



# **Co Wicklow Public Participation Network**

## **Safe Driving Policy**

<b>1. Responsibility for approval of policy</b>	<b><i>Secretariat</i></b>
<b>2. Responsibility for implementation</b>	<b><i>Resource Worker, Secretariat, Host</i></b>
<b>3. Responsibility for ensuring review</b>	<b><i>Secretariat</i></b>
<b>4. Date of Adoption</b>	<b><i>Thursday 2<sup>nd</sup> December 2021</i></b>
<b>5. Date for Review</b>	

**Policy Statement**

- Co Wicklow PPN is committed to promoting safe practises in relation to all travel undertaken for Co Wicklow PPN business and activities.
- Co Wicklow PPN Staff, members of the PPN Secretariat and PPN Representatives are entitled to claim travel expenses for journeys relating to the organisation. To claim travel expenses claimants must indemnify Wicklow Travellers Group on their insurance policy. The procedure for claiming travel expenses is laid out in the Co Wicklow PPN Financial Policy

**Purpose**

- To avoid vehicle incident and at-fault related road collision costs and injuries by promoting safe driving culture within the organisation.

**Scope**

- This policy covers any travel undertaken for Co Wicklow PPN business and activities.
- The Co Wicklow PPN Staff, members of the PPN Secretariat and PPN Representatives are responsible to ensure the safety of themselves and others during any journey undertaken on behalf of Co Wicklow PPN.

**Principles**

- To make drivers aware of the main risks they face or create when driving
- To make sure that employees and volunteers who drive vehicles in the course of their roles and responsibilities demonstrate safe, efficient driving skills and other good road safety habits at all times.
- To maintain all personal vehicles used for PPN work purposes in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants, and other road users.

**Code of Conduct for Driving:**

While driving for PPN purposes, employees and volunteers must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.

The following actions will be viewed as serious breaches of conduct and dismissal / removal of roles and responsibilities may be a consequence:

- Drinking or being under the influence of drugs while driving
- Driving while disqualified or not correctly licensed
- Reckless or dangerous driving causing death or injury
- Failing to stop after a collision
- Acquiring penalty points leading to suspension of licence
- Any actions that warrant the suspension of a licence

**Responsibilities of Employees and Volunteers while driving on behalf of the PPN**

**Every driver must:**

- Make sure they hold a current driver licence for the category of vehicle they are driving, and this licence is carried when driving.
- Immediately notify the Secretariat if their driver licence has been suspended or cancelled or has had limitations placed upon it.
- Be responsible and accountable for their actions when operating a vehicle or driving for the purposes of their PPN roles and responsibilities.
- Display the highest level of care and safety when driving a vehicle.
- Regularly check the oil, tyre pressures, radiator and battery levels of vehicles they regularly use.
- Comply with the Rules of The Road and this policy at all times.
- Assess hazards while driving and anticipate 'what if' scenarios.
- Drive within the legal speed limits, including driving to the conditions.
- Wear a seat belt and make sure all occupants wear their seat belt at all times.
- Only drive when fit to do so – never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness.
- Avoid distraction when driving – if you need to, adjust or set sat-navs / car stereos / mirrors before setting off. If you need to re-adjust whilst driving, pull over safely in order to do so.
- Report any near-misses, crashes and scrapes, including those that do not result in injury, and follow the collision procedures outlined in this policy.

**In addition, it is advised that all drivers:**

- Take regular and adequate rest breaks, at least every two hours.
- Stop when tired.
- Plan their journeys, taking into account pre-journey duties, the length of the trip and post-journey commitments.