

Guidance for Safe Drivers



O'Neill
PARAGON SOLUTIONS

Authorized Drivers

- Only individuals that have been approved by the Program Manager are authorized to drive vehicles (including rental vehicles)
- Authorized drivers are covered by comprehensive insurance
- Authorized drivers must comply with Safe Drivers policy and procedures.

Driver Responsibilities

Record details of all journeys, refueling and service/repairs.

- Vehicles can only be taken if approval has been given by the Program Manager or Logistics Officer.
- All journeys must be recorded in the vehicle log book and signed by the person authorized to drive.
- All repairs should be authorized by the Logistics Officer or Program Manager.

Driver Responsibilities

The vehicle is in a roadworthy condition.

- You must ensure the car is in roadworthy condition before you drive.
- Every day the vehicle must be checked (see daily check list) to ensure it is in good working order. If there is anything wrong with the car this must be reported to the Logistics Officer before departing.

Driver Responsibilities

Mechanical problems must be reported as soon as possible.

In case of mechanical problems developing during the day, you must inform the Logistics Officer as soon as possible. If you are in the field, you must inform the Team Leader immediately.

Driver Responsibilities

A flat tire must be repaired as soon as possible.

If the vehicle has a flat tire you must have the tire repaired as soon as possible and no later than the end of the day. The Logistics Officer must be informed.

Driver Responsibilities

Keep the vehicle clean inside and out. Clean out the vehicle daily.

Ensure all standard equipment required for the journey is on board and in working condition.

Driver Responsibilities

Ensure sufficient fuel in the vehicle for the planned journey.

The fuel tank should never be less than $\frac{1}{4}$ full.

The vehicle must be refueled at the end of the day.

Driver Responsibilities

The battery must be charged.

Any problems with the battery must be reported to the Logistics Officer as soon as possible.

Driver Responsibilities

All required documentation must be on board the vehicle.

This includes required road permits, copies of vehicle registration, insurance, tax accident report forms, emergency contact lists, and maps.

You must have your driving license with you.

Driver Responsibilities

No weapons on board.

No armed personnel, firearms or weapons of any type are permitted within vehicles, unless the proper approval procedures have been followed to allow protection of staff and property.



Driver Distraction

Driver distraction is a significant cause of road incidents and crashes. It is reported that 83% of drivers think about something other than their driving when behind the wheel.

Driver Distraction



The number of car accidents involving children increases during school holidays. Please be extremely careful!

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Driver Distraction

3 Kinds of Distracted Driving

Visual: looking away from the road



Manual: taking hands off of the wheel



Mental: thinking about something other than driving



* Texting involves all three!!

Driver Distraction

Distraction that affects driving might result from:

- Mobile phone/radio equipment use
- In-vehicle technology (GPS)
- Reading maps/directions whilst driving
- Eating and drinking whilst driving
- Chatting with passengers
- Other drivers and road rage
- Thoughts of work or personal life



Driver Tiredness and Fatigue

Driver fatigue is a major killer. Drivers who become drowsy or fall asleep at the wheel contribute to thousands of crashes each year.

Tiredness and fatigue:

- Reduce ability to recognize hazards
- Slow reaction time
- Impair judgment



Drive Sober

- Zero tolerance policy on driving under the influence of alcohol.
- Even one drink is too much,
- Appoint 'designated driver' who refrains completely from consuming any alcohol.



Obey the Laws

- Drivers must follow all traffic laws.
- Always respect the traffic rules, adapting your speed depending on the road conditions, the load, type of vehicle, and when approaching pedestrians.



Seat Belts

- The driver must wear a seatbelt at all times.
- The driver is responsible to ensure that seat belts are worn at all times by all passengers in the vehicle.
- Children are not to be transported in vehicles without prior authorization. If necessary to transport a child, an appropriate child seat must be used.

Authorized Passengers

- Vehicles must only to be used to transport persons working for, or with the organization, and to transport supplies.
- The transportation of persons not working for, or with, the organization is forbidden unless authorized by the Program Manager.
- It is strictly forbidden to carry police or military personnel, or any armed persons.

Accidents

Although the ultimate objective is to prevent accidents and road crashes, the fact remains that they still occur.



Accident: Steps to Take

- Take immediate action to prevent further damage or injury at the scene of the accident.
- Pull onto shoulder or side of road. Immediately turn on four-way flashers and place warning signals around the vehicle.
- Assist any injured person, but don't move them unless they are in danger of further injury.
- Call the Police.

Accident: Steps to Take

- Obtain all pertinent information and report it accurately.
- Exchange insurance information and secure names of witnesses.
- Photograph the scene and damage to vehicle(s)
- Give identifying information to the other party involved, but make no comments about assuming responsibility.
- If there are no witnesses, the name and address of the first person to arrive at the scene should be obtained.

Accident Reporting

- Drivers must report all accidents/arrests and traffic citations immediately, as required by law and by the organization's accident reporting procedures.
- Drivers must report all arrests and traffic citations to their line manager. Failure to report traffic accidents or citations may result in revocation of authorization to drive.

**DON'T DRINK
AND DRIVE!**

**STOP AT RED
LIGHTS!**

**BUCKLE
UP!**

**STAY
FOCUSED!**

**WATCH
OUT FOR
PEDESTRIANS!**



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**DRIVE
SAFELY**



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