



SAFE  
TRAVEL  
POLICY  
FAQs

TOWARDS  ZERO

# FAQs

## In what context has the Safe Travel Policy been developed?

The Safe Travel Policy has been developed within the legislative framework of the *Road Safety Act 1986* and the *Occupational Health and Safety Act 2004*.

The Safe Travel Policy has also been prepared in the context of Victoria's Towards Zero Road Safety Strategy 2016-2020.

## Who does this Safe Travel Policy apply to?

The Safe Travel Policy applies to you if you drive or ride as part of your work, irrespective of whether you're using your own vehicle or one of the TAC's fleet or company vehicles. We would also like to think that you're guided by the safe behaviours outlined in the policy outside of work and that you're a role model for family and friends.

## Why do I need to re-visit the Safe Travel Policy every year?

Road safety is a shared responsibility. We all have a role to play in keeping ourselves and others safe on the road. It is important we never lose sight of what we can do to contribute to a safer road system. Revisiting the policy every year also highlights the commitment the TAC has to the Towards Zero vision and reminds employees that they are all Towards Zero ambassadors.

## If I use a fleet or company vehicle, I have to consent to annual licence checks. Why?

Annual licence checks are required for all users of TAC fleet and company vehicles.

You can only drive a TAC fleet or company vehicle if you hold a current and valid licence. The TAC conducts annual licence checks to ensure the validity of your licence only.

The annual licence check will be managed in accordance with the TAC's privacy policy and the *Privacy and Data Protection Act 2014*.

The TAC will not disclose the results of your licence check to anyone else, unless required to by law.

If you do not consent to the annual licence check, you will not be able to drive TAC fleet and company vehicles.

Road safety is a shared responsibility. If you hold a valid licence, it means you have been complying with the road laws and, as such, you are contributing in a significant way to the safety of the road network.

## What happens if I breach the Safe Travel Policy?

The Safe Travel Policy is about supporting and protecting employees on the road. If an employee breaches the policy, there is disciplinary action to ensure there isn't a repeat of the behaviour that could lead to road trauma.

The TAC is only notified of breaches of policy by users of fleet and company vehicles, but as employees of the TAC, it is expected that everyone abides by the contents of the policy, regardless of potential consequences.

The TAC may take the following disciplinary action against any employee who breaches this policy.

Example of offence	Disciplinary provision
/ Less than 10 km/h over speed limit	Counselling
/ More than 10 km/h over speed limit	First offence - Counselling
/ Failure to give way	Second offence (within 12 months) - Misconduct
/ Failure to stop at a red light	Misconduct
/ .05 BAC and above	Serious Misconduct
/ Driving while impaired by a drug	
/ Illegal mobile phone use	
/ Failure to wear seatbelt	

### **How does the disciplinary process work?**

When an employee is driving a TAC vehicle and commits an offence, the TAC is automatically notified. Once this occurs, the TAC applies the policy via divisional management and People and Culture.

### **What if I lose my licence in my own car?**

If you engage in unlawful conduct on the road, it has the potential to bring the TAC into disrepute, whether in a TAC vehicle or a private vehicle. If the TAC becomes aware of matters such as these, they will be treated seriously and you will be required to attend a counselling session that could result in disciplinary action.

### **Could I lose my job?**

Yes. Serious breaches of this policy could result in the loss of your employment.

### **I am allowed to use my TAC vehicle for private use. Do the policy and guidelines apply to me?**

Yes, the policy applies to all employees and other authorised users of TAC-registered vehicles.

### **What if my partner or another family member commits a driving offence when they're using the vehicle?**

An executive must ensure that the family members they nominate to use their TAC vehicle drive in a safe, responsible and lawful way. The TAC takes all driving offences seriously.

If the family member commits a traffic offence in the TAC vehicle, the executive is required to attend a counselling session with their direct manager. Should the same family member incur another traffic infringement, within a rolling 12 month period, they will lose their privilege to use the TAC vehicle. In the event that the same person commits a further offence while not authorised to use the vehicle, the TAC employee may face disciplinary procedures.

### **If I have a problem with alcohol or other substance abuse, where can I get help?**

If you feel that you need some help and support for problems with any substance abuse, please contact Optum, the TAC's employee assistance provider, on 1300 361 008. This is a confidential service and is accessible 24 hours a day, 7 days a week.

### **What happens if I have a collision in a TAC vehicle?**

Your health and safety is a primary concern for the TAC. Collisions are considered OHS incidents and will be managed as any other identified incident, risk or hazard. You will be required to complete an incident report, which can be found on InTAC under Health, Safety and Wellbeing. Follow-up action will be undertaken by the TAC's Health, Safety and Wellbeing team. If the collision results in you being issued with a traffic infringement or being charged, provisions outlined in the Safe Travel Policy will apply.

### **What happens if I receive a traffic infringement interstate?**

The circumstance will be treated as if the offence occurred in Victoria. The VicRoads Demerit Points table will be used as a reference to determine the severity of the infringement and the corresponding disciplinary provision.

