HEALTH AND SAFETY WHEN DRIVING PROCEDURE

***SECTION 4*** *Operational Procedures and Guidelines*

PURPOSE

To provide guidance on how to identify and control health and safety hazards associated with driving vehicles for work related activities.

***PROCEDURE***

GENERAL REQUIREMENTS

### LICENCING AND TRAINING

The organisation must ensure that workers who operate vehicles have the appropriate licence class for that vehicle. Periodic reviews or audits shall be conducted to ensure that workers continue to hold valid licences.

The table below shows the 6 classes of vehicle licence in New Zealand:

|  |  |
| --- | --- |
| **Class 1** | Car licence |
| **Class 2** | Medium rigid vehicle licence |
| **Class 3** | Medium combination vehicle licence |
| **Class 4** | Heavy rigid vehicle licence |
| **Class 5** | Heavy combination vehicle licence |
| **Class 6** | Motorcycle licence |

The table below (NZTA Licence Classes Information)) details what specific vehicle types and weights may be driven by holders of the various licence classes and any applicable speed limitations.

|  |  |  |  |
| --- | --- | --- | --- |
| **LICENSE CLASS** | **TYPE OF VEHICLE** | **WEIGHT RESTRICTIONS** | **SPEED RESTRICTIONS** |
| 1L or 1R | Vehicle | GLW or GCW 4500kg or less | - |
| Moped or all-terrain vehicle |  | - |
| Motorhome or tradesperson’s vehicle | GLW 6000kg or less, but with an on- road weight 4500kg or less | - |
| 1R | Agricultural tractor | GLW less than 18,000kg | 40km/h or less |
| Agricultural tractor towing an agricultural trailer | GCW 25,000kg or less | 40km/h or less |
| 1 | Any vehicle\* | GLW or GCW 6000kg or less | - |
| Moped or all-terrain vehicle |  | - |
| Motorhome or tradesperson’s vehicle | GLW 6000kg or less | - |
| Combination vehicle which is not a tractor/trailer or agricultural tractor/trailer | GCW 6000kg or less | - |
| Tractor | GLW 6001kg to 18,000kg | 30km/h or less |
| Agricultural tractor | GLW 6001kg to 18,000kg | 40km/h or less |
| Agricultural tractor towing an agricultural trailer | GCW 25,000kg or less | 40km/h or less |
| Tractor towing a trailer, that is being used in non-agricultural land management operations | GCW 25,000kg or less | 30km/h or less |

|  |  |  |  |
| --- | --- | --- | --- |
| **LICENSE CLASS** | **TYPE OF VEHICLE** | **WEIGHT RESTRICTIONS** | **SPEED RESTRICTIONS** |
| 2 | Rigid vehicle | GLW 6001kg to 18,000kg | - |
| Combination vehicle (that is not a tractor/trailer combination) | GCW 12,000kg or less | - |
| rigid vehicle (that is not a tractor) towing a light trailer | CLW of rigid vehicle 18,000kg or less | - |
| Rigid vehicle with two axles or less | GLW over 18,000kg | - |
| Tractor | GLW 6001kg to 18,000kg | 30km/h or less |
| Any vehicle covered in Class 1 |  |  |
| 3 | Combination vehicle | GCW 12,001kg to 25,000kg | - |
| Any vehicle covered in Class 1 & 2 |  |  |
| 4 | Rigid vehicle (including a tractor) | GLW over 18,000kg | - |
| rigid vehicle towing a light trailer | GLW of rigid vehicle over 18,000kg |  |
| Rigid vehicle (including a tractor) | GLW over 18,000kg | - |
| rigid vehicle towing a light trailer | GLW of rigid vehicle over 18,000kg |  |
| Any vehicle covered in Class 1 & 2 |  |  |
| 5 | Combination vehicle | GCW over 25,000kg | Combination vehicle |
| Any vehicle covered in Class 1, 2, 3 & 4 |  |  |
| 6L and 6R | Motorcycles acceptable under the learner approved motorcycle scheme (LAMS) |  |  |
| Moped or all-terrain vehicle |  |  |
| 6 | Any motorcycle |  |  |
| Moped or all-terrain vehicle |  |  |

Further details of licencing and restrictions to specific vehicle operations can be found from NZTA Licencing Page: *https://*[*www.*](http://www/) *nzta.govt.nz/driver-licences/*

***SECTION 4*** *Operational Procedures and Guidelines*

***PROCEDURE***

SAFE DRIVING POLICY

### DEVELOPMENT OF POLICY

The organisation shall develop a policy in line with the NZTA Safe Driving Policy Template *https://*[*www.nzta.govt.nz/resources/your-*](http://www.nzta.govt.nz/resources/your-) *safe-driving-policy/*

This template can be used to document requirements and provide information to workers on:

 Code of Conduct

 Driving hours and fatigue management

 Worker and Employer Responsibilities

 What to do in the event of a crash

### IMPLEMENTATION OF POLICY

The organisation shall implement the requirements of the Safe Driving Policy by providing training and information sessions. Records of the implementation activities shall be retained for two years.

New workers induction shall include the requirements of the Safe Driving Policy.

MAINTENANCE AND INSPECTION OF FLEET VEHICLES

The organisation shall ensure that all vehicles in its fleet, both owned and hired are inspected and maintained in accordance with required intervals detailed by manufacturer or supplier.

Where defects or problems are reported by workers, vehicles shall be removed from use until inspected and repaired by a suitably qualified mechanic.

The organisation shall conduct periodic audits of third party mechanics/workshops to ensure appropriate oversight and quality assurance of maintenance activities. Contracted maintenance providers shall be asked to provide written records of maintenance activities and include associated quality assurance documentation.

All vehicles shall have a pre-use checklist that workers must complete before operating/driving. For light vehicles and cars, this may be based on NZTA pre-use inspection checklist. [*https://www.*](https://www.nzta.govt.nz/commercial-driving/fleet-vehicles/managing-fleet-vehicles/)[*nzta.govt.nz/commercial-driving/fleet-vehicles/managing-fleet-*](https://www.nzta.govt.nz/commercial-driving/fleet-vehicles/managing-fleet-vehicles/)[*vehicles/*](https://www.nzta.govt.nz/commercial-driving/fleet-vehicles/managing-fleet-vehicles/) Any mobile plant, heavy vehicles, or other vehicles with modifications shall be inspected using a manufacturer supplied checklist where appropriate.

OVERTIME AND STANDBY WORKERS

The organisation shall ensure that driving risks associated with fatigue are identified and controlled. These controls and

requirements shall be detailed in the Organisation’s Safe Driving Policy. Good practice examples from transport and service industries include:

 Workers who operate Class 2, 3, 4 or 5 vehicles are required to have a minimum of 30 min rest, (not in a moving vehicle) after 5.5 hours of any type of working.

 Workers driving Class 1,2,3,4 or 5 vehicles shall have a 10 hour break from driving after any cumulative working day of 13 hours or longer.

 Workers of any vehicle type shall have a break after more than 2 hours of continuous driving.

There may be exemptions and circumstances where workers may not be able to meet the requirements of the Safe Driving Policy and associated statutory work/rest intervals. These may include short term arrangements or emergency works. In such situations, an exception to work outside the policy requirements will require the permission of operations manager, or equivalent.

### OTHER GUIDELINES

Guideline 1: NZTA Organisational Safe Driving Policy Template and Guidelines *https://*[*www.nzta.govt.nz/resources/your-safe-*](http://www.nzta.govt.nz/resources/your-safe-) *driving-policy/*

REFERENCES

### WATER NEW ZEALAND PROCEDURES & GUIDELINES:

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#### Health and Safety Procedures:

 Fuel Storage and Handling

***PROCEDURE***

 Job Safety Analysis

 Health and Safety Training Program

 Contractor Health and Safety Management

### LEGISLATION, REGULATION AND STANDARDS

 Health and Safety at Work Act 2015

 Land Transport Act 1998

 Land Transport (Road User) Rule 2004

 Land Transport (Enforcement Powers) Amendment Act 2009

 NZTA Official New Zealand Road Code