

SAFE DRIVING POLICY

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Signed:  (CEO)

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SAFE DRIVING POLICY

This policy applies to all employees who drives in connection with their employment whether it is in their own vehicle and receives an allowance for kilometres driven, or a company or hired vehicle by the ETB.

This policy should be read in conjunction with the “RSA Safe Driving for Work Driver’s Handbook”

http://www.rsa.ie/Documents/Driving%20for%20work/Safe_Driving_for_Work_Handbook_.pdf

Commuting to work is not classified as driving for work, except where the journey starts from staff’s home and they are travelling to a work location that is not their normal place of work.

Driving for work involves risks not only for the driver, but also for fellow workers and members of the public, such as pedestrians and other road users.

Aim of this policy

To promote a safe driving culture within Dublin and Dun Laoghaire ETB.

Objectives of this policy

To make drivers aware of the main risks they face or create when driving for work.

To make sure staff who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times.

Staff maintain their vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of drivers, occupants and other road users.

Code of Conduct

The code of conduct for Dublin and Dun Laoghaire ETB is “While driving for work purposes, staff must comply with road traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.”

Safe driver behaviour

DDLETB encourages safe driving behaviour by:

- Not paying employees' speeding or other infringement fines □ Forbid the use of hand held mobile phones in vehicles while driving.
- Encourage regular breaks while driving long distances.
- Encourage the use of public transport, taxis, buses whenever possible.

Emergency Procedure in the Event of a Collision

If you are involved in a collision you should:

- Stop your vehicle at the scene or as close to it as possible. If possible do not obstruct traffic
- If you are injured or think you might be injured, do not move, stay calm and wait for assistance.
- Ensure your own safety first. If exiting the vehicle wear a high visibility jacket or vest, which should be readily accessible in the vehicle
- Help any injured person. Call the Gardaí and emergency services if someone is hurt – dial 999 on a landline or 112 on a mobile phone
- Provide the following information to the other vehicle driver or property owner
 - The name and address of the driver in charge of the vehicle
 - The name and address of the owner of the vehicle
 - The registered number of the vehicle
 - The vehicle insurance details
- Record the details of the collision
- Contact your manager as soon as you can to tell them about the collision.
- Take pictures of the scene, if possible.
- Report the collision to the Health and Safety Authority (HSA), where relevant – for example, if someone is seriously injured or killed due to the collision. Details can be found at www.hsa.ie