

# Geneva Health Safe Driving Policy

## Temp & Homecare Staff

### Aim of the Policy

To maximise the safety of employees, passengers and other road users by promoting a safe driving culture within the organisation.

### Objectives of the Policy

To ensure that staff driving company vehicles (or personal vehicles for work purposes) demonstrate safe driving and other good road safety habits at all times while driving.

### Code of Conduct

The company's code of conduct states that, "staff must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits when driving on company business". The following actions in company vehicles will be viewed as serious breaches of conduct:

- Being under the influence of alcohol or drugs while driving
- Driving while disqualified, or not correctly licensed
- Reckless or dangerous driving
- Failing to stop after a crash
- Demerit points suspension
- Any actions that warrant suspension of a license

### Responsibilities as an employee

Drivers will:

- Ensure they hold a current driver's license for the class of vehicle they are driving
- Not transport clients in the employee's vehicle
- Immediately notify their supervisors or managers if their driver license has been suspended or cancelled, or has had limitations placed upon it
- Be responsible and accountable for their actions when driving on company business
- Display the highest level of professional conduct when driving motor vehicles
- Drive within the legal speed limits, including driving for the conditions
- Wear a safety belt at all times
- Comply with traffic legislation
- Pull over to the side of road when it is safe, before making or answering mobile phone calls or text messages
- Refrain from eating or drinking while driving
- Have vehicle's oil, water and tyre pressure checked regularly
- Use driving lights in wet, dim or dark conditions
- Be responsible for their own traffic/parking fines if incurred



### **What to do if there is a crash:**

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic.

Ensure your own safety first.

Help any injured people and call for assistance if needed

Try to get the following information:

- Details of the other vehicle(s) and registration number(s)
- Name and address of the other vehicle owner(s) and driver(s)
- Name and address of any witness(es)
- Name of insurer(s)

Give the following information:

- Your name and address
- If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details

Contact the police to register the accident.

### **Follow-up**

If there is an injury, or major damage, report the crash to your manager as soon as you can.