

# 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 (HASW) but also reduces risk, ensuring the safety of people and the proper maintenance of vehicles. Whether you have an existing policy that needs updating, or you need a hand to create one - we can help!

## How we can help

### 1 Review Existing Policy (if applicable)

- If an existing policy is in place, read and analyse the current policy.
- Create a policy outline including a Fleet Driving procedure (appendix).
- If no policy is in place, begin by drafting a new policy.

### 2 Draft Initial Policy Document

- Create a draft Safe Driving policy and a Fleet Driving procedure document.
- Reference key legislative documents (NZTA Safe Driving Good Practices and the Health and Safety at Work Act 2015) and key client documents (e.g Code of Conduct, Fatigue Management Plan, H&S policy)

### 3 Internal Review

- Include any driver risk management recommendations.
- Draft reviewed by AutoSense.

### 4 Client Review Meeting

- A review meeting with you (the client) to present the draft policy and procedure documents.
- Gather feedback and approve any proposed changes.

### 5 Revise and Finalise

- Make final necessary changes to the policy based on client feedback.
- Finalise the policy for client approval.

### 6 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.

## GET IN TOUCH TO BOOK

0508 AUTONSENSE | [support@autosense.co.nz](mailto:support@autosense.co.nz)  
[www.autosense.co.nz](http://www.autosense.co.nz)

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DRIVING SAFETY 