

Driver Policy



“How up-to-date is your Driver Policy?”

Driver Policy

How up-to-date is your Driver Policy?

1. How often do you review and/or revise your Driver Policy;
2. Is it version controlled, formally approved and record managed
3. Does it cover both driving allocated tool of trade and pool vehicles
4. Does it include salary sacrifice drivers, spouses, children, in-laws
5. Does it explicitly cover liability for insurance excesses for multiple “at fault” accidents, parking & traffic infringements
6. Does it include infringement enforcement processes
7. Does it include GPS/Telematics reporting and privacy issues

Driver Policy

What should your Driver Policy include and/or cover?

Why you should care?

Driver Policy

What should your Driver Policy include and/or cover?

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What should your Driver Policy include and/or cover?

1. Details of the Drivers Agreement or Contract (highly recommended)
OR
2. Eligibility rules for drivers
3. Rules for the usage of fleet vehicles
4. Rights and obligations of drivers
5. Disciplinary processes

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Details of the Drivers Agreement or Contract

1. Eligibility rules for drivers
2. Rules for the usage of fleet vehicles
3. Rights and obligations of drivers
4. Disciplinary processes

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Eligibility rules for drivers

1. All drivers must carry a current drivers licence (valid for the class and/or type of vehicle they are driving) with them, whenever they are driving any fleet vehicle
2. All drivers must inform the Fleet Manager (or her/his delegate) if their drivers licence is cancelled, suspended or otherwise, conditioned
3. All drivers must immediately report any accident or incident involving their usage of a fleet vehicle via the prescribed reporting process
4. All drivers must comply with the Rules for the usage of fleet vehicles and Rights and obligations of drivers

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Rules for the usage of fleet vehicles

1. All drivers must record their fleet vehicle usage via pool register or log book or e-log book
2. All drivers must record the current odometer reading whenever refuelling the fleet vehicle
3. Fuel cards are only to be used for refuelling the fleet vehicle identified on the card
4. Lost or stolen or misplaced fuel cards must immediately be reported via the prescribed reporting process
5. No smoking or consumption of alcohol or drugs is permitted in fleet vehicles
6. All drivers must obtain written approval from the Fleet Manager (or her/his delegate) before undertaking any private travel in a fleet vehicle
7. All drivers must obtain written approval from the Fleet Manager (or her/his delegate) before carrying any private passengers in a fleet vehicle

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Rights and obligations of drivers

1. All drivers can request competency training for any fleet vehicle or attachments which they are required to use to carry their work eg, 4WD hubs, tow bars/hitches or winching, etc.
2. All drivers should ensure that any fleet vehicle they use is inspected before use, driven safely and courteously in traffic and well-maintained through regular scheduled servicing
3. Damaged and/or missing items eg, accessories or spare tyre must immediately be reported via the prescribed reporting process
4. No smoking or consumption of alcohol or drugs is permitted in fleet vehicles
5. All drivers must not use a fleet vehicle if under the influence of alcohol or drugs
6. All drivers must ensure that they comply with Fatigue Management guidelines
7. All drivers are responsible for any infringements, fines or penalties incurred whilst they were in charge of the fleet vehicle

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Disciplinary processes

1. Any drivers failing to comply with the Drivers Agreement or Contract may be subject disciplinary processes
2. Any drivers failing to comply with the Eligibility rules for drivers, Rules for the usage of fleet vehicles and Rights and obligations of drivers may be subject disciplinary processes
3. Any drivers failing to expeditiously acquit (via payment or referral) any infringements, fines or penalties incurred whilst they were in charge of the fleet vehicle may be subject disciplinary processes

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Why you should care?

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Why you should care?

1. Fleet vehicles are a workplace which must be safe
2. WHS obligations & penalties may apply to you
3. HVNL obligations & penalties may apply to you
4. No one wants an accident or injuries or worse (that could have been avoided) on their conscience
5. Fleet Management is a lot like herding cats, so you need every advantage you can get including an up-to-date Driver Policy to help keep the cats, eh drivers under control

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Why your boss will care?

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Why your boss will care?

1. Accidents cost money either through claims excesses, increased premiums or down time for injuries and/or repairs
2. No boss wants to have the worst record for accidents and traffic infringements or be responsible for increased Lost Time Injuries
3. Poor “management” revealed by adverse fuel usage exception reports is detrimental to many careers
4. Unauthorised private usage of fleet vehicles even if exposed by GPS tracking, is never a good look and is an IR nightmare

Driver Policy

What's next for your Driver Policy?

1. GPS/Telematics

It's the scary elephant in the room for fleet managers and HR, IR, Legal & Safety are all the first responders but Fleet is going to get / is already caught up in it from cost, implementation and operational perspectives

2. Autonomous vehicles

They will start out as a heading in your Driver Policy but soon, Drivers will be a heading in your Autonomous Fleet Policy and eventually ... who can tell, how well we'll all cope with Managing the Cyberfleet?

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Thank you

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