



TOWARDS  ZERO



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# INTRODUCTION

Road safety is a shared responsibility. We all have a role to play in keeping ourselves and others safe.

This Safe Travel Policy outlines what you can do and what we are doing as your employer to help you get around as safely as possible, whether it be by car, bike, motorbike or as a pedestrian.

This policy applies to you if you travel as part of your work, irrespective of whether you're driving or riding your own vehicle, or using one of our fleet or company vehicles. We would also like to think that outside of work you're guided by the safe behaviours outlined in this policy and that you're a road safety role model for family and friends, and in your community.

**Towards Zero is ultimately about improving the health and liveability of our communities. That's why this policy also encourages and supports the safe use of alternative transport whenever practical, including public transport.**

We value our reputation for being an organisation that is committed to Towards Zero and a vision of zero deaths and serious injuries on the roads.

We expect our employees to support us in this endeavour by making every effort to act as Towards Zero road safety ambassadors.

Each year you will be required to renew your commitment to being ambassadors by reading and acknowledging that you understand this policy.

It is only through collective commitment and action that we will be able to reduce road trauma and ultimately achieve a future where no one is killed or seriously injured on our roads.

For more information on Towards Zero, visit [www.towardszero.vic.gov.au](http://www.towardszero.vic.gov.au)



## OUR COMMITMENT

**We will support all employees to travel as safely as possible by:**

- / Allowing a reasonable timeframe for travelling between appointments
- / Ensuring colleagues and clients do not expect you to take calls while you are travelling
- / Understanding that if you feel unfit to drive or ride, you don't have to
- / Providing overnight accommodation for employees who are required to travel a long distance home after a long day
- / Ensuring long distance travel or late meetings are not followed by early commitments the following day
- / Providing alternative transport, such as a taxi, when appropriate
- / Encouraging and supporting the use of public transport whenever practical
- / Providing a Safe Travel Policy

TOWARDS ZERO

# / DRIVERS



# VEHICLE SAFETY

## FACT

If everybody upgraded their vehicle to the safest in its class, road trauma would drop by a third.

All of our fleet vehicles have a 5-star Australasian New Car Assessment Program (ANCAP) rating. This means these vehicles have at least the following safety features:

### / Electronic Stability Control

Electronic Stability Control (ESC) helps a driver to maintain control of their vehicle when a hazardous situation requires a sudden change in steering.

### / Seatbelt reminders and seat belt pre-tension devices

Seatbelt reminders alert the driver if an occupant of the car is not wearing a seat belt, while pre-tension devices tighten and reduce slack in seat belts to protect occupants from rapidly moving forward in the event of a crash.

### / Driver and passenger airbags

Frontal airbags protect the driver and front passenger from striking other parts of the car in a frontal crash. These airbags are designed to be used in conjunction with seatbelts.

### / Curtain airbags

Curtain airbags activate instantaneously in the event of a side impact crash, deploying from the top of the door rails above the side window. They form a cushion between the driver or passenger and the window, protecting the head from striking the side of the car or rigid objects like trees or poles.

We are working towards being able to introduce the latest safety features into our fleet as soon as they become available.

/ Reversing cameras

Reversing cameras provide a better rearward view and can assist the driver to look out for young children and other road users.

Our vehicles are regularly serviced and maintained to ensure they remain in a safe and road-worthy condition.

You can find more information on vehicle safety at [www.howsafeisyourcar.com.au](http://www.howsafeisyourcar.com.au)

We also encourage you to use the above site when purchasing a vehicle for private use and recommend [www.howsafeisyourfirstcar.com.au](http://www.howsafeisyourfirstcar.com.au) when choosing a vehicle for a young driver in your family.

# BEFORE YOU DRIVE

## VEHICLE USE REQUIREMENTS



- / You may only drive a vehicle if you hold a current and valid driving licence
- / You must be fit to drive – that is, you must not drive if you have a condition (temporary or ongoing) that will impair your ability to drive. Use of some prescription medication, feeling tired/drowsy or unwell will affect your ability to undertake the demanding and complex task of driving
- / You must adhere to all road rules
- / You must drive appropriately for road conditions and be courteous to other road users
- / You must abide by our Safe Travel Policy

## VEHICLE SET-UP



- / Do a quick external inspection of the vehicle
- / Check the tyres. Ensure they look inflated and have good tread (tyre pressures are listed on a placard in fleet vehicles)
- / Is the vehicle clean and in good order? Is the windscreen clean?

## DRIVER SET-UP



- / Just as you would do with your desk and regular work station, it is important to get the basic ergonomics correct before driving. This will help in many ways: it will allow the car's safety features to provide maximum benefit; it will assist with car control; and, it will provide you with the best vision
- / Before you start each journey, check the position of your seat, mirrors, steering wheel and head rest. You should be able to reach the pedals comfortably and use your mirrors to get a good look behind and to each side of the vehicle

# WHILE YOU DRIVE

When driving, it is important you consider the following and the potential impact on your safety.

## TRAVEL SPEED



### THE PROBLEM

The speed you are travelling at immediately prior to a crash will determine the severity and outcomes.

All types of speeding (excessive, low-level and inappropriate) are dangerous. Speeding increases the likelihood of crashing and the severity of a crash because it reduces the time a driver has to avoid a crash, it affects a driver's ability to control the vehicle and it takes a longer distance to stop.

### WHAT YOU CAN DO

- / Travel at or under the sign-posted speed limit and at a speed suitable for road conditions
- / Be alert to temporary advisory signs for road works or changed road conditions
- / If you find you are having difficulty keeping to the limit in a car, there are a number of technologies that may be of assistance to you, such as cruise control and top speed limiters (you set the top speed that the car can travel at). There is also technology called Intelligent Speed Assist (ISA) which provides an alert to drivers when they are over the speed limit
- / Maintain a safe following distance between you and the vehicle in front

Safe following distances depend on a number of factors, such as road conditions. In ideal conditions, maintaining a gap of at least two seconds between vehicles is regarded as safe. You can determine this by watching the rear of the vehicle in front of you pass a particular spot on the road or roadside and counting seconds until the front of your vehicle passes that spot. If you count less than two seconds, you are travelling too closely and should drop back.

## TRAVEL SPEED

- / Respond to adverse conditions

When driving in adverse conditions, such as wet roads, fog, dirt roads etc, drop your speed and increase the gap between your vehicle and the vehicle in front.

### **SOME FACTS**

- / Increasing vehicle speed from 60km/h to 65km/h in a 60km/h zone doubles your risk of being involved in a crash
- / Speeding doesn't significantly reduce the time of a car trip. For example, a road trip on an unimpeded 10km stretch of road at 65km/h instead of 60km/h only saves you 46 seconds

## DISTRACTIONS



### THE PROBLEM

Any object or activity that takes a person's attention away from the road – whether it is a mobile phone, eating or talking to others – is a potential distraction.

International research into road user distractions has found that taking your eyes off the road is a major contributor to crashes. Taking your eyes off the road for just two seconds when driving at 50km/h means you are effectively travelling blind for 27 metres.

### WHAT YOU CAN DO

#### / Plan and prepare

Before you set off, change the radio to the station of your choice or connect your music, set climate control and make sure the vehicle is set up for you (mirrors, seat position etc.).

Secure anything that could fall onto the floor of the vehicle and roll around. Find your sunglasses or anything else you need for driving. Plan your trip and set your GPS if you are using one. Know where you are going.

#### / Restrict the use of mobile phones

The use of a hand-held mobile is illegal and should not be used.

You can only use your mobile phone while driving if it is secured in a cradle fixed to the vehicle. However, we recommend you either turn off your phone or keep phone conversations while driving to an absolute minimum.

## DISTRACTIONS

In circumstances where you need to make or receive a call, pull over to a safe location. If this isn't possible, then:

- / Make sure the hands-free function is set up and working before you start driving
- / Keep conversations short
- / Do not engage in complex or emotional conversations
- / Explain to your caller that you are driving and arrange a better time to speak with them
- / Ensure the conversation is not distracting you from driving and if it is, end the call

**Please note, probationary drivers are not allowed to use a mobile phone under any circumstances while driving.**

## DROWSINESS



### THE PROBLEM

Drowsiness is the feeling of tiredness and an overwhelming urge to sleep.

Drowsiness affects a driver's reaction time and ability to concentrate, and can create the very real risk of falling asleep at the wheel.

Some signs of drowsiness include:

- / Difficulty concentrating/reduced awareness of environment
- / Slower reaction time
- / Feeling sleepy
- / Eyes closing or going out of focus
- / Increased yawning/rubbing eyes/feeling restless
- / Seeking stimulus to remain awake (e.g. turning up the radio, winding down the window)

### WHAT YOU CAN DO

- / Avoid driving when you are tired
- / Plan your journey to include a break from driving every two hours
- / Avoid driving during hours when you would normally be asleep
- / If you are on the road and you feel drowsy, the best option is to pull over safely and have a 15 minute powernap



## DROWSINESS

- / Aim to get enough good quality sleep prior to driving, regardless of whether the trip is a long or short one. A healthy adult needs an average of between seven and nine hours sleep to function optimally
- / Reschedule commitments if you know you have had a poor sleep the night before your journey

### **SOME FACTS**

- / Drowsiness is the first sign that you're already falling asleep. Throughout the day, sleep-inducing chemicals build up in your brain. They eventually reach a tipping point, sending you off to sleep. You have no control over when or where that happens, and it can happen in an instant
- / The only remedy for drowsiness is sleep

## DRINK DRIVING



### THE PROBLEM

Drink driving remains a key contributor to trauma on our roads. Alcohol can significantly reduce your reaction time. It adversely affects coordination, slows down reflexes and reduces your ability to make decisions.

### WHAT YOU CAN DO

- / Separate your drinking from your driving
- / Avoid consuming alcohol prior to driving
- / Be mindful of the fact that your blood may still contain alcohol well after your last drink, even the morning after

### SOME FACTS

Blood Alcohol Concentration (BAC) is a measurement of the amount of alcohol in the body.

Many factors can affect your BAC including:

- / The amount of alcohol consumed
- / The period of time over which alcohol is consumed
- / Your body mass
- / Whether or not you have eaten
- / Your fitness levels
- / The health of your liver

## DRUG DRIVING



### THE PROBLEM

Drug driving is a major issue on our roads. All illicit and some prescription drugs reduce a driver's ability to fully control a vehicle.

### WHAT YOU CAN DO

- / Never drive after taking illicit drugs
- / Be mindful that illicit drugs can remain in your system for a long time and the duration of impairment varies
- / In the case of prescription drugs, it is important you speak with your doctor and pharmacist about your fitness to drive while taking the medication

### SOME FACTS

Illicit drugs police can test for include:

- / THC (active component in cannabis)
- / Methamphetamines (speed, ice)
- / MDMA (ecstasy)

It is important to remember you cannot drive while affected by any drug, regardless of whether it is legal or illegal drug.

# / PEDESTRIANS

Pedestrians are among our most vulnerable road users. As a pedestrian, it's important you follow the road rules and pay attention to what's going on around you at all times.

**To stay safe, please consider the following:**

- / Wherever possible, cross roads at a pedestrian crossing, traffic signal or where there are kerb extensions which create a shorter crossing distance
- / Unplug earphones and put your mobile phone away
- / Look before crossing – don't just follow someone else onto the road
- / Walk straight across the road – don't jay-walk
- / Never assume that the driver of an approaching vehicle can see you or will stop for you – wait until all vehicles have stopped before you step off the kerb
- / Avoid crossing between parked cars or at the front or back of buses and large vehicles
- / At intersections, check for turning vehicles before you leave the kerb and while you are crossing the road
- / At railway level crossings, wait for the boom gates to rise and bells to stop before you cross – a second train may be approaching
- / Use pedestrian underpasses or overpasses where available
- / Avoid crossing near a bend or crest in the road
- / Avoid crossing on roundabouts, particularly multi-lane roundabouts as they are very busy and complex, and cars are not required to give way to you, unless there is a pedestrian crossing

# / CYCLISTS



Bicycles are vehicles and under the law bike riders have the same rights and responsibilities as car drivers. However, cyclists don't have the added protection of a car and are therefore among our most vulnerable road users.

**To stay safe cyclists need to:**

- / Obey traffic signals and stop signs
- / Where possible, ride in dedicated bike lanes or off-road bike paths
- / Ride predictably
- / Be alert to traffic
- / Ride in the same direction as other traffic
- / Ensure the bicycle is maintained
- / Use lights at night. This is the law. The front and rear lights must be visible from 200 metres and the bicycle must also have a red rear reflector visible from 50 metres. Penalties may apply if cyclists don't use lights at night or in conditions of low light
- / Wear a correctly fitted, Australian standards-approved bicycle helmet

All bike riders and their passengers and scooter riders are legally required to wear a bike helmet. This applies when riding on roads, bike paths, bike lanes, shared and separated footpaths, recreational parks and car parks.

**Other tips for cyclist safety:**

- / Before changing lanes and turning, always scan behind and signal your intentions to other road users
- / Try to make eye contact with other road users to help them know that you are there
- / Look out for drivers and passengers getting in and out of parked cars and be aware of the risk of car doors opening
- / Don't ride on the inside of larger vehicles such as buses and trucks – the drivers can't see you and these vehicles may be turning which will require more space than a normal passenger car



- / Be careful riding over tram tracks, especially in wet weather
- / When using a single lane roundabout, ride in the middle of the lane. This is so you are more visible to other road users and you are less likely to be cut off when other road users are exiting the roundabout
- / When riding through a multi-lane roundabout you are permitted to ride in the left lane, even if you are turning right. If you do, you must give way to vehicles exiting the roundabout. Make sure you signal your intentions and where possible, try to make eye contact
- / When using a shared path or separated footpath, ride in a manner and a speed that will enable you to give way to pedestrians. Always let people walking or slow bike riders know you are about to pass by ringing your bell or calling out
- / Wear a brightly coloured top that makes you stand out to ensure you are seen by drivers. There are also reflective vests that you may want to consider wearing to improve your chances of being seen



# / MOTORCYCLISTS

# BEFORE YOU RIDE

Riding a motorcycle carries a higher injury risk than other forms of transport. We encourage you to assess whether the same trip could be done by car or public transport.

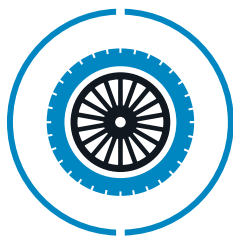
## MOTORCYCLE USE REQUIREMENTS



- / You may only ride a motorcycle if you hold a current and valid motorcycle licence
- / You must be fit to ride – that is, you must not ride if you have a health condition (temporary or ongoing) that will impair your ability to ride. Use of some prescription medication, feeling tired/drowsy or unwell will affect your ability to undertake the demanding and complex tasks required to ride
- / You must adhere to all road rules
- / You must ride appropriately for road conditions and be courteous to other road users
- / You must wear protective gear and an approved helmet

It is important to buy the safest protective gear you can afford and wear it every time you ride, even on short trips. Safety gear includes an approved helmet, which is a legal requirement in Australia, a jacket with armour, pants with armour, boots and gloves. A full-face helmet gives the best protection.

## MOTORCYCLE SET-UP



**Do some quick checks of your motorcycle before you ride:**

- / Check the tyre pressures are correct and tyre wear limits have not been reached
- / Test that each brake operates and that the brake light works. Test the clutch and throttle are smooth and that the cables aren't kinked
- / Check all lights, including indicators, are working
- / If required, adjust the chain tension
- / Confirm the bike has sufficient fuel for your trip
- / When you mount your bike, adjust the mirrors to provide a clear view of the area behind you

# WHILE YOU RIDE

When riding your motorcycle, it is important you are mindful of the issues outlined on pages 10–17 of this policy.

**To stay safe, please also consider the below:**

- / Before starting your trip, notify your manager of your destination, expected arrival and return times and registration number
- / Ride at a safe speed for the conditions
- / Stay out of a driver's blind spot
- / Riding is mentally demanding. If you feel tired or find your concentration wandering, stop and rest
- / Maintain a riding line and speed that allows you to corner without crossing the road's centreline
- / Watch for loose gravel, oil, fuel or water across the road
- / Plan a trip route that minimises crash risk. Where possible, avoid routes involving high-speed winding roads, unsealed roads and remote locations

For more information on motorcycle safety visit [www.spokes.com.au](http://www.spokes.com.au)

# / PUBLIC TRANSPORT



There are many advantages to taking public transport and we encourage and support employees to use this option when practical.

**Some of the benefits of taking public transport are:**

- / In nearly all cases, it is the safest form of transport
- / It encourages a more active healthy lifestyle, particularly if you are walking or cycling to a station or stop
- / It helps reduce the number of cars on the roads, which in turn reduces road congestion and pollution
- / There is no need to find a car park
- / It can be less stressful than sitting in traffic

**For tips on travelling safely on public transport, go to [www.ptv.vic.gov.au/getting-around/travelling-safely](http://www.ptv.vic.gov.au/getting-around/travelling-safely)**

# ROLES AND RESPONSIBILITIES



Road safety is a shared responsibility. We all have a role to play in keeping ourselves and others safe.

## MANAGEMENT RESPONSIBILITIES

- / Provide leadership for a safe travel culture within the TAC and with external stakeholders, including the broader community
- / Ensure systems are in place and appropriate resources are allocated to effectively manage health and safety risks across the organisation
- / Review health and safety incident reports and endorse corrective action
- / Review and address all incidents relating to travel
- / Purchase the safest vehicles practicable and ensure they're maintained to a high standard
- / Ensure employees are given sufficient time to travel, rest and manage fatigue
- / Ensure employees are not expected to make and respond to phone calls while travelling
- / Provide a Safe Travel Policy
- / Ensure all employees undertake the Safe Travel Policy eLearning module annually
- / Address breaches of the Safe Travel Policy



## ROLES AND RESPONSIBILITIES (continued)

### EMPLOYEE RESPONSIBILITIES

- / Ensure you hold a current, valid licence when driving or riding a vehicle
- / Abide by all road rules
- / Minimise the use of a hands-free mobile phone while driving and never use a hand-held mobile
- / Don't drive or ride when drowsy or impaired by medication
- / Take rest breaks after every two hours of continuous driving/riding or when feeling drowsy
- / Report any travel-related incidents (Reporting procedures can be found on InTAC under Health, Safety and Wellbeing)
- / Carry out routine vehicle checks before driving/riding
- / Identify and report any unsafe work practices or hazards (Reporting procedures can be found on InTAC under Health, Safety and Wellbeing)

**Please refer to the Safe Travel Policy FAQ document for more detailed explanations about this policy and for information about disciplinary action for breaches of the policy.**

## YOUR COMMITMENT

Please sign and date the below to acknowledge that you have read and understood this Safe Travel Policy.

I, \_\_\_\_\_ (employee's name),

have read and understood the Safe Travel Policy and will make every effort over the coming year to be a road safety role model.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Users of fleet and company vehicles, please sign below to consent to annual licence checks.

(Licence checks will be managed in accordance with the TAC's privacy policy and the *Privacy and Data Protection Act 2014*. Please see the Safe Travel Policy FAQ document for more information.)

I, \_\_\_\_\_ (employee's name),

consent to the TAC conducting an annual licence check.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



