

Crash management in your unit



Regardless of our Council job, as soon as we drive a City of Sydney vehicle we are seen as professional drivers.

We must all drive safely and with courtesy at all times.

Responsibility

The outcome of a recent fatal crash in the City showed that the courts expect people driving for work to demonstrate a high standard of driving.

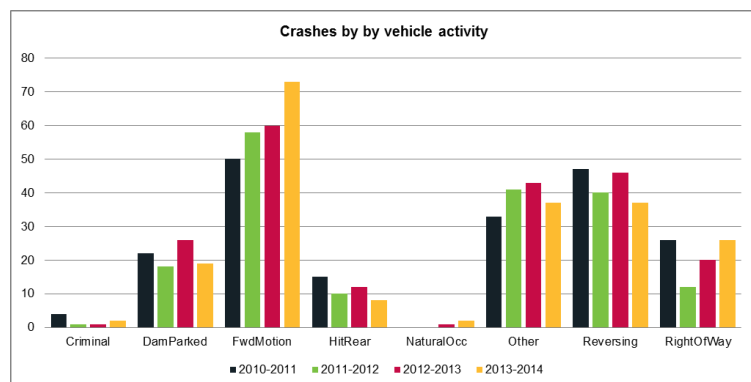
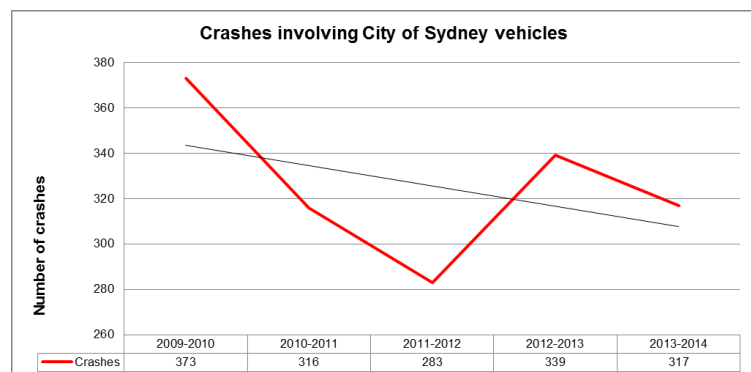
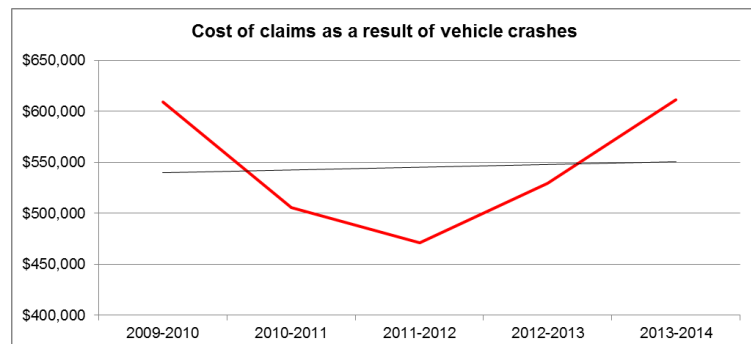
All staff are responsible for their own driving ability.

It is a responsibility for all business unit managers, section managers, coordinators, supervisors and team leaders to implement and improve strategies to reduce crashes involving the City's fleet vehicles.

Accountability for a crash questions what could have been done to prevent it.

Crash reduction tools

- ◆ Fleet Management Strategy 2014-2016 - sets out the process required to operate the City's fleet of vehicles.
- ◆ Motor Vehicle Policy and Motor Vehicle Procedure - controls driver compliance and accountability.
- ◆ Keyworder system - promotes driver accountability by enabling identification of drivers and times of vehicle use.
- ◆ Daily vehicle reports - all drivers are required to check and report on their vehicles prior to use.
- ◆ Low-risk & Eco-driving handbook - forms the basis of our internal training programs.
- ◆ On-line low-risk driving refreshers - complements the Low-risk and Eco-driving Handbook
- ◆ Driver evaluation - driver evaluation aligns with best practice driver assessment principles.
- ◆ Driver coaching - for upgrading driving licences and improving driving standards and encourage pride in driving.
- ◆ Driver performance ratings - recognising good driving performance.
- ◆ Recruitment of new drivers - driving record and driving skills evaluated during the recruitment process.
- ◆ Induction of new drivers - new staff must be referred to Fleet Services for approval to drive.
- ◆ Driver competencies – setting the standards for all drivers.
- ◆ Disciplinary and counselling – addressing driver-at-fault crashes and improving skills and behaviours.
- ◆ Staff Performance Conversations - opportunity to discuss driving as part of staff development and performance.



No more crashes

It has been shown that by encouraging a **zero-crash culture** across an organisation, crashes can be greatly reduced .

Our job is to work to a safe system for fleet driving that promotes and embeds a zero-crash culture through safer people, safer vehicles and safer roads.

“Drivers need both in-vehicle and in-house training. Experience has shown drivers only need in-vehicle driver training every three to four years if regular in-house training is provided.”

Lumley Insurance

Coaching is available for any staff member who is required to improve their driving skills. Advice and assistance can also be provided to help staff with personal driving issues to reduce the potential for anyone being involved in a non-work related crash that results in lost work time.



City of Sydney staff who drive a fleet vehicle must read and adhere to the *Low-risk & Eco Driving Handbook*.

Ten ways to prevent a crash

Make sure you have read the City's **Low-risk & Eco-Driving Handbook**.

Are you up to date on the Road Rules – read the **Road Users' Handbook**?

Make sure you remember the **basics** as most crashes can be avoided by:

1. Always being aware of the actions of other road users and be considerate, particularly to; **Pedestrians and Bike Riders – they may be your work colleagues**;
2. Good observation, including checking mirrors and blind spots before changing speed or direction;
3. Giving the correct signals in plenty of time – pedestrians and bike riders need to see them too!
4. Driving at a speed from which you can stop smoothly and under control at any time;
5. Approaching traffic lights always being prepared to stop on **AMBER**, unless unsafe to do so but do not accelerate to 'beat the lights' – *many intersections now have speed/red light cameras!*
6. Having enough **Collision Avoidance Space** around you at all times so you and other road users have time and space to react;
7. Stopping at **STOP** signs and lines and give way to other road users before continuing, even if you think you can see well – watch for **pedestrians** and **bikes** as well as motor vehicles! Your wheels **MUST** stop rotating!
8. Not thinking you know it all – brush up on the new rules and be sure that you are **AWARE!** The basics of safe driving rarely change, but do you remember them and do you use them?
9. If you are involved in an incident ask yourself, "What could I have done to have prevented it?";
10. Keeping to *Low-risk driving* techniques and improve your chances of avoiding a crash.

Good driving reduces the chances of causing a crash.

Low-risk driving increases the chances of avoiding a crash.