

Safe Driving SOP

About this document

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1. Background

1.1 Purpose and scope

To reduce risk when using a vehicle and enable DOC workers to become better drivers.

This SOP applies to:

- All authorised drivers who drive a vehicle for DOC work
- Direct Managers and Supervisors who receive and action GPS notifications in relation to their authorised drivers
- Authorised staff who view the location of GPS-enabled vehicles as needed

It outlines:

- How to become an authorised driver
- Roles and responsibilities
- Safe driving expectations
- GPS monitoring of Department vehicles that are fitted with GPS technology
- Risky driving policy

This SOP applies to DOC drivers who occasionally drive for other organisations (whether in New Zealand or overseas).

It does not include general motor vehicle use policies. Refer to the [Motor Vehicle Use SOP](#) (DOC-6668836). Also outside of scope is off-road four wheel driving.

1.2 Compliance

Managers, or higher levels of management, can approve variation from the SOP and are accountable for those decisions. They must seek advice or escalate when in doubt. All decisions should be documented. Variations from these requirements should be the exception rather than the norm. Legal (i.e. legislation and judge-made laws) and health and safety requirements are compulsory.

1.3 Terms and definitions

Term	Definition
At-risk driving	Driving behaviour that increases the likelihood of a driving incident
Authorised driver	A worker who is authorised to drive a DOC vehicle
Authorised staff	Staff who are responsible for vehicles and/or authorised drivers and for managing emergency issues/situations.

Term	Definition
	Only authorised staff can view historical GPS data. This is those involved in fleet management e.g. the Driver Safety Business Administrator and Business Support staff who enter notified breaches into Risk Manager.
Authorised worker	A worker who is accountable for vehicles, and/or authorised drivers and for managing emergency issues/situations
Direct Manager	The person who is accountable for managing a worker's performance
Driver Safety Administrator	The role in the Fleet Team that administers the Smartrak system, manages GPS installation into vehicles and prepares related reporting
Fob	Small handheld device that links to GPS technology in GPS enabled vehicles and is allocated to an authorised driver. The device attaches to a magnetic reader in the vehicle and links a driver to a trip – this is called 'Fobbing on'
Fleet Coordinator	The staff member responsible for managing the local vehicle fleet at individual DOC offices. They oversee the local vehicle booking system, vehicle maintenance, safety equipment replacement and fuel cards etc. The Local Fleet Coordinator is normally a Business Support Officer, Wellington Office Facilities Officer, or a nominated Operations Ranger.
GPS	Global Positioning System
GPS enabled vehicle	A vehicle that is owned, or leased, by DOC that has GPS technologies
GPS notifiable event	Driving policy breaches lodged in Risk Manager
Illegal driving	Breaking the New Zealand road rules
Individual Driver Report	Individual driver report containing driving behaviour information
MOR	Monthly Operating Review
Risk Manager	DOC's incident management and hazard register software
Smartrak	GPS technologies solution provider and associated computer software through which vehicle compliance, maintenance, location and driving compliance is monitored from GPS units in vehicles and driver fobs.
Staff	All permanent, casual or temporary staff who are paid by DOC

Term	Definition
Supervisor	The person responsible for talking with drivers at their MOR. This only applies if the Supervisor is currently responsible for the MOR.
System owner	The role that is accountable for the GPS technologies system - Smartrak
Unauthorised driving	Driving a GPS enabled vehicle, in a non-emergency situation, without: the appropriate qualification/ certification or failing to register as the driver
Vehicle	A vehicle that is owned, or leased, by DOC
Workers	Includes employees, contractors and volunteers who are authorised to drive GPS enabled vehicles for work

2. Overview

On-road driving is one of DOC's critical risks and we have a number of controls in place to reduce this risk. These include providing vehicles with safety features that are suitable for the places they will be driven and ensuring they are well-maintained. We also rely on our drivers driving competently and safely. This SOP outlines the driver aspect of our risk controls.

Driving off-road and four-wheel driving is outlined in Risk Manager Hazard 947.

Requirements related to towing are outlined in the [Trailer Use SOP](#). This includes the requirement for each DOC staff person who uses a trailer to have completed a competency assessment ([docDM-703861](#))

3. Becoming an Authorised Driver

Drivers	<p>Step 1: All drivers, including staff, regular contractors, volunteers and Board Members driving a DOC vehicle or a rental vehicle hired by us for DOC work must:</p> <ul style="list-style-type: none">• Agree to the conditions in this SOP• Provide a copy of their Driver Licence (Records of the licence will be kept on personal files or held with contracting agreements for contractors)• DOC staff must provide a copy of a new or renewed Driver licence to a local DOCLearn Administrator (a member of the Business Support Team). <p>Step 2: Mandatory for staff, volunteers, Board Members and self-employed contractors who drive DOC vehicles or drive leased or rented vehicles for DOC work:</p> <ul style="list-style-type: none">• Pass the Fleetcoach "On-Road Driver Training Skills Awareness," an online driving simulation that assesses hazard detection (minimum pass rate is 70% or 3 stars) completed via DocLearn• Pass any additional mandatory modules such as the EV module before driving an EV, and 4X4 coaching module before driving a 4WD off road.• New staff have three months from their start date to complete the above training otherwise they are not permitted to drive• Once every two years, staff will need to undergo a refresher course within three months of receiving their reminder or their driving privileges will be withdrawn
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	<ul style="list-style-type: none"> In cases where a contractor, volunteer or Board Member has had the Fleetcoach modules waived by a Tier 4 or above manager (e.g. because they are undertaking minimal driving), an <u>Authorisation to Drive</u> form (docCM-2900585) must be completed <p>Step 3:</p> <ul style="list-style-type: none"> Your local Business Support staff member will issue you a GPS fob
Managers	<p>Tier four managers must ensure that:</p> <ul style="list-style-type: none"> All drivers have a current New Zealand driver licence or an overseas licence that is valid for driving here The licence is appropriate to the type of vehicle operated All authorised drivers that report to them complete the mandatory components of the driver competency within three months and that they complete the two yearly refresher within three months of it being made available They identify and provide additional mandatory modules (e.g. EV Module) and specialist driver training if required (see <u>section 4</u> below) <p>Tier four managers must review staff authorisation to drive when a driver has:</p> <ul style="list-style-type: none"> Had an accident Been issued with an infringement notice when using a DOC vehicle Developed a medical condition which may affect their ability to drive Received a GPS notifiable event as per the Risky Driving Policy (section 6)

3.1 Other parties using their own vehicle to carry out DOC work

Contractors and volunteers driving their own vehicles	<p>Safe vehicles and safe driving should be explicitly discussed with contractors and volunteers as part of reviewing their risk management processes and safety plan. Their vehicles should:</p> <ul style="list-style-type: none"> Be compliant registered and warranted Roadworthy (well maintained) Suitable for the kind of travel they are planning to do as part of carrying out work for DOC
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Volunteers carrying out 4Wheel Drive in their own vehicle	If volunteers are to engage in 4wheel driving in their own vehicle, their vehicle must be 4wheel drive capable and the driver must have completed a 4wheel drive course or be assessed as competent.
If DOC staff travel in a third party's vehicle	As part of their safety planning, staff must discuss the driving risk of the upcoming journey with the third party including confirming that the vehicle is compliant and fit for the planned journey (e.g. WOF and well maintained) and that the driver is licensed.

When official duties require a person to obtain a special licence or complete other driver related training competencies, we will reimburse the cost of any medical examination or annual test.

4. Roles and responsibilities

4.1 Drivers' Responsibilities

4.1.1 Safe Driving Practices

Drivers must:

Follow the safe driving expected behaviours listed in section 5 and read and understand DOC's Risky Driving Policy in section 6.

4.1.2 Incidents and infringements

Drivers must:

- Inform their manager of any infringements or if they become unlicensed, or any other restrictions are placed on their licence. Their manager will re-assess the driver's confirmation to drive
- Report incidents/near misses to their manager and capture in Risk Manager
- Respond to accidents as outlined in [section 4.1.5](#)

4.1.3 Towing

For information on requirements related to towing refer to the [Trailer Use Technical Document](#) (docDM-750601).

4.1.4 Alcohol / drugs / prescription drugs

You must not use a vehicle for DOC business if you have been using alcohol or drugs in a way that breaches legal standards or our alcohol and drugs policies. This includes being under the influence of prescription drugs, or where a medical practitioner or a drug use guideline has indicated your driving ability is or could be impaired.

The driver will accept responsibility for all damage, liabilities or any loss arising from a driver convicted, or being under the influence of drugs or alcohol in charge of a vehicle on DOC business. In these cases, the driver will be required to pay any associated costs.

Failure to comply with the above points in relation to drugs/alcohol may result in dismissal from DOC. Please refer to the Standards of integrity and conduct (docDM-228772) and the Workplace alcohol and drug policy (docDM-935531).

4.1.5 Accidents and Incidents

Drivers involved in an accident or incident should refer to the Accidents: Glove box guide (DOC-6510681) in the vehicle glove box and:

At the scene:

- Ensure own safety first
- Do not admit responsibility
- Ensure that any injured persons receive medical attention.

4.2 Passengers' Responsibilities

Speak up if you are uncomfortable with the driver's driving/behaviour.

Discuss with the driver the best plan for managing fatigue. You could offer to stay awake in order to help the driver remain alert, or if you are all fatigued, (for example following a day's work) you could have a 10–20 minute nap before sharing the driving.

Work colleagues who notice a person's behaviour is not normal, possibly due to fatigue, illness, medication, or other substances, and this behaviour could make them an unsafe driver, are to call a Stop for Safety (i.e. intervene and not allow that person to drive).

4.3 Managers' accountabilities

Managers are accountable for supporting staff to drive safely. Details of their accountabilities in relation to authorising drivers are outlined in section 3 and additional accountabilities are in section 8.

5. Safe Driving

5.1 Safe Driving Expected Behaviours

- Book and use a vehicle that is safe for the work and travel you're doing
- Ensure you are familiar with, or orientated with the vehicle, including having completed online training modules and on-site induction for Electric Vehicles (EV) before using an EV
- Maintain a valid licence for the vehicle you are driving and carry it with you
- For long drives, comply with your local / team intentions system or organise a "buddy" to notify your intentions and check-in with when you arrive at your destination (make sure they know what to do if you do not check in with them)
- Complete a 5-minute vehicle check see [Appendix 1](#). If the vehicle is not compliant, do not drive it. Tag-out unsafe vehicles and report lack of compliance to your Local Fleet Coordinator
- Fob on - every driver, every time
- Ensure your vehicle has sufficient fuel/charge for the trip (For EVs, turn the engine on to check on the dash and ensure you charge to 100%)
- When you are charging EVs ensure,
 - You use ONLY approved charging cables and EV charging stations
 - NEVER use an extension cord or multi-box
 - NEVER directly plug into a wall socket three-pin power point
- Obey the road rules
- Drive no faster than the speed limit
- Pull over to use a radio or mobile phone or use it on hands-free
- Assess hazards while driving and anticipate 'what if' scenarios
- Drive to the traffic and weather conditions
- If you have a medical condition, in which a medical practitioner has advised you not to drive, do not drive and advise your manager
- Do not drive if you will be impaired by prescription or over the counter medication, (impairment as indicated by a medical practitioner or drug use guidelines) or are under the influence of alcohol or other drugs
- If you encounter situations that are unsafe e.g. vehicle damage or non-compliance, fatigue, extreme weather or road conditions, use the "Stop for Safety" system and stop driving
- Do not pick-up hitch hikers unless in an emergency

- All animals, including working dogs, should be transported on the deck where possible and must be secured in a carry box or portable kennel whether on the deck or inside the vehicle. Transporting staff pets in DOC vehicles must be approved by a Manager, and only if the pet will be contained and secured.

5.1.1 Managing Fatigue

Managing fatigue:

- Factor driving into the safety planning of all work
- Consider using the JSA tool to plan safe driving outcomes for each trip
- Have a snack and rehydrate after a long day in the field before driving home
- Share driving with others where possible
- Take mandatory breaks as outlined below. The engine (ignition) must be off for the break to counted.
 - a 30-minute break at or before 4-hours and 10 minutes driving (including previous break)
 - a 10-minute break at or before 6-hours and 40 minutes driving (including previous breaks)

A 10-minute break at or before 2-hours driving is recommended, and is to be integrated into work planning

- Any driving for more than seven hours must include the above breaks and a fatigue plan (which could be included in your JSA). Guidance on what to take into account in developing a fatigue plan is outlined below, and in the [Fatigue Management Plan template](#) (DOC-7036527):
 - Aim to complete your workday including driving hours within your agreed (contracted) hours of work
 - Within any 24-hour period it is recommended that drivers take a break of at least 10 hours between periods of work that include driving
 - Be aware of the impact of accumulated lack of sleep. (Aim to have at least 6 hours sleep in the last 24 hours and 14 hours sleep in the last 48 hrs)
 - If you have been working at night, ensure that you have sufficient (ideally 7-8hrs) sleep before driving
 - Plan to finish driving well before you have been awake for 17 hrs (impairment levels at this point can be the same as being drunk), particularly on long journeys

6. Risky Driving Policy

Risky driving has consequences at Te Papa Atawhai. Our policy, formed in conjunction with the PSA, focuses on making positive changes to behaviour around fatigue, speeding, fobbing on, and repeated patterns of risky driving.

We monitor driver behaviour through GPS technology installed in cars.

6.1 Fob on

All drivers must fob-on by clicking a small magnetic device onto a reader installed in the vehicle. This enables the GPS system to link a driver to the driving journey. Any trips of greater than 5 minutes, where the driver has not 'fobbed,' will be recorded and followed up.

6.2 Driving policy breaches

Policy breaches are reported to your manager and as 'notifiable events' in Risk Manager. Reported breaches are:

- Overspeed events
- Not taking mandatory breaks

Details on what constitutes a speed or fatigue breach is outlined in [section 6.4](#).

The driver and their manager will receive details on the breach. The manager will discuss the breach with the driver using the steps outlined in [section 6.5](#).

Individual drivers are not named in Risk Manager.

6.3 Risky driving patterns

Risky driving patterns that do not trigger notifiable events are also reported to DOC. This includes:

- Hard braking
- Taking corners too fast
- Calculated speeding just below the breach thresholds

If a manager considers (after discussions with HR) that a Performance Improvement Programme is required, then access to ongoing and additional data is allowed. Managers can request this through the Driver Safety Business Administrator and address the issues through conversations and targeted training support for the driver or team of drivers. This can be online or in-vehicle, or both.

6.4 Driving breaches

DOC DRIVERS DO	BREACH TYPES			
	MINOR	SERIOUS	DISCIPLINARY	
Drive no faster than the speed limit	When the speed limit is less than 100kmh, 5-9 km/h over the limit for 40 seconds or more	20 - 29km/h over the limit for 20 seconds or more Where the speed limit is less than 100kmh, 30km/h or more over the limit for 1-19 seconds.	Where the speed limit is less than 100kmh, 30 km/h or more over the limit for 20 seconds or more	SPEED
	10-19 km/h over for 20 seconds or more	Over 120 kph for any period of time	Over 130 kph for any period of time	
Take a 30-minute break* at or before 4-hours 10 minutes of your drive (including previous break).	Break not taken			
Take a 10-minute break* at or before 6-hours and 40 minutes of your drive (including previous breaks).	Break not taken			
When overnighing, take at least a 10-hour break before driving again	Break not taken			
Include fatigue management measures in work plans that include 7+ hours driving	Fatigue management measures not in work plan			
Fob on - every driver, every time	More than 10% of team's total monthly trips not fobbed			FOB
Obey the road rules and maintain a valid licence	Penalised for a Category 1* (fine only) driving offence	Penalised for a Category 1* (fine only) driving offence and don't notify manager Penalised for a Category 2* (or greater) driving offence	Penalised for a Category 2* (or greater) driving offence and don't notify manager	LICENCE

The engine (ignition) must be off for the break to counted.

*As per the categories of offences and types of trials for proceedings under the Criminal Procedure Act 2011.

Consequences for triggered driving events must be followed-up by managers with constructive conversations (see [Coaching Conversation Guide](#) DOC-7039889) to establish context and to consider any factors outside the driver's control. See also the [Quick Reference Guide for Managers](#) DOC-6474146.

6.5 Consequences of breaching DOC driving standards

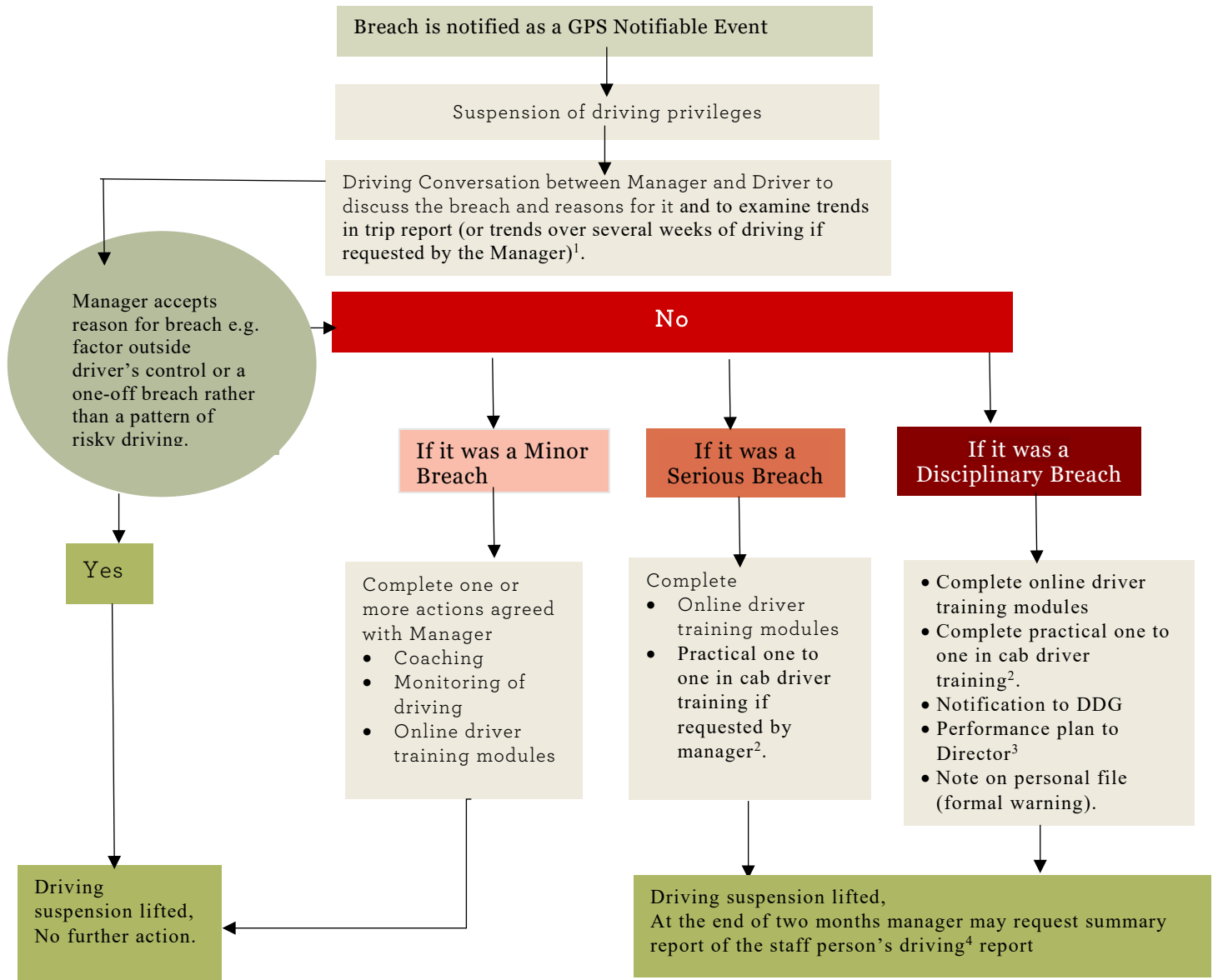
6.5.1 Consequences for the Driver

CONSEQUENCES FOR DRIVER		
BREACH TYPES	SINGLE BREACH	REPEATED BREACHES
MINOR	<ol style="list-style-type: none"> 1. Driving privileges suspended 2. Participates in Driving Context Conversation with Manager 3. Undertake action as agreed which could be coaching, monitoring future driving and/or nominated online training modules before suspension lifted 	Teams with more than 10% un-fobbed journeys in a month will receive a Notifiable Event.
SERIOUS	<ol style="list-style-type: none"> 1. Driving privileges suspended 2. Participates in Driving Conversation with Manager 3. Complete online driver training module(s) 4. One-on-one in car driver coaching session(s) if requested by manager 5. Monitoring of driving behaviour (Manager can request driving summary report two months after suspension lifted). 	Two or more Minor Breaches in a 90-day period = serious breach
DISCIPLINARY	<p>All of the Serious Breach consequences, PLUS</p> <ol style="list-style-type: none"> 1. DDG notified of team member's driving breach 2. Consequences Action Plan produced and provided to DDG by Director and implementation tracked 3. Note on personal file (first warning) 	Two or more Serious Breaches in a 90-day period = disciplinary breach

6.5.2 Process of applying consequences of Risky Driving

Driving standards are applied equally and consistently to all staff. Consequences apply from the point that a manager and staff person confirm that the staff member breached the rules and there are no factors outside the driver's control to explain the breach. Note, if another driver was using someone else's fob, the Manager will decide on appropriate follow-up action.

Overview of Consequences of Risky Driving



1. Driving conversation outcomes, including legitimate reasons for the breach, must be recorded against the incident in Risk Manager. Risk Manager entries must not use the driver's name or identifying details.
2. [Request driver training form](#) (DOC-6238773)
3. Disciplinary action may involve removing driving privileges. Direct Managers should first contact Human Resources to discuss.
4. Managers can request a driving summary report from the improvingdriversafety@doc.govt.nz

7. Confidentiality of vehicle whereabouts

GPS unit information (more detail in Appendix 2) can be seen on Smartrak Maps available on Quicklinks on the intranet. This will identify the vehicle by numberplate, the last known location of the vehicle (as long as its in cellular coverage) and the driver (if fobbed on).

If required, local staff can use this to find a vehicle if there is an emergency or late check-in. It is expected that Smartrak will only be monitored for emergencies. This information may only be passed on to manage emergencies (e.g. to emergency services).

- DO NOT pass on information to visitors, family members or non-DOC workers about an authorised driver unless he/she has given permission.
- Smartrak use is monitored by the Driver Safety Administrator.

8. Managers Accountabilities

8.1 Promote Safe Driving Behaviour

8.1.1 Make safe driving part of your workplace culture

- Role model safe driving practice
- Educate drivers on the requirements for driving at work so they become better drivers
- Promote a culture of shared responsibility where passengers should feel they can and should request a driver to modify their driving if they feel unsafe/uncomfortable as a passenger
- Keeping drivers up to date on vehicle safety features, safe driving and driver responsibilities
- Apply consequences for GPS notifications in line with the Risky Driving Policy as outlined in section 6 of this policy,
- Undertake driver behaviours conversations as a result of notification where required – see [Coaching Conversation Guide](#) DOC-7039889

8.1.2 Identify driver training needs

Identify driver training needs and arrange relevant training and refresher courses. ([Section 5](#) has further detail on training modules that are available in DOCLearn.)

This includes specialist driver training for any type of vehicle (e.g. four wheel drive, motorbikes, defensive driving, driving endorsements etc.)

Refer to the [NZTA course providers](#).

Competencies must be kept up to date in DOCLearn.

8.1.3 Plan work schedules

Plan work schedules to ensure driving is included in the work plan to avoid driver fatigue. Require drivers to report fatigue and give them permission to not drive when tired, including their ability to return safely to the office or home at the end of the day. Last minute accommodation due to fatigue can be booked through Orbit Travel (after 5pm).

8.1.4 Job Safety Analysis

Require staff to include driving in job safety analysis and toolbox talks.

8.1.5 Monthly operational review

Have driving risk conversations with staff at their MOR. Refer to this SOP as required.

8.2 Provide safe vehicles

8.2.1 Safety Equipment

Decide on appropriate safety equipment for vehicles for emergencies that could happen in your area. This may include first-aid kit, reflective vest, torch with spare batteries, fire extinguisher chains for snow and ice and an emergency triangle.

Ensure fire related requirements are met.

Fire extinguishers are not to be fitted into electric vehicles. It is at manager's discretion whether or not a fire extinguisher should be fitted in other vehicles. Given that fire extinguishers shouldn't be used in a vehicle (first response should always be to remove yourself from the scene), this should only be permitted in exceptional circumstances. For example, Managers may consider it necessary to fit an extinguisher in a vehicle if:

- The vehicle is required to travel through commercial forests
- The vehicle is used to carry hazardous substances where transport regulations specify carrying an extinguisher

In either case, the extinguisher is not to be fitted in the cabin of the vehicle in a position likely to cause injury in the event of an accident i.e. footwell or pillars.

Managers who, in exceptional circumstances, authorise fire extinguishers to be fitted in other than electric vehicles, need to ensure staff are competent to use the fire extinguisher. This training can include all, or a mix of:

- Demonstration by a person with expertise (e.g. a chief fire warden, ranger with fire-fighting expertise, etc)
- Reviewing the FENZ video "Operating a fire extinguisher"
<https://www.fireandemergency.nz/at-home/fire-extinguishers/>
- Arrange formal training, which could be to NZQA unit standard 3271, or similar

8.2.2 Bull bars on vehicles

These are at the discretion of Directors where a need may exist. Note that bull bars are described by NZTA Waka Katohi as dangerous for other road users, particularly pedestrians. Waka Katohi state:

- A bull bar is often an 'after-market add-on' which mean the vehicle may not crumple to absorb energy in the way it was designed to do in a crash and, therefore, increase the risk of injury
- A bull bar may reduce the effectiveness of airbags
- Bull bars can cause more serious injuries for pedestrians, cyclists and motorcyclists, as the bars tend to be stiff and concentrate crash forces in a smaller area
- If a vehicle with a bull bar crashes into another vehicle, people in the other vehicle may not be as well protected.

8.2.3 Hazardous Substances

Hazardous substances cannot be carried in the main cabin of the vehicle.

8.2.4 Smoke chasers

Due to risk of instability, and therefore accident, the emptying of water tanks on smoke chasers is a mandatory requirement when the smoke chaser is not being used for firefighting purposes.

8.3 Follow-up on Driving Accidents and Incidents

Immediately stand down drivers involved in serious or potentially serious incidents for a period you think appropriate (at least until the investigation is completed).

Ensure all incidents are captured in Risk Manager.

Investigate all serious vehicle accidents with an appropriately trained Incident Causation Analysis Method (ICAM) staff member or Learning Team Process as agreed by Manager and Director. You must be satisfied that the accident report is consistent with the position of the vehicles and the extent of the damage. Where there appears to be negligence or a breach of traffic regulations by the driver tier four managers should consider whether a stand-down period should be issued and consider disciplinary action.

9. More information about training

Mandatory online driver training consists of:

- **Skills Check** – initial assessment that measures both the driver’s hazard perception and their attitude toward safer driving to formulate an initial risk rating. The rating helps both the driver and the organisation understand the starting level for ongoing training.
- **Skills Awareness** – coaches drivers on the crucial higher-level driving skills of Visual Search, Hazard Perception and Risk Management. These are taught using interactive video simulations, with relatable, real-life scenarios taken from a range of New Zealand city and country settings and conditions. The course allows drivers to drop in and out of the training, fitting it in with their busy work day and allowing them to take control of their learning. Drivers have the opportunity to redo questions they have failed to improve their score, with the aim to go on and become a 5-star driver.
- **Electric Vehicles** – Managers will make this mandatory for drivers before using an electric vehicle. As EVs become available, Managers will be advised of the online training required. This includes a Hyundai module for the Hyundai Konas, and other makes and models. An onsite induction is also mandatory, to be undertaken by the local fleet coordinator before a driver takes out an EV.

The Two-Yearly Refresher is also mandatory:

- **Two Yearly Refresher** – similar to Skills Awareness, all authorised drivers must complete the two-yearly refresher within three months of it becoming available to them

Further Fleetcoach coaching modules are available (see [Appendix 3](#)).

Once drivers have completed the mandatory courses, they can self-enrol on any of the coaching modules. Drivers can also be explicitly assigned to coaching modules.

9.1 Practical Driver Training

On-road vehicle use: Tailored driving programmes for teams and individual staff can also be arranged via the Tier 4 Manager. This is often part of a process of a District or Team assessing their driving risk and deciding to provide training to improve knowledge and skills in relation to specific risks such as icy roads and/or defensive driving.

4WD Use: Driver to hold a licence valid for the vehicle and have proven experience. If vehicle to be engaged in 4WD for off-road use, NZQA unit standards #17976 and #17978 (or equivalents) are required. All staff to be assessed by a competent operator including vehicle recovery using [Competency Assessment form](#) (doccm-936687).

10. Appendix I

5-Minute Vehicle Check

Why do we have a 5-minute vehicle check?

- To pause and focus our mind on driving.
- To make sure we are fit and well to drive for the planned trip.
- To make sure the vehicle is road worthy and suitable for our planned trip.
 - Vehicle damage can occur on a previous trip that we or the previous driver hasn't noticed.
 - There have been instances of sabotage of our vehicles (e.g. loosening of wheel nuts) by anti-DOC people.

When do we have to complete the 5-minute vehicle check?

- Every day before driving and
- Repeat relevant parts of this 5-minute check when we get back in the car if we have left it for a few hours, particularly if it is parked in a public place where we know there could be strong anti-DOC sentiment in the community.

5-Minute Vehicle Check Questions

Note there is some local variation in questions depending on local context.

- If you answer “No” to any of the questions you need to resolve the issue before you drive. This could include finding a replacement vehicle, getting the vehicle repaired, finding another driver, reconsidering the plan for your drive to include breaks or rescheduling your trip.
- Ensure that any damage is reported to your fleet Co-ordinator, include a photo if possible.

Planning your trip

Questions

Is the vehicle suitable for your trip?

(Taking into account distance, terrain and expected road and weather conditions).

- Yes
- No

Have you planned breaks and the overall length of your day, and if applicable, discussed this in your JSA and toolbox talk?

(Recommended break is a 10-minute break at or before 2-hours of driving. Required break is a 30-minute is at or before 4-hours 10-minutes of your drive (including the first break) and a 10-minute break at or before six-hours and forty minutes of your drive (including the first two breaks).

- Yes
- No
- N/A (short trip)

Are you fit to drive?

Questions

Are you well rested and fit to drive?

(At least 6 hours sleep in the last 24 hours and 14 hours sleep in the last 48 hrs. Hydrated and no driving impacts from injury, medical condition, drugs, alcohol or medication)

- Yes
- No

Is the vehicle in good condition for your trip?

Questions

Are the WOF, Registration and Service within date, and if applicable, Road User Chargers sufficient for your planned trip?

- Yes
- No

Do tyres appear to have sufficient tread, be appropriately inflated, and have wheel nuts tight?

(Wheel nut check not necessary if vehicle has been locked in secure place but should be done if the vehicle has been left in a public place, particularly if there is strong anti-DOC sentiment. This may mean an additional wheel-nut check later in the day.)

- Yes
- No

Is there any damage to the vehicle or body work that will affect its safety or function?

(Report damage to the Fleet Co-ordinator)

- Yes
- No

Are lights working?

Check headlights and indicators and where practicable (i.e. can be checked by another person or reflection) check reversing and brake lights.

- Yes
- No

Is there sufficient fuel/charge (or a plan to refuel/recharge before you leave/early in the trip)?

(For EVS start the car and check the battery charge and range on the dash)

- Yes
- No

Have you scanned the COVID19 QR code and fobbed on?

- Yes
- No

11. Appendix II

How does the GPS system work?

The GPS units receive location information from satellites and transmit this, along with driver behaviour information, to a central location. The vehicle must be in a location that has cellular coverage for it to transmit the information in real-time. The unit still captures location and driving information while outside a coverage area and sends it when it is back in coverage.

12. Appendix III

Online driving learning modules

Name	Description
4X4	Driving a 4wd vehicle on the road.
Distraction and Inattention	Covers why distraction is such a problem, enables drivers to identify things that make them most distracted and gives them tools to help.
Fatigue	Covers key topics such as how to recognise fatigue, why it's such a problem when driving (and in everyday life), how to prevent it, and what to do if drivers notice themselves getting tired etc.
Know your Vehicle	Provides drivers with an understanding of their vehicle. Covers topics from induction, vehicle checks, vehicle equipment and understanding safety technology.
Drugs & Alcohol	Covers the law as it relates to this topic.
Loose Objects	Highlighting the potential danger of having loose items in your vehicle.
Road Rules	Covers NZs road rules, a good reminder for everyone
Speed	Learn about speed, and the driver's relationship with it
Stress	Covers key topics such as how to recognise stress, why it's such a problem when driving (and in everyday life), how to prevent it, and what to do if drivers notice themselves getting stressed etc.
Electric Vehicles	This course is compulsory prior to driving a fully electric vehicle. You must complete the online module about what's different about an EV and complete an on site walkthrough with your local fleet co-ordinator.
Slow Speed and Reversing	Understanding the links between slow speed issues, reversing incidents, and other things faced while driving

13. Related Documents

Motor Vehicle Use SOP, DOC-6668836

Trailer use technical document, docDM-750601

Fatigue Management Plan, DOC-7036527

Driver coaching conversation guide, DOC-7039889

Quick Reference Guide for Managers, DOC-6474146

14. Document history

Date	Details	Document ID and version	Amended by
2/08/2021	Amalgamating SOPs, incorporating feedback from Fleet	Revisions1-23	Ann Horner
03/08/2021	Formatting and Grammar check	Revision 24	Callum Crane
13/09/2021	Aligned wording about breaks with Smartrak notifications	Revision 25	Ann Horner
15/09/2021	Updated with feedback from Mike Massaar, Mike Slater and Ginny Baddeley	Revisions 26-29	Ann Horner
29/10/2021	SOP signed off by Ginny Baddeley	Revision 30	Ann Horner
5/11/2021	Added document replaced doc-5578511	Revision 31	Ann Horner

3/12/2021	Added references to trailer SOP and 4wheel drive hazard number in overview of document	Revision 32	Ann Horner
8/06/2022	Changes following formal review	Revision 33	Mike Massaar

15. Documents replaced

This SOP replaces the following documents which have been revoked:

Motor Vehicle Use and Safe Driving SOP (doc-2601221)

Managing Driver Behaviour SOP (doc-5669705)

Improving Driver Safety Through Vehicle Tracking Policy (doc-5578511)