



Fleet Safety Policy

Relevant Delegation

N/A

Purpose

The Shire of Menzies (Shire) is committed to ensuring the safety and well-being of its employees, contractors, and the public. This policy is designed to promote the safe and efficient operation, maintenance, and management of the Shire's fleet vehicles. The primary goal is to minimise the risk of incidents, injuries, and damages associated with vehicle use while ensuring compliance with all relevant laws and regulations.

Scope

This policy applies to all employees, contractors, and authorised personnel who operate, manage, or maintain any vehicle owned, leased, or rented by the Shire. It encompasses all aspects of fleet management, including vehicle use, maintenance, incident reporting, and driver training.

Policy Statement

The Shire is committed to fostering a culture of safety and responsibility in all fleet operations. To achieve this, we pledge to:

- a) **Vehicle Safety:** Ensure all fleet vehicles are regularly inspected, properly maintained, and fit for purpose.
- b) **Driver Competence:** Only permit licensed and trained individuals to operate fleet vehicles, ensuring they are equipped with the necessary skills and knowledge.
- c) **Compliance:** Adhere to all relevant road safety laws, regulations, and industry standards.
- d) **Incident Management:** Promptly report and thoroughly investigate all vehicle-related incidents, implementing corrective actions to prevent future occurrences.
- e) **Continuous Improvement:** Regularly review and enhance fleet safety practices, incorporating feedback and lessons learned from incidents, inspections, and audits.

Responsibilities

Council and Executive Management:

- Provide the necessary leadership, resources, and support to implement and sustain this Fleet Safety Policy.
- Ensure that fleet safety is prioritized across all levels of the organisation.

Works Manager:

- Implement and manage the fleet safety program, ensuring vehicles are safe and well-maintained.
- Oversee the training and competency assessments of all drivers and operators.
- Monitor fleet safety performance, conducting regular audits and inspections.
- Maintain accurate records of vehicle maintenance, inspections, and driver training.
- Report to the executive management on the status and effectiveness of the fleet safety program.

Supervisors/Managers:

- Ensure that employees and contractors understand and comply with this Fleet Safety Policy.
- Facilitate access to required training, resources, and information for drivers and operators.
- Monitor the day-to-day operation of vehicles under their supervision, addressing any safety concerns or violations.
- Report any incidents, hazards, or safety issues to the Works Manager in a timely manner.

Drivers/Operators:

- Operate vehicles responsibly, adhering to all applicable road laws, safety procedures, and this policy.
- Conduct pre-start checks and report any vehicle defects, hazards, or unsafe conditions immediately.
- Participate in all required training programs and always apply safe driving practices.
- Complete and submit incident reports for any accidents, near misses, or damage involving fleet vehicles.

Review Procedure

To ensure the continued effectiveness and relevance of this policy, the Shire will conduct an annual review or initiate a review in response to significant incidents, legislative changes, or feedback from stakeholders. The review process will include:

- **Policy Evaluation:** Assess the performance of the Fleet Safety Policy against key safety metrics, including incident rates, compliance with training, and vehicle maintenance records.
- **Stakeholder Input:** Gather feedback from drivers, supervisors, managers, and other relevant personnel to identify areas for improvement.
- **Legislative Updates:** Incorporate any changes in road safety laws, industry standards, or best practices into the policy.
- **Continuous Improvement:** Revise and update the policy as necessary, ensuring it reflects the latest safety practices and aligns with the Shire's overall safety objectives.
- **Approval and Communication:** Any updates or changes to the policy will be approved by executive management and communicated to all relevant staff and stakeholders.

– *End of Policy*

ADOPTED: 10 SEPTEMBER 2024