



1.4 Bell People Workplace Safe Cars and Safe Driving Procedure

Purpose

A Bell People contractor who drives a car as part of their work duties is in a workplace, even when on a public road. Therefore, car safety falls under Occupational Health and Safety (OH&S) Act 2004. Please complete the Pre-drive check of your vehicle, take actions to reduce risks whilst driving and complete the driver details section of this form.

Scope

The procedure outlines the requirements and forms required as one of the responsibilities of Bell People management and staff under OHS legislation. The scope is applicable to Bell People management, employees, on-hire contractors and clients.

We ask you to please provide the following driver details:

Your Name	
Your workplace	
Your driver's licence details	
Your driver's licence expiry	
Your vehicle registration	
Your vehicle make	
Your vehicle model	
Details of your expected travel/driving	

I acknowledge that I have completed the Pre-Drive checks on page #2 and the above details are correct.

Date: _____

Your signature: _____

Bell People Representative Signature: _____

Please return to admin@bellpeople.com.au with a copy of your current drivers licence.



Before driving your vehicle please complete the Pre-Drive checks to reduce risk to yourself and others.

Pre-drive check of your vehicle

- Ensure there is enough fuel to get to the destination
- Check the condition of tyres.
- Ensure windows and mirrors are clean and properly adjusted, and that the windscreen washer reservoir has sufficient liquid.
- Test lights to make sure they are all working, check oil (dipstick indicates level) and radiator fluid (only check if engine is cold).
- Check driving adjustments such as seat and steering wheel.
- Check mirrors are clean and properly adjusted.
- Notify the person responsible for vehicle maintenance if the vehicle is suspected to be unsafe.
- Don't use the vehicle if it is suspected

Please Note: Risk can be reduced by:

- observing speed limits
- driving at a speed appropriate for the conditions
- responding to speed warning alerts
- adjusting arrival times to compensate for delays
- planning trips on the basis of time within speed limits.
- complying with the ban on use of hand held phones
- allowing calls to go to a message bank
- answering calls only after the car is pulled over to the side of the road
- leaving a message on voicemail advising incoming callers that you are driving and cannot take calls.
- not eating or drinking while driving
- presetting music/radio and climate controls
- securing any loose objects
- pulling over to adjust equipment, check maps or attend to personal grooming
- asking passengers to help with tasks (eg checking map for driver).