



DRIVER SAFETY GUIDELINES

PURPOSE

These guidelines support the *Health and Safety Policy, Health and Safety Management Standards* and the *University Fleet Procedure* to provide assistance with safe driving while using University vehicles.

DEFINITIONS

Driving	To guide, control or direct a vehicle or to transport in a vehicle. Driving may involve isolated or remote work (during or out of normal hours) where an Employee may either be working alone or isolated by distance or time from normal services and support.
Employee	A person who is employed or works under a contract of service.
Employer	Curtin University.
Line Manager	Any person who has responsibility and control of Employees.
Risk	The probability of that injury or harm occurring.
Hazard	In relation to a person, means anything that may result in (a) injury to the person; or (b) harm to the health of the person.
Risk Management	Coordinated activities to direct and control an organization with regard to risk.

1. Driver Safety

These guidelines outline the requirements of staff in relation to the use of motor vehicles, used for private and business purposes. This includes vehicles provided by suppliers and/or manufacturers and private vehicles used for business purposes or associated with the University. The guidelines apply to all Employees, Contractors and any persons who use vehicles associated with the University.

2. Responsibilities

2.1 Line Manager

The Line Manager will be responsible for:

- viewing the appropriate licence / competency details;
- recording acknowledgement of licences / competency details into the Employee records;
- reviewing licence status on the [Department of Transport](#) online database
- maintaining and updating a register of license expiry dates with current information;
- providing appropriate training to Employees as required based on a Risk Assessment;
- providing training on these guidelines to appropriate Employees;
- providing support to Employees involved with driving long distances or doing overtime duties;
- encouraging Employees to have overnight stays where required to avoid driving fatigued;
- ensuring compliance with the [University Fleet Procedures](#);
- reviewing Employee safe driving performance as a component of the WPPR process; and



- reviewing the eligibility of Employees who demonstrate a pattern of careless or unsafe driving. Examples of careless driving are frequent vehicle accidents or regular complaints from members of the public.

2.2 Employees

Employees will be responsible for:

- complying with these guidelines and the [University Fleet Procedures](#);
- completing a pre-start check utilising the Vehicle Driver Safety Checklist sticker instructions, located on the windscreen, prior to using Curtin fleet vehicles.
- Complying with all road traffic regulations, speed limits and traffic conditions; (Driving to conditions of licence)
- notifying their Line Manager if their driver's licence has been suspended, revoked or expired;
- notifying their Line Manager of any vehicle accidents or incidents in which they were involved in and recording details for insurance purposes;
- being accountable for all parking fines and other traffic infringements incurred while driving in the course of their duties;
- reporting to their Line Manager any traffic offences, other than parking offences, they commit while driving University owned and University leased vehicles within 48 hours of receiving the traffic infringement notice;
- informing their Line Manager or Supervisor if there is any reason that would prevent them from driving safely, such as, medical treatment, illness, physical condition or excessive fatigue and

3. Risk Management

Line Managers shall ensure, in consultation with Employees who are required to drive as part of their duties, that the risks associated with the driving task are identified and addressed.

Where driving is not part of an Employee's normal duties but as a requirement of Fieldwork and other non-standard university activities, a risk assessment shall be completed. The following factors should be considered as part of the trip plan and as appropriate:

- journey details including route and alternative routes, refuelling stops, limits on travel times and breaks/route to travel, accommodation needs if required;
- heed all road and traffic signs;
- health and fitness of driver and their passenger(s);
- check weather and road conditions;
- check vehicle(s) and/or other transport – spares;
- requirement to drive off road and in rural areas;
- driver competence;
- methods of communication with each other - with locals - with base.
- provision of basic first aid and remote area kit where applicable - supplementary information for first aid situations in extreme cold and heat conditions;
- provision of adequate amounts of drinking water per person;
- emergency breakdown or maintenance equipment,
- type of clothing to be worn, including sunglasses and sunscreen when necessary;
- security and other safety issues;
- permits, permission to enter certain areas and other local etiquette;
- local arrangements and protocols;
- camp site issues water/hygiene/ablutions/safety/lighting;
- flora and fauna of area and possible hazards;
- first Aid training of employees (driver/passengers) - higher level training for marine/island work
- incident or accident, whether or not resulting in an injury, should be reported as soon as possible
- emergency procedure



4. General Vehicle Maintenance

University owned and/or leased motor vehicles supplied to staff for use on University business must comply with the University Fleet Procedures.

Drivers of private vehicles are responsible for their vehicles and ensure they are maintained and in road worthy condition.

5. Pre-Driving Checks

Prior to the commencement of any journey, employees should complete a visual inspection of the vehicle and ensure there is no obvious damage and the car is in good working order.

6. Alcohol and Other Drugs

Drivers shall comply with State driving laws at all times.

Driver shall not operate any vehicle while on University business if impaired by any substance including prescription or other drugs or with a blood alcohol content (BAC) in excess of that prescribed by law.

7. Driver Training and Education

Employees should receive driver training and refresher training (4WD, Defensive Driver, etc.) according to the risk assessment or whenever driver requirements change. e.g., change of vehicle type, change to driving tasks such as long distance journeys, unsealed road driving etc.

8. Fatigue and Drowsiness

Drowsiness and fatigue are serious contributors to crashes. Drowsiness is a function of sleep deprivation while fatigue is physical tiredness. While fatigue may cause reduced reaction times and alertness, drowsiness can cause zoning-out and micro sleeps. To effectively manage these risks, managers and drivers are required to:

- plan journeys to ensure realistic time frames. The time allocated to reach destinations should not require the driver to compromise compliance with road rules (e.g. speed limits or fatigue requirements);
- avoid driving when you would normally be asleep, especially between midnight and 6:00am;
- avoid undertaking journeys when drowsy or lacking sleep, or where possible, share the driving task;
- break long journeys with a minimum 15 minute refresher break after each two hours of continuous driving;
- plan overnight stays where the combined work and travel in one day exceeds twelve hours or if you are tired;
- build in time to allow for changing conditions or traffic holdups;
- address any medical conditions that may increase drowsiness such as sleep disorders and
- consider using alternatives such as taxis, using public transport or technological options such as video conferencing, should be considered.

9. Vehicle Set Up

Prior to commencing a journey, employees should:

- ensure all tyres are inflated to the correct air pressure – including spares;
- adjust seating and head restraints appropriately;



- stow all loose items behind barriers; loads must be properly secured and not set in a manner that causes the vehicle to be unstable;
- adjust all rear view mirrors correctly prior to travel and
- consider the use of good quality sunglasses to reduce glare when driving.

10. Towing

Prior to attaching a trailer, please refer to the vehicles instruction manual with consideration given to the following:

- braking system
- rating of tow ball
- distribution of load on trailer and on ball
- speed when towing

11. Remote Area Driving

Driving in remote areas can place employees in high risk situations. Risk mitigation strategies must be considered and adopted to manage and preserve employee safety and well-being. Employees, Line Managers and Supervisors will:

- assess the risks and hazards associated with the travelling requirement and controls via a risk assessment;
- select the appropriate vehicle type for the journey;
- check the predicted weather and the road conditions for the duration of the journey;
- ensure scheduled communication procedures are practised and that appropriate reliable communication system(s) are used, i.e. radio, telephone and personal contact;
- inform the appropriate authorities of remote area travel plans, including persons travelling, destination and estimated time of arrival;
- consider, where appropriate, the carrying of an EPIRB (Electronic Position Indicating Radio Beacon), Personal Locator Beacons (PLB's), mobile phones, iridium phones, Ultra High Frequency (UHF) radio, Very High Frequency (VHF) Radio and Spot Tracker;
- ensure that the vehicle is appropriately equipped to undertake the journey, tasks and specific terrain(s);
- ensure that the vehicle has been properly maintained and fully serviced prior to departure;
- plan for vehicle maintenance and servicing requirements that may be required during the duration of the journey;
- ensure clear procedures are adopted for emergency situations, including personal injury, vehicle accident, vehicle breakdown and vehicle bogging;
- ensure drivers and/or passengers are appropriately trained to operate the vehicle and all equipment carried, including communication and vehicle recovery equipment;
- a risk assessment should be completed if bush and field driving may occur with special consideration relating to type of vehicle to ensure fires are not started from petrol engines.
- ensure an appropriate first aid kit and fire extinguisher is carried in the vehicle based on the activities associated with the work related activity, and that the driver and /or passengers are appropriately trained in their use and
- ensure appropriate provisions are carried for emergency situations, including food, water and fuel. Please refer to Appendix 1 - Recommended Equipment for Field Work in Remote Locations

12. Driving Alone

Where duties require periods of driving alone, employees, Line Managers and Supervisors will ensure that drivers:

- have emergency contact information and an appropriate communication system,
- informed an appointed person(s) of their departure and arrival times and maintain regular contact throughout the duration of the trip;



- are aware of personal security and safety practices while in a vehicle, and when boarding and alighting a vehicle and
- make contact with the appointed person(s) upon arrival at the destination.

13. Using Electronic Equipment

The use of laptops, blackberries, iPads and mobile phones is strictly prohibited whilst driving University vehicles. If the phone is not linked to a hands free unit, vehicles must be in a stationary parked position prior to using electronic equipment. The use of a hands-free kit must be used at all times whilst driving, however such events should be minimised to ensure that the driver's primary concentration is focused on driving. However, there is still a concern that a hands free phone can create a distraction. There is a lot a driver can do to reduce the distraction of a mobile phone:

- the use of voice mail or call divert;
- the use of speed dialling;
- having a passenger make the call;
- installation of the phone close to eye level;
- keep calls as brief as possible and
- switching the phone off whilst driving to eliminate the distraction.

It is recommended that calls be answered only after the vehicle has pulled over to the side of the road.

14. In-Vehicle Distractions

Distractions divert the driver's attention from the driving task and impact on safety critical measures, such as stopping distances.

Risks can be reduced by:

- not eating or drinking while driving;
- pre-setting music/radio and climate controls;
- securing any loose objects;
- pulling over to adjust equipment or to check maps;
- asking passengers to help with tasks.

15. Courteous Driving

It is expected that all persons driving a University vehicle will at all times be courteous whilst undertaking driving activities. Employees must not participate in road rage of any kind including physically or verbally intimidating other drivers.

If an employee believes they have been the victim of road rage they should report it to the Police and their Line Manager. If an employee is found to be engaging in any form of intimidating /threatening behaviour, they will be subject to disciplinary action.

16. Secured Loads

Loads must be secured to prevent an object from becoming airborne during sudden braking and causing potential harm to the driver. A fitted cargo barrier, complying with the relevant legislation and Standards should be installed in appropriate University vehicles in line with the manufacturer's instructions. To prevent cause of injury from airborne objects the following rules must be observed:-

- Fitted cargo barriers must not be removed under any circumstances.
- If for any reason there is no cargo barrier in place, please contact your Line Manager.
- All materials carried must be carried behind this cargo barrier, or at the very least in the boot of your vehicle.
- Stacking objects on the front or rear passenger seats of the vehicle is prohibited.
- Where work related equipment has to be removed from the vehicle, it should be possible without requiring awkward postures and heavy lifting.



17. Reporting Accidents

It is the responsibility of the driver of a vehicle involved in any incident or collision or where personal injury or vehicle/property damage has been sustained, to report the accident to their Line Manager within 24 hours, and subsequently complete the online Incident Report Form as soon as possible. If a person sustains an injury as a consequence of the collision and/or damage to property occurs, road traffic rules and regulations may require the incident to be reported to police.

If an Employee is involved in an accident with a person, vehicle and/or property, they must first attend to emergency needs such as first aid, ambulance and/or fire brigade and if necessary/possible, remove obstructions from traffic.

For more information refer to the [University Fleet Procedures](#).

18. Smoking in Vehicles

Drivers and passengers are prohibited from smoking in any University owned or leased vehicle.

19. Monitoring, Evaluation and Review

Line Managers are to annually review and evaluate the effectiveness of this guideline within their department.

EXEMPTIONS

Nil

RELEVANT DOCUMENTS/LINKS

[Health and Safety Policy](#)

[Health and Safety Management Standards](#)

[University Fleet Procedures](#)

**Appendix 1 – Recommended Equipment for Field Work in Remote Locations**

Essential Items	
1	Vehicle handbook
2	Maps and compass
3	First Aid Kit
4	Fire Extinguisher
5	Knife (pocket or sheath)
6	Trouble Lamp
7	Portable warning signs

Miscellaneous Repair Items	
1	Aero Start
2	Spare nuts, bolts, washers and the like
3	Gasket cement
4	PVC fuel hose
5	Contact cement
6	Silicone adhesive
7	Araldite, Plastibond or the like
8	Radiator stop leak
9	Fencing wire
10	Dewatering fluid (such as CRC)

Lubricants	
1	Engine oil
2	Transmission oil
3	Distilled water
4	Water – enough to fill the radiator in addition to drinking water

Remote Area Items	
1	Wheel chains
2	Jerry Cans
3	CB Radio or satellite phone
4	Pick
5	Radiator blind or tarpaulin
6	Flares
7	GPS
8	EPIRB
9	Workshop manual
10	Survival Book
11	Survival kit

Recovery Equipment	
1	Duct or gaffer tape
2	Self-amalgamating tape
3	Insulation tape
4	High Lift jack
5	Leather gloves
6	Snatch strap
7	Rope
8	Winch (including wire rope and handles)
9	Shovel
10	Snatch block
11	Ace
12	Shackles



Additional Items required for Petrol Engines	
1	Ignition coil
2	Condenser
3	Spark plugs
4	Points
5	Distributor cap
6	Rotor arm
7	High tension leads
8	Fuel pump repair kit

Tools	
1	Wheel brace
2	Jack (standard) and base plate
3	Comprehensive tool kit (with all necessary size sockets and spanners)
4	Jumper leads
5	Tyre Pump
6	Tyre pressure gauge
7	Hacksaw and blades
8	G Clamp
9	G Clamp
10	Drill – a hand or 12 volt and a set of drill bits
11	Soldering iron (12 volt) and solder
12	Tyre levers
13	Rubber mallet
14	Wire brush
15	Electrical circuit tester
16	Tyre changing safety harness

Items for both Petrol and Diesel Engines	
1	Drive belts (such as fan and power steering belts)
2	Radiator and heater hoses
3	Oil filter
4	Fuel filter
5	Brake fluid
6	Wire
7	Fuses and fusible link
8	Globes
9	Oil seals for input/output shafts
10	Wheel bearings
11	Tyres and tubes
12	Valves for tubes
13	Tyre/tube patches, glue and similar items as necessary



Appendix 2 – Recommended Equipment for all Vehicles

Essential Items	
1	First Aid Kit
2	Vehicle Handbook
3	Map
4	Car tyre repair kit
5	Dry Chemical Fire extinguisher

CONTACT DETAILS

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Approval Authority	Director Health, Safety and Emergency Management

REVISION HISTORY

Revision #	Date	Amendment Description
1	18/05/2015	New Guideline
1.1	1/12/2016	Update to University Fleet Procedures link
1.2	08/02/2017	Addition of H&S Management Standards to Purpose and Relevant Documents sections