

# SAFE DRIVING POLICY

Is driving your biggest workplace risk?

Helping manage work-related road safety to ensure your employees and vehicles remain safe on the roads.

Regardless of the size of your business, having safe driving policies and initiatives is essential to keep your employees safer while driving at work. This not only helps businesses meet their obligations under the Health & Safety at Work Act (2015) but also reduces risk, ensuring the safety of people and the proper maintenance of vehicles.

## How we can help

### 1 Review Existing Policy

- Analyse the current policy.
- Create an outline including a Fleet Driving procedure (appendix).
- Draft a new policy if none exists.

### 2 Draft Initial Policy Document

- Create a draft policy referencing key legislative documents such as NZTA Safe Driving Good Practices and the Health and Safety at Work Act (2015).

### 3 Internal Review

- AutoSense reviews the draft policy.
- Incorporates driver risk management recommendations.

### 4 Client Review Meeting

- AutoSense meet with client to present the draft policy and procedure documents.
- Gather client feedback.

### 5 Revise and Finalise

- AutoSense make the required changes based on client feedback.
- Final Safe Driving policy and procedure document approval.

### 6 Deliverables

- Provide the client with the re-written policy, a Policy Commitment Statement (summary), and Safe Driving Procedures Document.

### 7 Company-wide Implementation

- Consider implementing the final Safe Driving Policy across the entire organisation.
- It is important to incorporate it into your business's health and safety policy and procedures.
- Ensure all workers, especially those who drive as part of their jobs, are informed about it.
- By following these steps, you will ensure a thorough and effective implementation of your Safe Driving Policy.

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