



## Driver Code of Conduct

### INTRODUCTION

The World Health Organization estimates over 1,000,000 people lose their lives in Road Traffic Collisions every year around the globe. This figure is growing, not shrinking!

- To help you develop your safe driving behaviors we have developed this **Driver Code of Conduct**.
- **The guide is divided into three sections – Journey, Driver and Vehicle.**
- This guide is designed to be used IN ADDITION to your own common sense in trying to eliminate ‘risk’ from your driving.
- Please consider that when reading the ‘Driver Code of Conduct’ that the guidance has been developed as a **GLOBAL CODE OF CONDUCT** and therefore may contain elements that are **NOT** applicable in your specific market or jurisdiction - please do not let this undermine the benefits of the guide as a whole or its intent.

Safe Driving.

## DRIVER CODE OF CONDUCT: JOURNEY

1.0 Plan journeys to prevent 'wasted' miles and to utilize the safest roads – highways, for example, not rural/country roads.

1.1 Allow extra time for road works, congestion and bad weather conditions, as well as breaks. If you are delayed do not speed to get to your destination on time.

1.2 While driving during the day, do everything you can to stay focused on your driving and consider the following suggestions:

- Get enough rest the night before – at least 7½ hours or more is considered best practice by the University of South Australia, Center for Sleep Research. Teenagers generally require more.
- Check e-mails, texts or social media **ONLY** when the vehicle is parked safely and legally in accordance with local regulations.
- If you have had a disagreement with a family member, partner or friend or someone has said something to upset you refrain from driving until you are able to control your emotions.
- If another driver does something stupid, for example cuts in front of you ...let it go!
- Keep your family in mind – your goal is to return safely home each night!



1.3 Always remember the key principles of 'Defensive Driving' hazard recognition when you are behind the wheel:

- By **OBSERVING** what is happening around your vehicle you should be able to position yourself in a safe place on the road, and be prepared to **ANTICIPATE** the actions of other road users.
- By **ANTICIPATING** the actions of other road users (as a result of effective observation), you should be in a position where you are ready to take **ACTION** if necessary.
- By taking **ACTION** when necessary (as the result of effective observation and anticipation) you should be able to avoid many hazardous situations.

## DRIVER CODE OF CONDUCT: DRIVER

### 2.0 GENERAL

2.0.1 Use your vehicle in accordance with the requirements of the country or regional jurisdiction in which you are driving. This includes:

- Abiding by all laws and regulations in the country in which you are driving.
- Maintaining your vehicle in a safe driving condition.
- Adhering to any license restrictions, including graduated licensing restrictions.
- Adhering to any restrictions imposed by parents/ guardians.

2.0.2 You must have a valid driving license and comply with local country regulations regarding the carrying of or production of a valid vehicle insurance certificate.

2.0.3 Show consideration at all times for passengers and other road users including motorcyclists, cyclists and pedestrians.

### 2.1 TIREDNESS

2.1.1 Avoid driving while tired. If you need to make a long trip you should take breaks at least every 2 hours, and make every effort to stop driving by midnight.

2.1.2 Take a break every two hours or sooner if you feel sleepy. Stop for at least 15 minutes and take a 10 minute snooze/nap if you feel sleepy. This is NOT a substitute for a good night's sleep. Only drive on if you feel alert after your nap.

2.1.3 Before any long journey you should consider all alternative transport e.g. train or bus.

2.1.4 Ensure that you always get a good night's sleep before driving. Getting enough sleep is essential to your safety and you should aim to get 7½ continuous hours of sleep a night. Teenagers may require more – on average around 8½ hours.

2.1.5 If possible, do not drive between midnight and 6 am. This is the most dangerous time of the day to drive and your body clock is in 'sleep mode'.



## 2.2 SAFE FOLLOWING DISTANCE

2.2.1 Maintain a safe distance in relation to your speed and surroundings between your vehicle and the vehicle in front. In general your braking distance would be equivalent to a 3 second gap in a crisis.

2.2.2 In rain, snow or sandstorm conditions, increase your following distance to at least 6 seconds and in ice and fog you should aim for a following distance of 12 seconds. In adverse weather conditions it can take you twice as long to stop, spray from the vehicles in front of you will reduce your visibility and your tires could lose their grip causing your vehicle to hydroplane.

2.2.3 When you are waiting in a line of vehicles at a red light/STOP sign or intersection/junction, you should stop so you can see the tires of the vehicle in front of you touching the road surface. This will provide enough space to get around them if stalled or prevent a roll back collision.

## 2.3 SPEEDING

2.3.1 Stay within legally permitted speeds appropriate to road, traffic and weather conditions. Only drive at a speed where you can STOP in the '**distance you can see to be clear**'.

2.3.2 When driving in towns/cities and built up areas, slow down and be alert for pedestrians and children during school starting and leaving hours.

2.3.3 On rural roads, slow down for curves and avoid passing.

2.3.4 Allow extra time in your journey for road works, congestion and adverse weather conditions, as well as breaks. If delayed, never speed to get to your destination on time. Stop somewhere safe and call ahead to inform of your delay.

## 2.4 CELL/MOBILE PHONES

2.4.1 AVOID using a cell/mobile phone while driving. Although hands-free phones may be permitted by law it is highly recommended that you do not use any type of phone while driving to help avoid distraction.

2.4.2 Do not send text messages, read or respond to e-mails or use social media unless your vehicle is legally and safely parked.

2.4.3 Never use a cell/mobile phone when refueling your vehicle. SOME research has indicated a static discharge COULD set gasoline vapors alight.

## 2.5 DISTRACTIONS

2.5.1 Do not eat, drink, or smoke while driving. Reaching for a sandwich, opening a drink or lighting a cigarette will distract your attention from the road.

2.5.2 Avoid in depth conversations with passengers, it is vital that you maintain your concentration on the road ahead.

2.5.3 Avoid changing radio stations, programming Satellite Navigation/GPS instructions or interacting with any other devices that might divert your attention from the road ahead for more than 2 seconds.

2.5.4. If you carry a pet in your vehicle it must be appropriately secured or contained in a suitable carrying cage in accordance with local regulation to ensure the safety of the animals and the occupants of the vehicle.

## 2.6 ALCOHOL/DRUG USE AND IMPAIRED DRIVING

2.6.1 Never drive if you have consumed alcohol or drugs as they may impair your ability to drive. Remember that even over-the-counter medicines can have side-effects such as drowsiness. Always check the label of over-the-counter and prescription drugs.

2.6.2 The evening before you drive, do not consume more than the legal limit of alcohol as it may have an effect on your ability to safely and legally drive the following morning/day.

2.6.3 Do not drive with a physical injury or prosthetic that may impair ability to safely operate a vehicle.

## 2.7 EYESIGHT

2.7.1 In some jurisdictions, you must be able to read a number/license plate at 65 feet/20 meters and have a good field of vision (120 degrees) if you plan to drive for work purposes. In all cases your eyesight should meet the minimum legal requirement for country the in which you are driving.

2.7.2 Have your eyes tested in accordance with local regulations or as a minimum every two years or sooner if you feel your vision has deteriorated.



## 2.8 STRESS

2.8.1 Never drive if you are highly stressed. This can affect your ability to concentrate as well as the safety of yourself, passengers and other road users.

2.8.2 If another driver cuts in front of you and is now driving slowly, remember, road rage increases stress and could make you a dangerous driver. To minimize this, relax, put the incident behind you and pass the slow moving vehicle when it is safe to do so.

2.8.3 In city and residential areas, pedestrians and cyclists can cause increased tension and stress when they trying to cross the roads. Always give them the right of way even if they are not on a designated pedestrian crossing.



## 2.9 SEATBELTS

2.9.1 Always wear your seatbelt.

2.9.2 Ensure that all passengers wear their seatbelts whatever their age and regardless of whether it is required by law in your country of operation.

2.9.3 Use child restraints – as required by law – for young children and babies.

## 2.10 HEAD RESTRAINTS

2.10.1 Ensure that your head restraint and those of your passengers are correctly adjusted. The center of the back of your head should be in the center of the headrest. Straighten your seat so that the head restraint is just behind your head.

## 2.11 REVERSING/PARKING

2.11.1 You should avoid backing when possible. If you make a wrong turning it is safer, for example, to drive a short distance up a road to a suitable turning point e.g. a road circle (roundabout) rather than do a 3-point turn in the road.

2.11.2 In a parking lot try to choose a parking space that allows you to pull through so you can drive out forwards when leaving. If this is not an option you should reverse/back into parking spaces rather than out of them. There is less chance of hitting a person or another vehicle.

2.11.3 If you are about to undertake a backing/reversing maneuver and you are unsure of exactly what is behind you, get out of your vehicle and check before you back into the space.

## 2.12 BLIND SPOTS/SCANNING

2.12.1 Before maneuvering always check your rear view and side mirrors. Incorrectly adjusted mirrors do not and cannot SCAN the whole area safely.

2.12.2 All vehicles have four blind spots of a varying degree dependent on the size of your vehicle. The smaller your vehicle the smaller your blind spots. Blind Spots exist to the FRONT, REAR, LEFT and RIGHT.

2.12.3 Critical times to be checking your Blind Spots - Before a Backing/Reversing Maneuver, Changing Lanes on a Multi-Lane Highway or Making Right/Left Hand Turns.

2.12.4 Continually ask yourself: 'WHAT CAN I SEE?', 'WHAT CAN'T I SEE?', and 'WHAT MIGHT I REASONABLY EXPECT TO HAPPEN?'. You need to look at the 'far distance', the 'mid-distance' and the 'foreground'. You need to know what is happening to the 'side' and to the 'rear'. SCAN the whole environment, looking at each area in turn.



## 2.13 PERSONAL SECURITY

2.13.1 Try to park away from places that could hide potential attackers. If possible avoid unattended parking lots and those situated away from main roads where the streets are likely to be quieter with less lighting.

2.13.2 When parking at night choose a well lit area. You will be able to see your vehicle clearly and have a better chance of seeing anyone who is loitering nearby or hiding under your vehicle.

2.13.3 Drive with your doors locked and windows shut in areas with a tendency for stop/start driving – most car hi-jackings are opportunistic in nature.

2.13.4 In the unlikely event of being involved in a 'car hi-jacking', YOU MUST follow the 'carjackers' instructions to the letter. It could mean the difference between life and death. Don't try to be a hero!

2.13.5 Do not pick up hitchhikers.

## 2.14 INCIDENT MANAGEMENT

2.14.1 You must report any crashes or incidents as required by local law.

2.14.2 If you are the first to arrive at the scene of a collision, your first priority is your OWN safety. Pull off the road to a safe place to notify the police.

2.14.3 Never attend to people who are bleeding without the appropriate training and personal protective equipment. Without appropriate training you may do more harm than good.



## DRIVER CODE OF CONDUCT: VEHICLE

### 3.0 VEHICLE MAINTENANCE

3.0.1 Ensure your vehicle has a valid certificate of road worthiness in accordance with local traffic regulations, valid insurance and is serviced in line with manufacturer requirements/instructions.

3.0.2 Ensure that you know how to open the hood, check oil, water and other fluid levels, check tire pressures and alter if necessary.

3.0.3 Keep an eye on fuel levels and avoid 'taking a chance' on running out.

### 3.2 TIRE SAFETY

3.2.1 Only use quality tires specified by the vehicle manufacturer.

3.2.2 Check your tire pressure in accordance with manufacturer recommendations or regularly e.g., at least once a month as a minimum, and in the event of the following:

- Making a long journey
- Significant change in temperature
- When your vehicle has been left standing (out of use) for a period in excess of two weeks
- An impact e.g. hitting a curb or object

3.2.3 Check your tire tread depth regularly.

### 3.6 VEHICLE SECURITY

3.6.1 Always lock your vehicle, even when leaving it unattended for a few seconds.

3.6.2 If your car is fitted with a car alarm, ensure that the alarm is activated in all cases.

3.6.3 Never place items of value in your vehicle and leave it unattended. If you have to leave something of value in your vehicle make sure it is in the trunk/boot.

3.6.6 Always engage your steering lock before leaving your vehicle.

3.6.7 Always remove the key from the ignition when paying for fuel at a gas station.