

## INTRODUCTION

Driving a vehicle is an activity which is common, yet carries a risk of fatal or serious incidents. This critical risk standard has been developed to provide information to our people about the way that the risk of driving is managed at Massey University. It applies to all our people (staff, students or others) who drive for Massey University business purposes.

This standard should be read as the minimum standards that apply when driving a light vehicle in New Zealand. It is acceptable to add controls at a local level, beyond what is prescribed here – however at no point may controls be removed or substituted without the express written permission of the relevant SLT member and the Director Health, Safety and Wellbeing.

## CRITICAL RISK SCENARIOS

The following scenarios have been identified for this critical risk:

- Loss of control of vehicle

## MINIMUM CONTROL REQUIREMENTS

### Vehicle Selection

Vehicles used for Massey University purposes must be fit-for purpose considering the driver, the tasks to be undertaken,

- Visibility
- ANCAP Safety Ratings

All vehicles that are purchased or leased by Massey University must be selected with a preference for the inclusion of the following safety features, wherever appropriate for the type of vehicle:

- Electronic Stability Control
- Traction Control
- Anti-lock braking system
- Adaptive Cruise Control
- Reversing Cameras and Parking Sensors
- Pre-tensioned seatbelts for all passengers
- Airbags
- Crumple zones and pedestrian i



## Fitness to Drive

Any person driving a vehicle for Massey University purposes is responsible for ensuring that they are fit to drive, and free from impairment

Drivers must not drive while under the influence of alcohol or drugs, including any medication that may cause impairment

Where a person is anticipated to be driving long distances, the combined work-related travel and work time is greater than 10 hours, or they are driving for over 4 hours in one trip, consideration as to how fatigue will be managed must be discussed with the manager before leaving

- Long journeys should be avoided in preference of air travel where appropriate
- Consideration as to whether the driver should stay overnight instead of driving further
- How the driver will manage sleep to ensure that they are rested
- Consideration of carpooling or shared driving arrangements

Any person who is aware of any medical condition that they have which may impact on their safety while driving must disclose this to their manager before driving for Massey University purposes. If the persons drivers licence has been suspended for medical reasons (for example, after a seizure), then the person must not drive for work purposes

## Use of Mobile Phones

It is recommended that drivers have a mobile phone with them for use in emergency situations, however If thehoUife

## Emergency Equipment

A First Aid Kit must be provided with every Massey University fleet vehicle. This kit must be up-to-date and maintained, and checked every 2 months

A device for cutting seatbelts and breaking glass is to be available, and readily accessible by the driver of the vehicle in the event of an emergency

## Reporting

All incidents involving a vehicle must be reported using the University's online safety reporting system, regardless of severity

Massey University vehicles shall be branded appropriately with the logo and contact information. A process for reporting dangerous driving, particularly in Massey University branded vehicles, shall be in place and any reports monitored and followed up by the Fleet Services and Health & Safety teams and compared to GPS monitoring data to determine whether further action or intervention is required

## Insurance

All Massey University vehicles must be fully insured at all times.

Drivers of Massey University vehicles must be approved by Fleet Services, and have their name listed on the booking

Anyone driving a personal vehicle for Massey University work purposes (beyond commuting) is advised to check with their insurer as to coverage

## RELEVANT LEGISLATION OR POLICY

- Land Transport Act 1998
- Health and Safety at Work Act 2015
- Massey University Travel Policy
- Massey University Health, Safety and Wellbeing Policy

### DEFINITIONS

~~Active Safety Feature: A safety device fitted~~