



# Driver Safety Guide

Light Passenger/Commercial Vehicle – July 2024

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WORKSAFE



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# 1. Purpose

ShopCare and AA have created this guide to help drivers manage risks related to light passenger vehicle safety. It is crucial to identify activities that can harm you and ensure these risks are well-controlled. This guide supports drivers in recognising, addressing, and managing safety as a critical risk.

## **This guide helps drivers:**

- Understand current work-related driving risks.
- Identify your risk status and find practical solutions.
- Recognise risks specific to light passenger vehicles.
- Learn what a comprehensive driver safety programme should include.

# 2. Scope

This guide focuses on light passenger vehicles. ShopCare and AA recommend considering all vehicle types and risks to fully understand potential harm.

The "Driver Safety" guide includes:

- Critical risks and controls from the industry.
- WorkSafe fatality data.

Driving for work means driving as part of your job, either in a company vehicle or your own with an employer allowance. Commuting is only considered driving for work if you are travelling to a non-regular location from home.

The guide also covers work-related vehicle injuries, severe injuries (seven days or more off work), and fatalities.

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## 3. Definitions of key terminology

### Control

An action taken to eliminate or minimise health and safety risks so far as reasonably practicable.

### Critical Risk

A critical risk is a risk that could seriously hurt or kill people. As well as serious physical injuries it may include:

- Psychological injuries/harm, and/or
- Serious illness and health impacts, either acute (e.g. leptospirosis), or chronic (e.g. noise-related hearing loss).

<https://www.mpi.govt.nz/dmsdocument/55300/sitemap>

### Hierarchy of Controls (HOC)

The hierarchy of controls shows ways of controlling risks, ranked from the highest level of protection and reliability to the lowest.

### Light Passenger Vehicle

**Light Passenger Fleet:** Passenger car/van (up to 3500 kg).

**Light Commercial fleet:** Goods van/truck/utility, motor caravan, bus (up to 3500 kg).

<https://www.transport.govt.nz/about-us/what-we-do/queries/buying-a-light-vehicle/>

### Telematics

Is an interdisciplinary field that encompasses telecommunications, vehicular technologies (road transport, road safety, etc.), electrical engineering (sensors, instrumentation, wireless communications, etc.), and computer science (multimedia, Internet, etc.).

Telematics includes the technology of sending, receiving, and storing information using telecommunication devices to control remote objects.

<https://www.wikiwand.com/en/Telematics>

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## The Australian New Car Assessment Program (ANCAP)

More commonly referred to as ANCAP SAFETY, is Australasia's independent vehicle safety authority. ANCAP safety ratings are published for a range of new passenger, sports utility (SUV) and light commercial vehicles (LCV) entering the Australian and New Zealand markets, using a rating system of 0 to 5 stars.

ANCAP star ratings indicate the level of safety a vehicle provides for occupants and pedestrians in the event of a crash, as well as its ability – through technology – to avoid or reduce the effects of a crash.

<https://www.ancap.com.au/about-ancap>



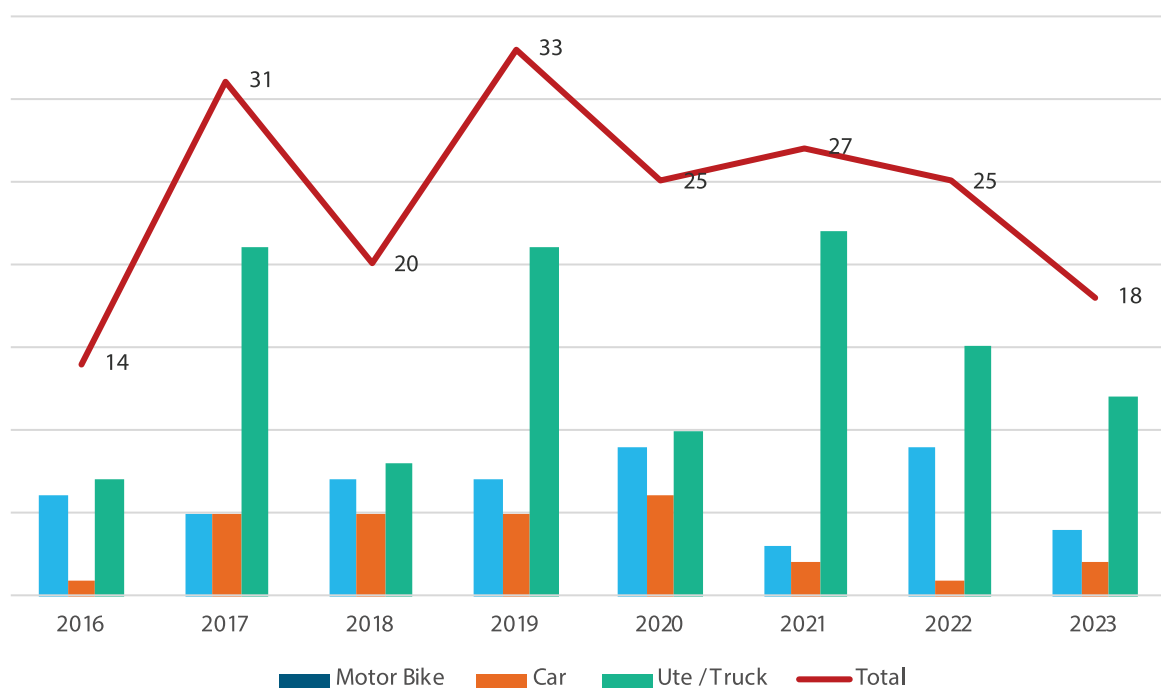
## 4. Work Related Severe Driving Events

Work-related driving is one of the most poorly managed risks for businesses. More people are killed or injured in work-related road accidents than in all other workplace accidents combined. Businesses with employees who drive for work have a responsibility to invest in driver safety.

According to WorkSafe NZ:

- At least 73% of acute workplace fatalities involve a vehicle.
- Driving for work is associated with nearly a quarter (23%) of on-road fatalities (excluding commuting).

Retail & Supply Chain: On Road Fatalities



\* Note: Due to a limited view on work-related driving event data, it is assumed that work-related driving fatalities are under-represented.

## 5. Current Driving Risk Maturity Scorecard

Driving capability includes cognitive skills, personality traits, and practical skills.

Use the table below to quickly assess your current driver safety programme. This is a guide and not the only method your business might use.

**Use the table below to assess your current driver safety plan.**

Assurance Questionnaire	No = 0	Yes but needs to be reviewed = 1	Yes = 2
Have you identified all driving risks and controls?			
Do you understand the required driving skills?			
Have you created a framework to categorise risk exposure?			
Does your business have a driving for work code of conduct?			
Is there a code of conduct for grey fleet vehicles?			
Does your business have a structured driver training programme?			
Are health and safety considerations included in fleet management?			
Are vehicle and driver licence checks performed regularly?			
Are you required to plan your journeys?			
Do you receive regular updates on driver safety and road conditions?			
Do you have access to your driving data?			
Does senior leadership support a safe driving culture?			

Key	
0-11	Concerning
12-18	Started your journey
19-24	Room for improvement

If a business scores twenty-four points on the test, it indicates they are doing well. However, there is always room for improvement to ensure workers stay safe while driving.

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## 6. What to Expect from the Driver Safety Guide

This guide provides practical information to improve driver safety in your organisation. Businesses with fleet can help set good driving standards by:



Educating workers on safe driving habits.



Providing driver safety policies and training.



Offering tools and support for fleet safety.

This reduces risks and ensures a safe work environment. Focusing on 'driver safety' instead of just 'fleet safety' helps improve the mindset and culture, including all employees such as commuters and those using their own vehicles.

## 7. What do minimum expectations look like?

### Driver Safety Culture

An open culture around driver safety, including reporting vehicle damage, is crucial.

Here is a suggested framework:

- 1 Involve Workers**  
Include workers in the change process for better acceptance.
- 2 Encourage Reporting**  
Promote the reporting of near misses, vehicle damage and injuries without blame.
- 3 Provide Training**  
Train on pre-journey inspections and provide necessary tools.
- 4 Foster Open Dialogue**  
Encourage discussions about safety concerns and offer a framework for requesting training.
- 5 Focus on Evaluation and Training**  
Address issues with evaluation and training before disciplinary action.
- 6 Explain Changes and Reasons**  
Ensure workers understand what changes are being made and why.



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## Risk Assessments and Hierarchy of Control

Understand all potential driving risks and have a plan to prevent and mitigate each one.

This ranges from occasional rentals to daily use as part of a worker's role.

### Driving Risk



Type of road

Number and type of passengers or loads

Journey Length

Driver experience

Vehicle type and size

Excessive speed

Overall length of working day

Vehicle maintenance

Towing trailers

Suitability of vehicle for the task

Mobile phone usage

Hours of work

Substances and medication

Carrying goods

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## Risk Assessment

Conduct a thorough risk assessment with relevant workers to identify all risks and mitigation controls. If eliminating the need for driving is not practical, implement measures to minimise health and safety risks. Refer to:

### [Hierarchy\\_of\\_Control Example.](#)

For each main risk, create a risk assessment and hierarchy of controls to ensure appropriate prevention and mitigation measures are in place.

## Hierarchy of Controls

The Hierarchy of Controls ranks ways to manage workplace risks, from most to least effective:

1. **Eliminate the Hazard:** Most effective.
2. **Reduce the Risk:** Use substitution, isolation, and engineering controls.
3. **Administrative Controls:** Implement procedures and policies.
4. **Personal Protective Equipment (PPE):** Least effective.

Start by eliminating hazards. If that's not practical, minimise risks with the highest possible control level. This may involve multiple measures working together.

Employers must consult workers and health and safety representatives when deciding on risk controls.



Source

<https://www.worksafe.govt.nz/topic-and-industry/hazardous-substances/managing/risk-management/>

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## **Health and Safety at Work Regulations 2016 (General Risk and Workplace Management)**

1. This regulation applies if it is not reasonably practicable for a PCBU to eliminate risks to health and safety in accordance with section 30(1)(a) of the Act.
2. A PCBU must, to minimise risks to health and safety, implement control measures in accordance with this regulation.
3. The PCBU must minimise risks to health and safety, so far as is reasonably practicable, by taking one or more of the following actions that are the most appropriate and effective considering the nature of the risk:
  - 3.1. Substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk,
  - 3.2. Isolating the hazard giving rise to the risk to prevent any person encountering it,
  - 3.3. Implementing engineering controls.
4. If a risk then remains, the PCBU must minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls.
5. If a risk then remains, the PCBU must minimise the remaining risk by ensuring the provision and use of suitable personal protective equipment.

## Hierarchy of Control Example – Light passenger vehicle: Loss of vehicle control

Use the hierarchy of controls measures described below, this is an example broken up into the various controls within the control categories.

Elimination	Substitution	Isolation	Engineering	Administrative	Personal Protective Equipment
<p>Eliminate exposure to road traffic and consider alternatives to travel such as:</p> <ul style="list-style-type: none"> <li>• Zoom</li> <li>• Teams or</li> <li>• A phone call</li> </ul>	<p>Avoid the use of a motor vehicle and consider safer modes of transport such as:</p> <ul style="list-style-type: none"> <li>• Buses</li> <li>• Trains</li> <li>• Aeroplanes</li> </ul>		<p>Ancap Rating 4 to 5</p>	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• Vehicle/Driving</li> <li>• Cruise Control</li> <li>• Drug and Alcohol</li> <li>• Licenced driver</li> <li>• Pre-employment screening</li> <li>• Health, Safety &amp; Wellbeing Induction</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Defensive Driving</li> <li>• Driver skills and knowledge competency programme</li> <li>• Road rules</li> <li>• Signage, speed control, blind spots etc</li> <li>• Health, Safety &amp; Wellbeing Induction</li> </ul> <p><b>Protective Monitoring &amp; Review</b></p> <ul style="list-style-type: none"> <li>• Licence, Vehicle etc inspections</li> <li>• Licence monitoring programme</li> <li>• Active maintenance of telematics by leaders</li> </ul> <p><b>HSW programmes</b></p> <ul style="list-style-type: none"> <li>• Lone worker</li> <li>• Fatigue management</li> <li>• In-vehicle ergonomic assessments</li> <li>• Drug and Alcohol</li> </ul> <p><b>Technology/Innovation</b></p> <ul style="list-style-type: none"> <li>• Mobile hands-free systems</li> <li>• Telematic system</li> </ul>	<ul style="list-style-type: none"> <li>• In-vehicle storage, tie down procedures and equipment</li> <li>• Gloves</li> <li>• All-weather driving glasses</li> <li>• Roll bars and Roll Cages</li> <li>• Cargo barrier</li> </ul>



We are working for you - to make your workplace safer and to ensure you get home safely to your family at the end of your shift



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## 9. Road Safety

Road safety and weather conditions are crucial for driver safety programmes. They help businesses plan controls, communication, and training. This guide covers road types, weather conditions, and journey types, focusing on winter weather but adjustable for summer.

### Is Your Vehicle Ready for Season?

Ensure your vehicle is serviced according to the manufacturer's guidelines.

**Follow these steps:**



**Lights:** Check all indicators and headlamps.



**Liquids:** Ensure the water reservoir is full of anti-freeze, and top up coolant and screen wash.



**Oil:** Check the dipstick and add oil if needed. Look for leaks.



**Electrics:** Check the dashboard for issues. Replace a weak battery.



**Windscreen Wipers:** Inspect and clean regularly.



**Tyres:** Check treads and pressure, including the spare. The minimum tread is 1.5mm; use winter tyres for snow or ice.

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## Summer Driving Safety



### Punctures

Check tyre condition and pressure regularly. Higher summer temperatures increase blowout risks.



### Heavy Traffic

- Drive defensively. Be prepared for sudden moves by others.
- Remove distractions. Stay focused on the road.
- Plan ahead. Avoid peak times.
- Keep a safe distance. 3-second gap.
- Drive at a safe speed: Adjust for traffic.
- Remain calm: Avoid road rage.



### Overheating

Regularly check coolant. Keep the car and passengers cool with sun shields, iced water, air conditioning and parking in the shade.



### Glare

Clean your windscreen and wear sunglasses to reduce sun gleam.



### Driving tired

Take breaks every 2 hours. Avoid driving after heavy meals or alcohol.



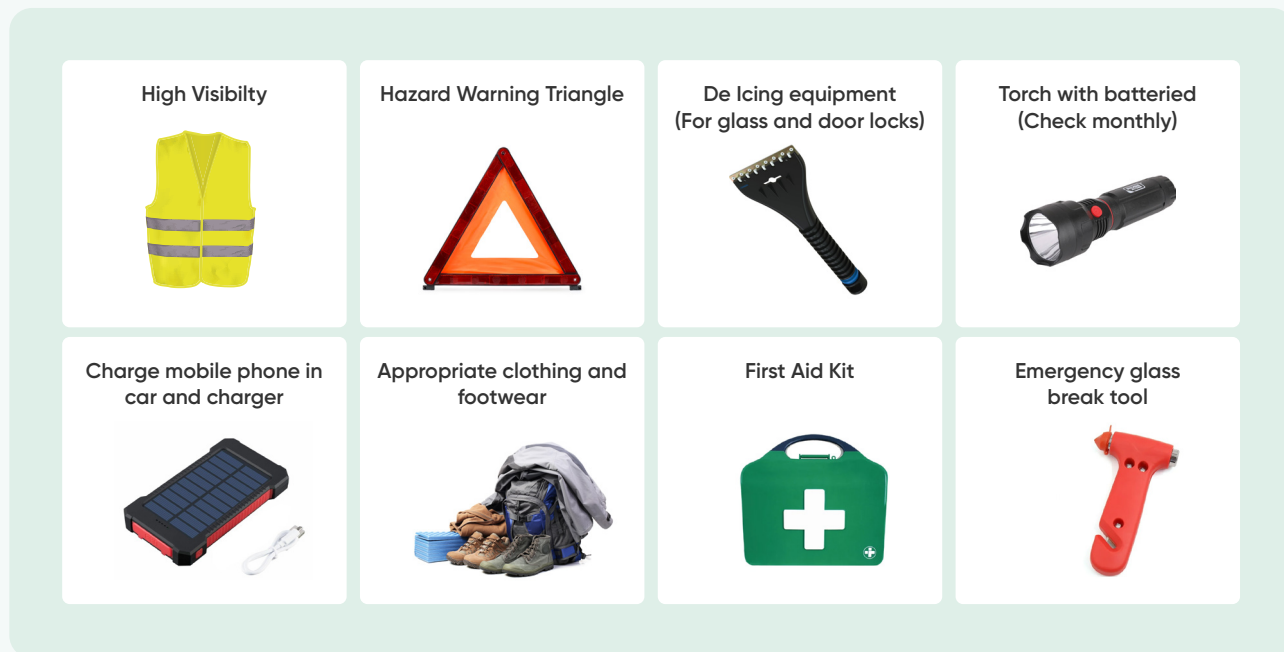
### Pedestrians and Cyclists

Be aware of your surroundings, drive at safe speeds, and avoid distractions.

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## Winter Driving Safety

Suggested essential emergency equipment to carry in your vehicle.



## Planning your journey in severe winter conditions

**Do you have to travel by car? You could:**

- Consider delaying your trip until the weather and road conditions improve
- Use alternative travel options where available.

**If you must travel by road, be prepared for severe conditions**

- Ensure your vehicle has a more than adequate supply of fuel for the journey. If possible, keep your fuel tank full in winter
- Check your emergency equipment
- Allow extra time and drive with caution. Let someone know your route and when you expect to arrive
- Check to see if there are any problems with your intended route before you leave.

## Driving in Hazardous Conditions

- Snow and ice will always be worse in mountainous areas and higher ground – try an alternative route around such places,
- Information about road conditions, Incidents and other traffic-related information is available on the NZTA website.

<https://www.nzta.govt.nz/traffic-and-travel-information>





## **Remember these serious hazards**

### **Road Conditions**

Check NZTA for information about road conditions and incidents.

### **GPS Navigation**

Ensure your GPS doesn't lead you over dangerous routes like mountainous terrain or narrow backroads. If no safe route is available, consider staying in accommodation until conditions improve.

### **GPS Placement**

Place GPS devices properly to avoid blocking the driver's view or restricting movements.

### **Hail**

Hail can be the greatest winter hazard. Even if the road is salted, hail can remain. Slow down if you encounter hail but avoid sudden braking.

### **Strong Winds**

Be cautious of high-sided vehicles in strong winds, especially when overtaking. If driving a high-sided vehicle, anticipate exposed sections where winds will be stronger.

### **Debris**

Watch for fallen trees or other debris.

### **Flooded Roads**

Never drive through flooded roads; they may be deeper than they appear. Find an alternative route.

### **Road Signs**

Always follow local authority road signs for closures or detours.

### **Exiting Vehicle**

If you must leave your vehicle, wear a high-visibility jacket and use hazard lights. Place a cone at the rear of your vehicle if available.

## **What should I do on the road?**

### **Drive Slower**

Wet or icy conditions can cause you to lose control quickly.

### **Avoid Sudden Movements**

Sudden braking or turning can cause skidding.

### **Smooth Acceleration and Braking**

Accelerate smoothly and brake gently.

### **Use Proper Gears**

Use the highest gear possible uphill and the lowest downhill.

### **Prevent Skidding**

For vehicles without anti-skid systems, pump the brake pedal in short bursts instead of pressing it long and hard.

### **Maintain Safe Distance**

It takes longer to stop on slippery roads. In winter, especially in poor weather, double the two second rule.

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### **Use Dipped Lights**

When driving in fog, rain, or snow, use dipped headlights for better visibility and safety.

### **What about four-wheel drive (4WD) vehicles?**

4WDs have better traction and grip in adverse weather, but you should still drive to the conditions and follow all winter driving tips.



### **What about Ice and Snow?**

#### **Shaded Area**

Take care in shaded areas where roads freeze sooner and ice may not thaw during the day.

#### **Bridges**

Slow down when crossing bridges, as they can stay slippery longer.

### **Watch out for road maintenance vehicles**

In winter, maintenance vehicles may be on motorways or highways to keep roads clear. Stay a safe distance behind them and do not pass unless instructed to do so. Winter maintenance crews have the latest information and expert knowledge of their region, so always follow their instructions and advice.

### **Is information available when I'm travelling?**

Roadside electronic message signs provide up-to-date warnings on current conditions like road closures, ice, or snow. These signs are updated remotely and will be blank when there are no restrictions. Local radio stations also broadcast road condition updates, so tune in for the latest information.

### **Anti-icing material spread on roads**

Grit and anti-icing agents are used on some roads to help with icy conditions. However, this doesn't mean you can drive at normal speeds, so keep your speed down. If there's grit on the road, drive on it rather than in wheel tracks to maximise its effect. Always drive according to the conditions. Remember, ice and snow can appear quickly, and there may be times when grit and anti-icing agents haven't yet been applied.

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## **ALWAYS REMEMBER**

- Drive to the conditions.
- Allow greater following distances on frosty and wet days.
- Be prepared for any delays – dress for the conditions, have warm blankets, bottled water and emergency rations in your vehicle.
- Obey emergency road closed signs and barriers.
- Follow the directions of any road patrol or police officer.
- Avoid towing in icy conditions.
- Road closures and restrictions are put in place for the safety of road users like you and the workers who work on them. It is against the law to drive on a closed highway.

### **If things go wrong**

- In the event of an emergency, DIAL 111.
- For mechanical breakdowns, contact your breakdown service provider.
- If you want to report or check current road conditions on the state highway:
  - Call 0800 4 HIGHWAYS (0800 44 44 49).
  - Check online at [journeys.nzta.govt.nz](https://www.journeys.nzta.govt.nz)
  - <https://www.journeys.nzta.govt.nz/journey-planner>
- If you do get stuck, stay with the vehicle, and keep everyone warm until help arrives.
- If you are involved in an incident, tell the police even if no one is injured. This type of information helps to make improvements to the road where necessary.

## 10. Licence Categories

Ensure workers have the correct and valid licences for the vehicles they drive. Waka Kotahi (NZTA) offers the 'Driver Check' service, providing one-off checks or ongoing updates on a driver's licence status.

This affordable service helps companies stay informed if a driver's licence is suspended or revoked. Due to new Personally Identifiable Information (PII) rules, storing licence copies on company servers is challenging. Driver Check mitigates this risk, making it a practical step for all businesses.

\*Please refer to the New Zealand Privacy Act.

[Click here](#)

The screenshot shows the 'Driver Check - Operator DL list maintenance' web form. The Waka Kotahi logo is in the top left. The page title is 'Driver Check - Operator DL list maintenance' with navigation links for 'About', 'Contact', 'Terms & Conditions', 'Subscription', and 'Help'. A left-hand menu lists: 'DL status inquiry', 'Operator DL list', 'DL list maintenance', 'Change your password', and 'Logout'. The main form has two input fields: 'DL number' (containing 'AA999999') and 'Surname' (containing 'BLOGGS'). Below these are radio buttons for 'Add drivers licence number to operator list' (selected) and 'Remove drivers licence number from operator list'. A 'PLEASE NOTE' section states: 'The licence status will not be provided at the time the licence is added. To find the status you will need to do a DL status inquiry.' A green 'SUBMIT' button is present, with a note below it: 'Press enter or click Submit'. A 'Log out' link is at the bottom. Red arrows and boxes provide annotations: 'Click on DL list maintenance' points to the menu item; 'Click on Add drivers licence number to operator list' points to the selected radio button; 'Enter the driver licence number into the DL number field' points to the 'DL number' input; 'Enter the driver's surname into the Surname field' points to the 'Surname' input.

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## 11. Safe Driving Policies

Safe driving policies for work vehicles are essential. Policies are often too long or too short, missing key elements. Your policy should reflect the risk hierarchies affecting driver safety. Separate policies for different driver risk types of help focus on relevant elements, increasing worker engagement.

Review new policies with a lawyer experienced in health and safety or a qualified health and safety professional before publishing.

### Types of Vehicles Used

#### Company Car

Owned or leased by the business for workers.

#### Tool of Trade

Essential for specific roles, usually assigned to one driver and can be taken home.

#### Pool Car

Shared and booked when needed, not taken home.

#### Car Allowance

Annual lump sum for vehicle costs.

#### Grey Fleet

Worker-owned vehicle used for work purposes.

### Effective Fleet Purchasing/Leasing Strategies

An effective fleet purchasing or leasing strategy is key to road safety. Here's how to create one:

#### Involve Stakeholders

Include health and safety teams and driver representatives early.

#### Assess Mileage

Determine current and projected mileage. Decide if all drivers need their own vehicles or if a pool can be created.

#### Journey Types

Identify types of journeys (e.g., long-distance, local, off-road).

#### Load Carrying

Determine if workers need to carry loads or tow. Ensure they have the correct vehicle, license, and skills.

#### Vehicle Accessories

Identify required accessories (e.g., racking units, rollover bars).

Segment drivers based on these factors to choose the right vehicle types, such as inner-city trips, long-distance driving, off-road driving, and load carrying. Aim for a 3-year replacement cycle for tool-of-trade vehicles and a 5-year cycle for pool vehicles, targeting 5-star ANCAP rated vehicles.

## Additional Support Resource

Waka Kotahi NZ Transport Agency offers a web portal with resources for managing fleet risk and environmental impact. The tool helps businesses find safety ratings, features, environmental ratings, and emissions for their fleet. It also identifies safe, clean, and efficient vehicles for purchase and provides links to information such as the Clean Car Discount, Driver Licence Check, Managing Fatigue, and Safe Driving Guidelines.

<https://www.rightcar.govt.nz/fleet>

The screenshot displays the 'RIGHTCAR' website interface. At the top, there is a search bar with the text 'e.g. safety ratings' and a 'Menu' icon. Below the search bar, a navigation bar contains 'Home' and 'Fleet safety and environmental resources'. The main content area features a large heading 'Fleet safety and environmental resources' followed by a sub-heading 'Vehicle lookup tool'. Below this, there is a text block explaining the tool's purpose and a search input field. At the bottom of the search section are two buttons: 'Search ratings' and 'Clear search'. To the right of the main content, there is a 'Related content' section with four items, each featuring a small icon and a link: 'Road safety strategy', 'ANCAP safety ratings', 'Used car safety ratings (UCSR)', and 'Vehicle safety risk ratings (VSRR)'.

**RIGHTCAR** Search site e.g. safety ratings

[Home](#) Fleet safety and environmental resources

## Fleet safety and environmental resources

Useful resources to help you manage your fleet's critical risk and environmental impact when your staff are driving for work.

### Vehicle lookup tool

When managing your fleet vehicles safety ratings and environmental impact, it's helpful to have the relevant information on each of your vehicles.

Enter the rego or VIN of vehicles already registered in New Zealand, or Japanese-style chassis numbers to find out their current safety and environmental ratings on Rightcar.

You can process multiple regos, VINs and chassis numbers at the same time – up to 5,000 in one go. Enter each VIN or chassis number separated by a comma or space, or on a new line.

Search ratings Clear search

### Related content

- [Road safety strategy](#)  
Safe vehicles are part of a safe road system.
- [ANCAP safety ratings](#)  
Safety rating information for new vehicles entering the market.
- [Used car safety ratings \(UCSR\)](#)  
Safety rating information for used vehicles already in the market.
- [Vehicle safety risk ratings \(VSRR\)](#)  
Safety rating information for vehicles without an

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## 12. Driver Training and Development

Well-trained drivers make roads safer for everyone. Updated road safety knowledge can prevent risks and save businesses from damage and liability.

**Risk Reduction:** Training makes drivers aware of risks and how to avoid them. It eliminates bad habits and reduces fatigue.

**Skill Education:** Training covers ergonomics, safety checks, and vehicle familiarisation.

**Fleet Integrity:** Well-trained drivers lead to fewer incidents, saving on repairs, insurance, and fuel.

**Legal Compliance:** Comprehensive training ensures legal compliance and worker protection.

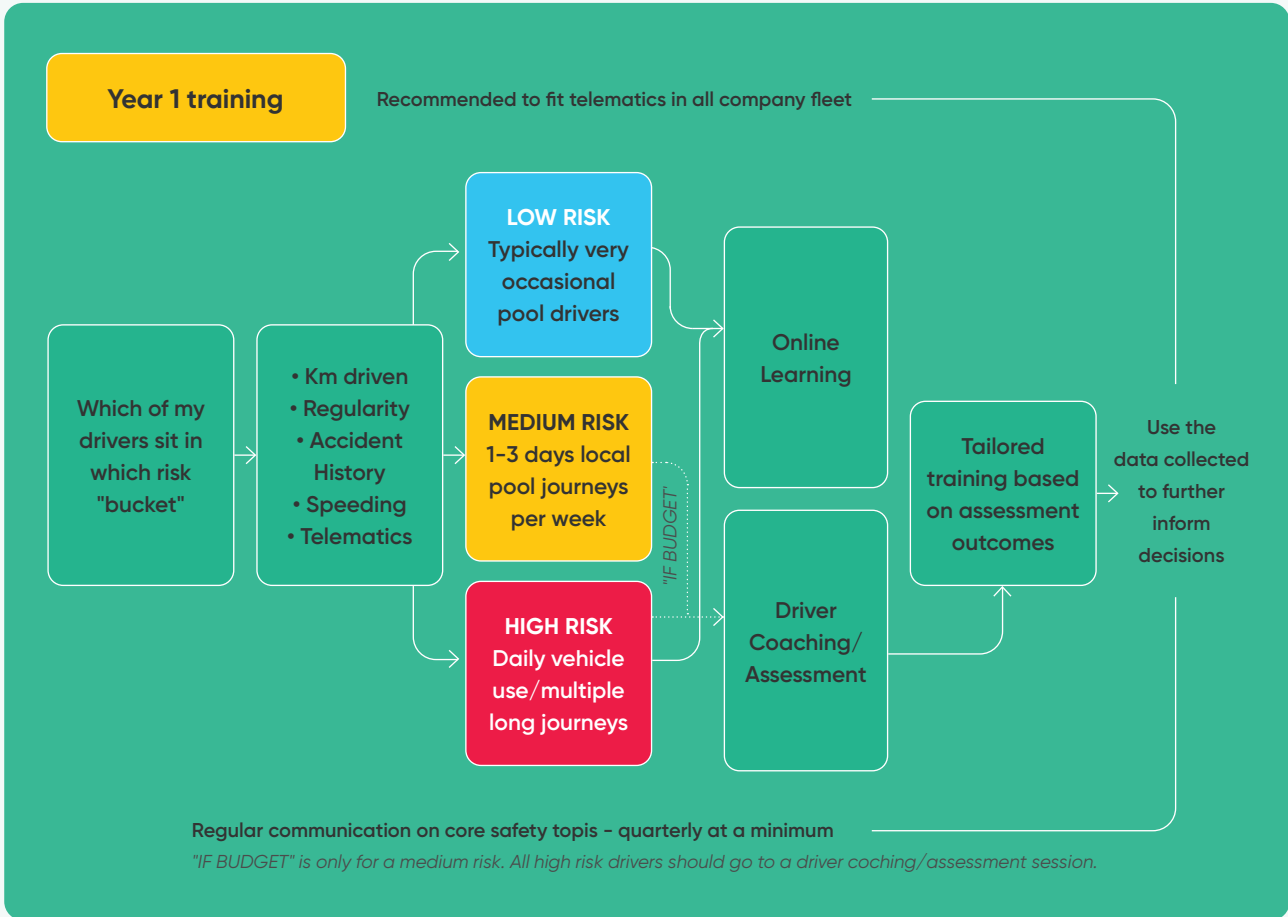
Implement ongoing driver training as part of worker development. New employees should join the programme upon hiring, with training levels matching their risk. Collect data to inform training needs.

### Training Framework

Below is an overview of a driver training framework.



## Training Framework 1



## Year 1 Training Framework

In the first year of a driver safety programme, establish minimum expectations.

1. **Create a Framework:** Categorise the fleet and drivers into risk groups. This framework will evolve but ensures a strong start and clear success metrics.
2. **Identify Risk Categories:** Once drivers are categorised, roll out training, starting with online learning and progressing to practical training for higher-risk drivers.
3. **Collect Data:** Gather data from online learning and practical assessments to guide communication and tailor future training, such as low-speed manoeuvring.

**This forms the minimum expectation for a driver safety programme.**



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## 13. Communication and Engagement

To make a driver safety programme effective, engage all workers who drive for work. This builds awareness and emphasises the importance of driver safety, ensuring acceptance and commitment to the programme.

Regular, targeted communication is crucial. These reminders reinforce training and support the programme's longevity. Include contractor drivers in communications to share safety expectations and consult its "chain of responsibilities" regulations for light commercial vehicles.

Consistent internal communication and multi-departmental teams are key to a successful driver safety programme. These teams will oversee and maintain the programme.

### Internal Communication and Engagement

Use both direct and indirect communication channels to promote driver safety.

#### Direct Communication

- Workshops for managers and implementation teams
- Worker briefing sessions
- Driver training
- Induction courses

#### Indirect Communication

- Safety manuals
- Driver's handbooks
- Business Newsletters
- Noticeboards
- Posters
- Websites

#### To ensure success:

- Raise awareness of the driver safety programme.
- Clarify expectations.
- Build acceptance and gain commitment.

Management and supervisors must be involved. Continuous communication is essential to keep workers informed and engaged.

#### Recommended Channels:

- Quarterly Updates: At least quarterly, more frequent updates are better.
- Key Topics: Use internal data and input from the training provider to identify key topics.

Effective communication ensures workers remain committed to high safety standards.

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## 14. Telematics

Implementing telematics in vehicles enhances driver protection and targets training and driving behaviour. Telematics systems use devices installed in vehicles to send data via cellular networks, accessible on smartphones, tablets, or laptops.

### Types of Telematics Solutions:

- **Fully Embedded:** Mounted under the dashboard, wired to the vehicle's power supply. High cost but robust tracking.
- **Plug and Play Dongle:** Connects to the vehicle diagnostic port with sensors and a SIM card.
- **Bluetooth Dongle:** Like plug and play but uses the driver's phone for data.
- **Direct to Car/Phone Only:** Uses phone sensors and GPS via an app, with no hardware required.

Choose a solution based on your business's needs, considering both driver safety and asset tracking features. Ensure you have the necessary aftersales support and internal processes to maximise the data's benefits. AA recommends platforms that provide comprehensive risk scores, not just speed metrics.

## 15. Driver Hours and Fatigue

Track driving and working hours for all vehicle use. While maximum hours are regulated for heavy trucks and taxis, many businesses overlook the total working hours of class 1 drivers.

Even if driving time does not exceed 13 hours per day, other working hours contribute to fatigue, impacting safety. Monitor total daily working and driving time to improve safety and well-being.

Include return-to-base journeys and unusual trips in your planning. Plan trips over 3 hours with routes, rest stops, and risk assessments, including overnight stays if necessary.

Additional information can be found here:

<https://www.nzta.govt.nz/safety/driving-safely/fatigue-2/advice-for-employees/>

The infographic features a teal background with a white callout box on the left containing the text "Take a break". To the right, a yellow box contains the text "Tiredness related collisions are 3 TIMES more likely to result in death or serious injury".

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## 16. Data Led Risk Framework

A data-led risk framework ensures the right training, support, and advice. By considering various factors and data, you can determine each driver's risk category. This helps identify driver risk types and fleet roles, ensuring tailored and effective safety measures.

### Factors to be considered

Accident History

Time on and off the road

Journey types

Time of day

Driving Experience

Medical History

Telematics Data

Training results &  
Experience data

Near Miss Reports

Terrain Types

Complaints

Infingement Notices



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## 17. AA Training Services

In New Zealand, there are many driver training services to help improve your skills. These cover both theory and practical topics, including general and specialist areas. AA offers full-service training for Class 1 vehicles and provides all major courses in this category.

Advanced telematics provides a new data driven, tailored option for your drivers.



### AA E Learning / Classroom Training

Online and in person theory courses, covering best practice, driving technique and road code changes.

2. 

1. 

**AA Driver Management  
AA Telematics**

Track and manage your drivers risk compliance.

3. 

**Practical Training  
Off/Closed Road**

**Practical Training  
On Road**

Nationwide practical driver training to provide professional, hands on, assessments, and reporting for your workforce.

### AA Driver Training Options

#### Online Training

- Quickly displays light training to large groups
- Reminds workers of best practices and updates
- May not suit all personality types, can lead to overload
- Practical training still needed for high risk-workers

#### Classroom training

- Engaging ways to deliver theory
- Often paired with practical sessions for reinforcement
- Suits less motivated workers with a good tutor
- Needs practical elements to ensure real-world application

#### Driving Assessments

- One-on-one with an instructor, usually 1-2 hours
- Establishes baseline capability and identifies support needs
- First-time experience for many with a professional instructor
- Position as a positive, non threatening evaluation

#### Defensive Driving

- Held on closed roads, includes theory and practical
- Best as a second-year activity for frequent or long-distant drivers
- Recommended individual assessments to address bad habits

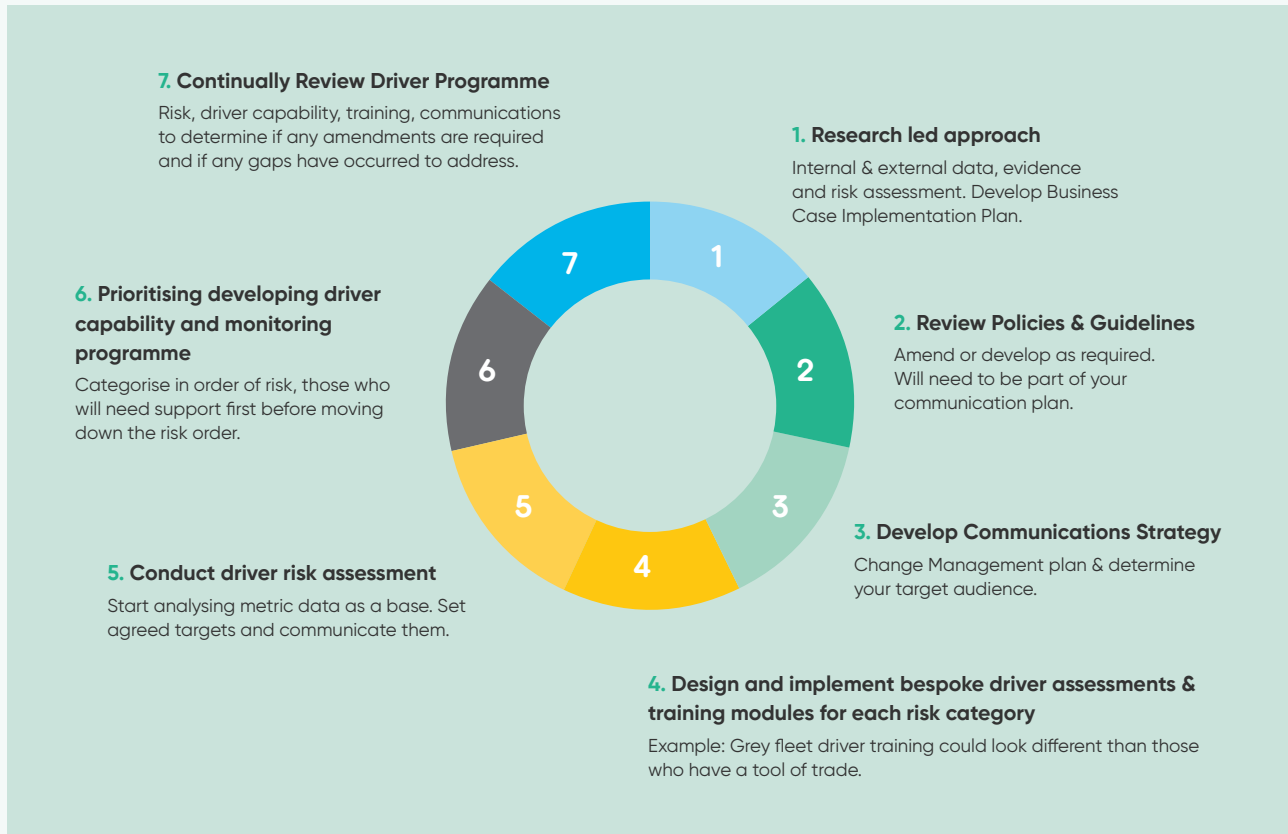
#### Specialist Training

- Covers topics like motorcycles, 4WD, quad bikes, and trailer towing
- Ensure the provider is accredited for unit standards
- Prepare drivers for the training content in advance
- Tailored courses available for specific needs like low-speed maneuvering

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## Recommended Generic Process for a Driver Safety Program

Below is a simple, generic recommended process for planning and delivering a driver safety programme.



## 18. Conclusion

ShopCare and AA Driving School hope this guide has provided useful insights into creating an effective, trackable driver safety programme. Developing and funding such a programme takes time, so be prepared for growth and evolution.

While driver safety is a legal requirement, an effective programme offers many additional benefits, including:

- **Cost Savings:** Lowering costs for accident repairs, insurance premiums, fuel consumption, and vehicle wear and tear
- **Enhanced Wellbeing:** Reducing incidents and injuries, lowering stress through better planning, and promoting safer driving habits
- **Improved Integration:** Encouraging collaboration and data sharing across the business, providing deeper insights into driver schedules and activities.

ShopCare and AA Driving School are here to answer any questions and provide ongoing support for creating a safer workplace.

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## 19. Acknowledgements



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