

Fleet Guidance and Related Material

Introduction

1. The purpose of these guidelines is to assist Agency Heads in the development and administration of policy covering the selection of general fleet vehicles in Agencies operating under the *Financial Management and Accountability Act 1997*.
2. General Fleet Vehicles are those vehicles which are 'non-executive' and may include: passenger vehicles (sedans and station wagons), light commercials (vans and utilities) and four wheel drive vehicles.

Guidance

- Vehicles must be either:
 - i. made in Australia by manufacturers which have a local operation in vehicle assembly or component production and satisfy the criteria for registration as a Motor Vehicle Producer or Automotive Component Producer under the *Automotive Competitiveness and Investment Scheme Administration Act 1999*; or
 - ii. imported passenger motor vehicles with an engine capacity of 2000cc or less, marketed by the above manufacturers.
- In the absence of an operational case to the contrary, vehicles deemed by the vehicle manufacturers to be performance vehicles or sports cars (including but not limited to 8-cylinder sports sedans, wagons and coupes) are excluded from selection for General Fleet (Passenger) Vehicles.

Four wheel drive vehicles, sports utility vehicles and light commercial vehicles are to be provided if operational conditions require. During vehicle selection, consideration should be given to Australian made alternatives. Where an operational case exists, 8-cylinder vehicles may be selected.

- Agencies are required to obtain their motor vehicles from the Australian Government's fleet services provider (LeasePlan Australia Limited).
- Where an operational case exists, these Guidelines do not apply to the selection of vehicles that are to be used for law enforcement, covert or national security functions.

List of Eligible General Fleet (Passenger) Vehicles

Holden	Toyota	Ford	Mitsubishi	Nissan
Adventra*	Aurion	Fairlane*	Colt	Tiida
Astra	Corolla	Fairmont*	DB 380	
Barina	Camry	Falcon*		
Berlina*	Prius	Fiesta		
Calais*	Yaris	Focus		
Caprice*		LTD*		
Commodore*		Territory		
Statesman*				
Viva				

* 6-cylinder variants only

Vehicle and Driver Safety

The FMB has compiled a range of vehicle and driver safety information including:

- a focus on Accident Statistics and Facts;
- general Tips for Safer Driving with detailed information on Awareness of Driving Hazards, Safe Driving and Mobile Phones, Maintaining a Safe Vehicle and Driver Training; and
- a selection of links to related websites for those who want to know more?

Accident Statistics and Facts

Fatigue	<ul style="list-style-type: none"> • The risk of a fatal fatigue crash is 4 times greater between 10pm and 6am than for the rest of the day. • Driving after being awake for 17 hours brings a similar crash risk to a blood alcohol level of 0.05. • Driving after 24 hours without sleep corresponds to a blood alcohol level of 0.10. • Nearly 30% of all fatal fatigue accidents occur during public or school holidays.
Drink Driving	<ul style="list-style-type: none"> • Drink driving is a factor in about 18% of all fatal crashes in NSW. • This figure is even higher (27%) in country areas. In fact, 70% of all fatal drink drive crashes happen in the country. • One third of all drink drivers in fatal crashes are aged 17-24 years. • One quarter of all drink drivers in fatal crashes are aged 30-39 years. • 30% of all fatal drink drive crashes occur between 9 pm and 3 am on Thursday, Friday and Saturday nights.
Seat Belts	<ul style="list-style-type: none"> • You are much more likely to be killed if you do not wear a seat belt. • In 1999 on average 4% of people in NSW fail to wear a seat belt whilst travelling by car. • At least 22% of car occupants killed in NSW were not wearing a seat belt at the time.
Speeding	<ul style="list-style-type: none"> • Speeding is a factor in about 40 per cent of road deaths each year in NSW meaning more than 200 people die each year in NSW because of speeding. • The risk of involvement in a casualty crash doubles with each 5km/h increase in free travelling speed above 60km/h. • A 5km/h reduction in speed can result in a decrease of at least 15% in the number of crashes.
Safer Work Driving	<ul style="list-style-type: none"> • Work related road crashes account for 30% of all fatalities. • Road crashes make up the most common types of work related deaths in Australia and also the largest cause of injury and absence from work. • 2 out of 3 vehicles on the road are making a work related trip. This can greatly increase exposure to risks on the road. • As well as the psychological effects from workplace road trauma it can also result in lost revenue, lower productivity, increased worker compensation claims and higher insurance premiums.

Country Roads	<ul style="list-style-type: none"> • The Federal Office of Road Safety found that per 100,000 population, fatal crashes on country roads are 45 percent higher than the city. • The majority of crashes for city people driving on country roads were due to fatigue (driving long distances), alcohol, speed and driver error (or a combination of these). • It has also been found that country drivers are less likely to wear seat belts. • The condition of rural roads has been documented as an area of concern.
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Tips for Safer Driving

- Ensure you are **confident** in driving the vehicle.
- Be conscious of **safety**.
- Drive within the **legal limits**, including driving for the **road conditions** at the time.
- Drive the vehicle in a manner **consistent** for which it is designed.
- **Maintain** your vehicle in good condition.
- **Adjust** your **driving habits** according to the conditions.
- Be **responsible** and **accountable** for your actions whilst driving.
- Display the highest level of **professional conduct** when driving.
- **Assess hazards** while driving and **anticipate scenarios**.
- Follow **road traffic regulations** at all times.
- Take **regular** and **adequate breaks** when driving for extended periods.

Awareness of Driving Hazards

Fatigue – Fatigue is tiredness, weariness or exhaustion. You can be fatigued enough to impair your driving long before you ‘nod off’ at the wheel. If you feel the onset of fatigue, pull over as soon as practical and change drivers or have a break or short sleep. "Don't roll over in your sleep, crash in bed instead". Avoid driving during high risk periods – midnight to 6am and mid-afternoon.

Speed – Speeding is travelling at a speed greater than that posted by the speed limit signs. You can also speed by travelling too fast for the road conditions at the time, despite being under the speed limit.

Seatbelts and Child Restraints – Child Restraints provide excellent protection for children in the event of an accident. Wearing Seat Belts can save the lives of drivers and passengers. "If you're not wearing a seatbelt, what's stopping you?" Don't add new meaning to ‘hitting the road’ always belt up, or suffer the pain.

Alcohol and Drugs – Driving involves basic skills such as attention, judgment, perception, decision-making, physical reaction - and the ability to coordinate these skills. Driving while impaired is a major health and safety concern. Driving under the influence of any behaviour or mood-altering drug is a major health and safety concern.

Vision and Driving – Keep your vision high and read what is happening well up the road. Twelve to fifteen seconds ahead is a good benchmark. Never focus on an object for more than a couple of seconds – it impairs your peripheral vision and limits your ability to identify potential hazards. Check over your shoulder before you change lanes and always use your indicators. Check your mirrors for danger approaching from behind, every time you slow down. In traffic, check your

mirrors every 8 – 10 seconds and maintain a constant 360-degree awareness of what is around you.

Driving at Night Time – Turn on your vehicle's lights when it is difficult to see far ahead such as at sunset and sunrise, or when driving in rain or fog.

Road Traffic Laws - All drivers have a legal and moral obligation to know and obey traffic regulations, so as not to endanger their own life or the lives of others. Road traffic regulations must be followed at all times.

Oversized Vehicles – Be aware of the limitations and potential hazards associated with sharing the road with large trucks and oversized vehicles.

Following Trucks – Leave a reasonable gap between your vehicle and the truck in front of you. This will prevent road spray picked up by the truck's wheels affecting your visibility. Trucks can also block your view of the road ahead, so hanging back will increase your field of vision and give you more stopping distance.

Overtaking – Be patient when wanting to overtake. It takes several seconds longer to pass a truck on a level road than it does to pass a car, so it is important to make sure there is plenty of clear road ahead. When driving beside a truck you are in a low-pressure area that can 'suck' your vehicle along. Motorcycles and small cars are particularly affected and as such, the distance required to overtake may be increased.

Traffic – Don't become a prisoner of traffic – always (even when stopped) maintain an escape route by allowing space in front and to one side of your car.

Intersections – If you are the first car to enter an intersection, scan for danger before you move off. Alternatively, stop far enough back from the thick white line to allow you to scan left and right, as you are slowly moving off. If you enter an intersection whilst mobile, lift off the accelerator, cover the brake pedal, and scan left/right for the danger.

Braking – Maintain a following distance of at least three seconds from the vehicle in front. If roads are wet, or you are carrying or pulling a heavy load, extend this gap to at least four seconds.

Turning Trucks – Trucks often need to cross the centre line when turning a corner, particularly when entering or exiting small roundabouts and when making a left hand turn. Do not make the mistake of thinking the truck is turning right and try to overtake.

Reversing – Take the time (every time) to check around the vehicle for people, obstacles or other situations that may increase the risk of an accident when reversing.

Road Rage – Individuals exposed to displays of violent and aggressive behaviour whilst driving should: avoid eye contact and attempt to keep their distance; drive to the nearest police station if necessary; keep doors and windows locked; and use or pretend to use a mobile telephone to request police or other assistance.

Safe Driving and Mobile Phones

Always Use Hands Free – In Australia it is illegal to use a mobile phone while driving unless you use a hands free in-car kit or portable hands free device. When using a portable hands free device make sure it is set up and working before you start to drive. A hands free device can reduce the physical effort to make and receive calls; however it alone doesn't make using a mobile phone safe while driving.

Plan Your Trip and Make Calls When Stationary – Whenever possible plan your trip and try to make calls when stationary or during rest breaks on long trips.

Don't Call in Heavy Traffic or Weather Conditions – Don't accept or make calls if traffic and weather conditions would make it unsafe to do so. Also, always tell the person you are speaking to that you're driving and that you may have to end the call if driving conditions change.

Don't Engage in Complex or Emotional Conversations – If a call becomes complex or emotional tell the person you are speaking to that you are driving then suspend the call. Complex and emotional conversations on a mobile phone or with other passengers and driving don't mix – they are distracting and can be dangerous.

Use Message Services to Answer Calls – If a call is unnecessary or you consider it unsafe to answer at the time, don't answer the call and let it divert to voicemail or an answering service.

Pull Over Safely if You Stop to Make a Call – If you choose to stop to answer or make a call or retrieve a message, pull over carefully in a safe area. Don't stop where you could be a hazard to other vehicles, pedestrians or yourself.

Use Your Phone's Features to Reduce the Effort to Make a Call – Carefully read your phone's instruction manual and learn to use the speed dial and redial features of your phone. Also, if possible, use a phone with voice activated dialling and automatic answering features to reduce the effort to make and receive a call.

Never Take Notes, Look Up Phone Numbers, Read or Send SMS – Always keep both eyes on the road and never take notes during a call. Don't read or send text messages or SMS (Short Messaging Service) while driving. If required, use a directory assistance service which connects you directly to the number and don't look up phone numbers from your phone's memory.

Tell callers you're driving while on the phone – Always let the person you're speaking to know that you are driving. This lets them know that you may not always respond immediately and reminds you that driving safely is your first priority. "Hello, I'm in the car at the moment..."

In Emergencies Use Your Phone to Call for Help – Dial '000' or '112' in case of fire, traffic accident, road hazard or medical emergency. Both '000' and '112' are free calls, and will connect you to emergency services. Almost one third of all genuine calls to '000' are made from mobile phones.

This information was sourced from the [Australian Mobile Telecommunications Association \(AMTA\) website \(www.amta.org.au\)](http://www.amta.org.au).

Maintaining a Safe Vehicle

- Ensure that you adhere to the manufacturer's specified service schedule.
- Monitor tyre pressure and condition (including the spare) – a worn tyre cannot adequately disperse water.
- Inspect all external lights regularly – grime can reduce their effectiveness by up to 40%.
- Inspect wiper blades to ensure they clear the windscreen effectively.
- Clean the windscreen and rear window. It may seem clean until you head into the sun and glare makes it impossible to see.
- Check all fluid levels – Engine oil, transmission fluid, brake fluid, power steering fluid, windscreen washer fluid and the radiator coolant.
- Check radiator hose condition and that hose clamps are tight.

Driver Training

The Fleet Management Agreement (FMA) includes provision for the conduct of driver training at an agreed discounted rate. Under the FMA, LeasePlan Australia can arrange driver training for

personnel nominated by FMA participants through nationally accredited providers. Under the arrangement training can be tailored to address particular problems individual drivers may have.

Want to know more?

The following are some useful links:

The *Department of Transport and Regional Services* provides information on a number of vehicle safety issues including standards, crash tests, recalls and safety measures.

<http://www.dotars.gov.au/>

The *Monash University Accident Research Centre* published a *Review of Best Practise Road Safety Initiatives in the Corporate and/or Business Environment*.

<http://www.monash.edu.au/muarc/reports/muarc166.pdf>