

NAG 5—Health and Safety

Safe Driving Policy

Rationale

In order to deliver education services to students, Northern Health School teachers and support staff drive for a variety of work related purposes. These include visiting student homes, attending meetings, professional development and general administration. Employees may use school provided vehicles or their own vehicles.

Purpose

To ensure that all NHS employees operate NHS and their own vehicles in a safe and efficient manner for work purposes.

Guidelines

- a) NHS will only purchase new vehicles with a high vehicle safety rating, taking occupant safety into account.
- b) All NHS vehicles will be serviced in accordance with the manufacturer's specifications.
- c) Systems will be maintained to monitor vehicle servicing, registration, warrant of fitness and vehicle condition, for both NHS and employee owned vehicles.
- d) All NHS employees driving for work purposes require a full NZ driver licence. Driver licences will be checked and recorded on commencement of employment and entered in the NZTA Driver Check system and removed on termination of employment.
- e) NHS will provide safe driving information and / or training to employees.
- f) Accidents and traffic infringements will be recorded and driver behaviour monitored.
- g) Drivers will plan travel and rest breaks according to NHS procedures.

Adopted	June 2020
Chairperson	
Review Date	June 2023