible, whether it be by car or as a pedestrian.

Expectations

Child Care Services Taree & Districts Inc. has available to staff the use of service motor vehicles for use on work-related business. The use of CCSTD vehicles is, where possible, to be booked in advance through the Internal Office Calendar. CCSTD Motor Vehicles remain at all times the property of the Child Care Services Taree & Districts Inc.

Vehicle Use Requirements

- You may only drive a vehicle if you hold a current and valid driving licence
- You must be fit to drive – that is, you must not drive if you have a condition (temporary or ongoing) that will impair your ability to drive, using prescription medication that recommends not to operate machinery, feeling tired/drowsy or unwell will affect your ability to undertake the demanding and complex task of driving
- You must adhere to all road rules
- You must drive appropriately for road conditions and be courteous to other road users
- You must abide by the Road Safety Policy

Vehicle Set Up

- Do a quick external inspection of the vehicle
- Check the tyres. Ensure they look inflated and have good tread
- Is the vehicle clean and in good order? Is the windscreen clean?

Driver Set Up

- Just as you would do with your desk and regular work station, it is important to get the basic ergonomics correct before driving. This will help in many ways: it will allow the car's safety features to provide maximum benefit; it will assist with car control; and, it will provide you with the best vision
- Before you start each journey, check the position of your seat, mirrors, steering wheel and head rest. You should be able to reach the pedals comfortably and use your mirrors to get a good look behind and to each side of the vehicle

While Driving

- Travel at or under the sign-posted speed limit and at a speed suitable for road conditions
- Be alert to temporary advisory signs for road works or changed road conditions
- If you find you are having difficulty keeping to the limit in a car, there are a number of technologies that may be of assistance to you, such as cruise control and top speed limiters (you set the top speed that the car can travel at).
- Maintain a safe following distance between you and the vehicle in front. Safe following distances depend on a number of factors, such as road conditions.
- Respond to adverse conditions. When driving in adverse conditions, such as wet roads, fog, dirt roads etc., drop your speed and increase the gap between your vehicle and the vehicle in front

Distractions

Any object or activity that takes a person's attention away from the road – whether it is a mobile phone, eating or talking to others – is a potential distraction.

Recommendations

- Plan and prepare. Before you set off, change the radio to the station of your choice or connect your music, set climate control and make sure the vehicle is set up for you (mirrors, seat position etc.). Secure anything that could fall onto the floor of the vehicle and roll around. Find your sunglasses or anything else you need for driving. Plan your trip and set your GPS if you are using one. Know where you are going.
- Use of mobile phones. The use of a hand-held mobile is illegal and are not be used. You can only use your mobile phone while driving if it is secured in a cradle fixed to the vehicle.

In circumstances where you need to make or receive a call, pull over to a safe location.

- Keep conversations short
- Do not engage in complex or emotional conversations
- Explain to your caller that you are driving and arrange a better time to speak with them

Drowsiness

Drowsiness affects a driver's reaction time and ability to concentrate, and can create the very real risk of falling asleep at the wheel.

Recommendations

- Avoid driving when you are tired
- Plan your journey to include a break from driving every two hours
- Avoid driving during hours when you would normally be asleep
- If you are on the road and you feel drowsy, pull over safely and have a 15 minute powernap
- Aim to get enough good quality sleep prior to driving, regardless of whether the trip is a long or short one. A healthy adult needs an average of between seven and nine hours sleep to function optimally
- Reschedule commitments if you know you have had a poor sleep the night before your journey

Pedestrians

Pedestrians are among our most vulnerable road users. As a pedestrian, it's important you follow the road rules and pay attention to what's going on around you at all times.

Recommendations

- Wherever possible, cross roads at a pedestrian crossing, traffic signal or where there are kerb extensions which create a shorter crossing distance
- Unplug earphones and put your mobile phone away
- Look before crossing – don't just follow someone else onto the road
- Walk straight across the road – don't jay-walk
- Never assume that the driver of an approaching vehicle can see you or will stop for you – wait until all vehicles have stopped before you step off the kerb
- Avoid crossing between parked cars or at the front or back of buses and large vehicles
- At intersections, check for turning vehicles before you leave the kerb and while you are crossing the road
- At railway level crossings, wait for the boom gates to rise and bells to stop before you cross – a second train may be approaching
- Use pedestrian underpasses or overpasses where available
- Avoid crossing near a bend or crest in the road
- Avoid crossing on roundabouts, particularly multi-lane roundabouts as they are very busy and complex, and cars are not required to give way to you, unless there is a pedestrian crossing

Roles and Responsibilities

Road safety is a shared responsibility. We all have a role to play in keeping ourselves and others safe.

Management Responsibilities

- Provide leadership for a safe travel culture within Child Care Services Taree & Districts Inc. and with external stakeholders, including the broader community
- Ensure systems are in place and appropriate resources are allocated to effectively manage health and safety risks across the organisation
- Review health and safety incident reports and endorse corrective action
- Review and address all incidents relating to travel
- Purchase the safest vehicles practicable and ensure they're maintained to a high standard
- Ensure employees, workers and volunteers are given sufficient time to travel, rest and manage fatigue
- Ensure employees, workers and volunteers are not expected to make and respond to phone calls while travelling
- Provide a Road Safety Policy

Worker Responsibilities

- Ensure you hold a current, valid licence when driving or riding a vehicle
- Abide by all road rules

- Minimise the use of a hands-free mobile phone while driving and never use a hand-held mobile
- Don't drive or ride when drowsy or impaired by medication
- Take rest breaks after every two hours of continuous driving/riding or when feeling drowsy
- Report any travel-related issues
- Carry out routine vehicle checks before driving/riding
- Identify and report any unsafe work practices or hazards
- immediately notify Manager if their driver licence has been suspended or cancelled, or has had limitations placed upon it

If staff are driving their own vehicle for the purposes of work, the same policies apply. In addition:

- the worker must seek the Managers agreement before using their vehicle for work
- 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
- The vehicle must not be used in conditions for which it was not designed (such as off-road).

Relevant Legislation and Standards

- NDIS Practice Standards
- NDIS Code of Conduct
- NSW Disability Service Standards (NSW DSS)
- NDIS Terms of Business
- The Disability Inclusion Act 2014 (NSW) and Disability Inclusion Regulation 2014 (NSW)
- Ombudsman Act 1974 (NSW)
- NDIA National Quality and Safeguards Policy 2018
- Criminal Records Act 1991 (NSW)
- Work Health & Safety Act 2011 (NSW)
- NSW Road Rules 2014
- NSW Vehicle Standards (Service NSW)