Safe Driving of Vehicles Minimum Standard

October, 2014

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<td>Executive Officer – Human Resources</td>
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<td>Approved and commenced</td>
<td>October, 2014</td>
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<td>Review by</td>
<td>October, 2017</td>
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| Relevant Legislation, Ordinance, Rule and/or Governance Level Principle the Standard supports | Work Health and Safety Act 2012  
Work Health and Safety Regulations 2012 |
| Responsible Organisational Unit | Work Health and Safety Unit |
Executive Summary

University vehicles must only be driven by authorised and competent persons, for the purposes intended and in compliance with all road rules, traffic laws and licence conditions.

More Information

For further information, contact the Human Resources - Work Health and Safety Unit (WHS) and/or Campus Services.

Email: health.safety@utas.edu.au

Using this Standard

This standard applies to University approved activities at the Australian workplaces owned, managed or controlled by the University of Tasmania, to public roads and to approved off-site work, including collaborative arrangements with other parties.

For the safe driving of vehicles on University approved activities outside of Australia this standard, where applicable, is to be complied with. In these cases, the use of vehicles is to be addressed in the activity risk assessment as documented and approved in accordance with the Project and Task Risk Management Minimum Standard.

This Standard is to be applied in conjunction with:

- Road Safety (Alcohol and Drugs) Act 1970;
- Tasmanian Road Rules 2009;
- Vehicle and Traffic (Vehicle Operations) Regulations 2014;
- The Vehicle and Traffic (Driver Licensing and Vehicle Registration) Amendment Regulations 2014;
- Work Health and Safety Regulations 2012;
- Australian Code for the Transport of Dangerous Goods by Road and Rail;

and the following University documents:

- Project and Task Risk Management Minimum Standard;
- University Authorised Vehicles Minimum Standard;
- Insurance Guidelines.

Standard Provisions

Approved staff members, authorised visitors and students (e.g. postgraduate or honours students) authorised by Organisational Unit heads or equivalent, are permitted to drive University authorised vehicles, provided that they comply with the following minimum standards.

Training & Competency Requirements

Driver Licence

When driving in Tasmania, all drivers are to be in possession of a current Tasmanian driver licence or an acceptable licence as approved by Service Tasmania and for the appropriate class for each type of vehicle to be operated e.g. motor vehicle (including forklift, machinery, tractor) motorcycle (including ATVs) light rigid, medium rigid.
When driving interstate or overseas, drivers must ensure they are licensed for the State or country they are driving in.

It is a University requirement that:

- Learner drivers are not permitted to drive University vehicles under any circumstances.
- Provisional driver licence holders:
  - must ensure they display “P” plates when driving;
  - are not permitted to drive four-wheel drive vehicles off-road in their first year;
  - must be accompanied by another person who has a Full Licence when driving a two-wheel drive in their first year, or a four-wheel drive in their second year. When accompanied, both people must have completed the *Authorisation to Drive a University Vehicle* form;
- Licences must be carried at all times whilst in charge of a vehicle.
- Drivers must comply with any licence conditions when driving (e.g. wearing prescription glasses).


### 4.1.2 Operating mobile plant

A driver’s licence is **not** authorisation to operate mobile plant, such as forklifts and tractors.

A licence to drive does not provide authorisation to operate mobile plant. For example, for forklifts and boom type elevating work platforms a High Risk Work Licence is required in accordance with the *WHS Regulations S81-112*.

For other mobile plant such as specific purpose vehicles including tractors, side-by-sides, ATVs etc. evidence of competency to operate is to be provided.

### 4.1.3 Privacy

The University has a duty to ensure drivers are qualified and competent to drive an authorised vehicle. For this reason drivers are required to provide a copy of their Driver’s Licence and a completed *Authorisation to Drive a University Vehicle* form and a *Driver Medical Disclosure* form.

The University respects the privacy of individuals and will only use personal information in accordance with regulatory requirements.

The following conditions apply:

- information will only be used by Campus Services (or the Organisational Unit head) to initiate a driver profile/record, and to confirm that at the time of the agreement a current Tasmanian drivers licence, or an acceptable licence as approved by Service Tasmania, was held;
- the Human Resources WHS Unit will hold any medical documentation confidentially and the driver’s medical data will not be disclosed to the Organisational Unit without the driver’s consent;
Safe Driving of Vehicles Minimum Standard

- the University may disclose personal information from a licence to the Organisational Unit Head or supervisor for the purposes of the provision of counselling under the disciplinary provisions of this policy (see section 9 Infringements and Standard Breaches). Personal information from a licence will not otherwise be disclosed. The copy of a licence will be securely stored and will be retained;
- the University will not use a licence to check demerit points, driving restrictions or offences.

4.1.4 Competency and Experience

Drivers are to have sufficient knowledge, skills, experience and training to safely control the vehicle selected to be driven, under relevant operating conditions.

The following conditions apply:

- if staff or students are untrained, inexperienced or required to drive in potentially hazardous conditions, the Organisational Unit head is responsible for placing appropriate restrictions on vehicle use, such as vehicle type, vehicle activity, travel duration and journey distance, and/or provision of advanced or defensive driver training;
- all drivers required to go off-road, or carry out remote work must complete a recognised four-wheel drive course (or similar accreditation) before driving a vehicle off-road. Alternatively drivers must be able to demonstrate four-wheel drive competency to their Organisational Unit head or approved delegate;
- towing is not to be attempted by anyone who has not undertaken a recognised towing training course, unless they can demonstrate towing competency to their Organisational Unit Head or approved delegate.

4.2 Documentation Requirements

An Authorisation to Drive a University Vehicle form must be completed and then authorised by the Organisational Unit head prior to driving a University authorised vehicle for the first time and every 3 years thereafter (or sooner if there are any changes to advise e.g. loss or restrictions of driver licence, change of medical status, etc.).

As part of applying for authorisation (and when renewing three yearly) the intending driver must also provide a current copy of their Driver Licence and fill in a Driver Medical Disclosure form.

Forms are available from the Work Health and Safety website.

The Organisational Unit must maintain records of the completed forms and ensure that a system is in place to ensure that currency of the authorisations is maintained.

After being given approval to drive University vehicles, the following may be required:

<table>
<thead>
<tr>
<th>DOCUMENT TYPE</th>
<th>REQUIREMENT</th>
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<tbody>
<tr>
<td>Car Booking System</td>
<td>Booking are made by contacting the Campus Services. Further information is on the Campus Services homepage. Exception: Organisational Unit controlled vehicles will have their own internal booking system.</td>
</tr>
<tr>
<td>DOCUMENT TYPE</td>
<td>REQUIREMENT</td>
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<tr>
<td><strong>Claim for kilometreage form</strong></td>
<td>Approval form for kilometreage payment, when a private vehicle is authorised to be used for University business. The claim form is available on the Human Resources website.</td>
</tr>
<tr>
<td><strong>Vehicle Log Book</strong></td>
<td>All drivers of University vehicles are responsible for completing accurate entries in the vehicle log book, which is provided with the vehicle keys.</td>
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| **Risk Assessment**                             | Risks associated with urban travel are to be managed through the application of this standard.  
While a risk assessment may not be required for local travel, notification of intended travel should still be logged with the Organisational Unit.                                                                                                                                   4  
A written risk assessment is to be completed and approved for all University activities involving remote travel, or when requested by an Organisational Unit head / WHS Unit.                                                                                                                                                                4  
A separate risk assessment is not required to be completed if the driving task has been assessed as part of a risk assessment of the overall task, using an approved University risk assessment format e.g. in accordance with Project and Task Risk Management Minimum Standard.                                                                                              4  
Frequency and the level of detail required in the risk assessment will be governed by the nature of the driving task.                                                                                                                                       4  
Driving hazards and controls to be considered are referenced in Appendix A: Risk assessment to identify driving hazards.                                                                                                                   |
| **Travel plans**                                | As part of the task/driving risk assessment, trip plans are to be developed and lodged with the Organisational Unit head or delegate before any remote or off-road driving commences.                                                                                                                               1  
The plan is to include details of the vehicle(s) to be driven, nominated call-in times and expected arrival times for each stage of the journey, together with the names and contact details of people who will be contacted at call-in times and actions to be taken when a call-in is not received.                                           |
| **Vehicle Safety and Condition Checklist**      | Prior to driving a vehicle the driver is to:  
• be familiar with the operation and safety features of the vehicle (which may require reference to the vehicle’s operation manual); and  
• assess the vehicle for any damage.                                                                                                                                                                                                                                         4  
Appendix B - Vehicle safety and condition checklist is also available if identified as a requirement (e.g. in a risk assessment).                                                                                                                             |
| **Specific purpose vehicles and mobile plant**  | For mobile plant such as forklifts, drivers must comply with local area requirements e.g. completion of a daily pre-start checklist prior to operation.                                                                                                                                                                                                 |

**Safe Driving of Vehicles Minimum Standard**
<table>
<thead>
<tr>
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| Hire vehicle Terms and Conditions of Rental | Terms and conditions of rental differ between hiring agencies, some include clauses to the effect that in Tasmania the authorised driver:  
- must only use the vehicle on a road which is properly formed and constructed as a sealed, metalled or gravel road, unless the vehicle is a 4 wheel drive vehicle;  
- must not, unless authorised in writing by the hiring agency drive or take the vehicle:  
  - to any island off the coast, including Bruny Island;  
  - into or out of Tasmania;  
  - in the snow at anytime and anywhere  
  - on beaches or through streams, dams, rivers or flood waters.  
  Additional conditions will apply to the use of hire vehicles, including for the transport of goods, including flammable, explosive or corrosive substances and for the towing of any load.  
  Conditions specific to other States and Territories also apply.  
The person hiring a vehicle for use as a university authorised vehicle is to ensure that:  
- the vehicle’s intended use is consistent with the hiring agency’s Terms and Conditions of Rental;  
- any prior written consent is obtained from the hiring agency;  
- the authorised driver of the vehicle is made aware of these terms and conditions and any applicable restrictions. |

4.2.1 Required vehicle consumables and parts

Required vehicle consumables and parts (e.g. fuel, oil, tyre and batteries) must be procured from authorised outlets (an approved list is available from Campus Services / Organisational Unit heads).

- Fuel and oil for all vehicles is to be obtained using the BP Card or equivalent provided.  
- In the event that an authorised outlet is not accessible, purchase of replacement items may be made through an alternative outlet.  
- The odometer reading may be required when fuel is obtained.

4.3 Vehicle Safety Check

It is recommended drivers conduct a vehicle safety check each time and prior to driving a vehicle.

Where a worker is in possession of an authorised vehicle for an extended period (i.e. one week or greater) and/or prior to a long journey, a visual vehicle safety check is to be undertaken.

The vehicle manual will provide information on how to carry out the safety checks. However, some training or further assistance may be required to ensure that the driver has the skills needed to complete the safety checks especially when travelling to a remote area.
A Vehicle Safety and Condition Checklist (Appendix B) is available to assist with this process.

4.4 Securing Loads

All loads are to be transported in a suitable vehicle and are to be appropriately secured as follows:

- equipment carried in the back seat of a vehicle can become airborne in the event of sudden braking if not carefully secured by using straps or nets fixed to anchoring points;
- a barrier net or fitted cargo barrier is to be used to protect vehicle occupants when they share an internal space with loads which have the potential to become airborne;
- vehicles are not to be overloaded and the centre of gravity is to be as low as possible;
- dangerous goods are to be stowed and secured on a vehicle so that they will remain in position notwithstanding vehicle movements of starting, stopping, jolting or swaying (refer to "Australian Code for the Transport of Dangerous Goods by Road and Rail", section 9.3 "Safe Stowage").

It is usually best to store hazardous materials in rigid containers. However, some containers cannot be sealed and the contents are likely to alter the atmosphere inside the vehicle. Hazardous materials are therefore to be carried outside the cabin.

- Check requirements for loads in vehicles in the Tasmanian Road Rules.

4.5 Towing

Drivers must not tow another vehicle (including a trailer) unless:

- the movement of the car and the vehicle being towed can be safety controlled;
- towed vehicles have working indicator lights, rear reflectors close to the corners, tail lights and stop lights, a number plate light, and brakes if applicable;
- a trailer is securely attached to the towing vehicle by a mechanical coupling and a safety chain;
- the load is not more than 2.5 metres wide, 4.3 metres high and 19 metres long (including the towing vehicle), and it is safely and securely placed so that it can’t move around or fall off (loads on trailers are not to extend past the end of the trailer);
- the mass of the trailer/towed item does not exceed legal limits (information on towing limitations including combined vehicle mass is normally found within the vehicle’s handbook).

When towing, extra research may be required as part of trip planning.

4.6 Incident Response

Should a driver of a University vehicle be involved in an incident, actions include:

a) Immediately after the incident:

If the incident involves another vehicle, property damage, injury or death:

- stop immediately and stay at the scene (unless there is a need to get medical help), and give assistance to any injured person;
• if safe to do so, switch off the ignition of involved vehicles to help prevent the risk of fire, and turn on hazard lights and use hazard warning triangles, if available, to warn other traffic;
• in an emergency non-university members may operate a University vehicle.
• where possible the driver is to try to obtain the following details, while not admitting any fault or liability;
  - name of driver(s)/injured person(s)/property owner(s);
  - address and contact phone number;
  - date of birth;
  - insurance company and employer if applicable;
  - Licence number/vehicle registration number;
  - damage to other vehicle(s)/property;
  - any witnesses to the incident.


• If anyone has been injured and/or when vehicles have suffered significant damage (e.g. on fire), phone Emergency 000 (or from a mobile phone – 112). The police must be called to the scene; do not move the vehicle until authorised by the police.
• If required by law, report the incident to local authorities:
  - give details to a Police Officer within 24 hours if anyone is injured or killed in the crash, and/or a vehicle involved in the crash has to be towed away;
  - if interstate, find out the relevant State/Territory requirements regarding the reporting of accidents;
  - drivers should exchange only the information required by local authorities.

b) As soon as reasonably practicable after the incident:

• Contact the Campus Services (or Organisational Unit head or delegate if not a fleet vehicle) to report any damage to the vehicle.
  - The driver will need to complete an Insurance Claim form as soon as possible.
  - All damage is to be reported on the Fleet Booking Slip, which the driver receives with the vehicle’s keys when picking up the vehicle.
• Report the circumstances on a University Incident Report Form (within 24 hours) as follows:
  - If the driver is unable to do so, their immediate supervisor is to make the report;
  - Incident reports are to be investigated in accordance with the University incident response procedure, prior to submitting it for consideration of possible insurance claims, repairs and other aspects affecting the University;
• Where damage is estimated to be in excess of $1000, a Collision Report Form available at all police stations shall also be completed within 24 hours. This is mandatory for University owned vehicles – optional for privately owned vehicles.

• The Motor Accidents Insurance Board (MAIB) scheme provides medical and income benefits on a no fault basis to persons injured in motor vehicle accidents. Further information is available at [http://www.maib.tas.gov.au/](http://www.maib.tas.gov.au/)

• Organisational Units may place a checklist in the vehicle glove box outlining emergency procedures and contacts in the event of a vehicle breakdown or accident in accordance with the University Insurance Guidelines – Motor Vehicles Claims Checklist.

4.7 Breakdowns

In the event of a breakdown, all University fleet cars have RACT road assistance.

The following procedures apply in the event of a breakdown:

• If a vehicle breaks down, the driver is to move as far left as possible away from traffic; or if there is a breakdown in the way of traffic:
  - turn on the vehicle’s hazard lights;
  - move all passengers out of the vehicle, to a safe area on the side of the road;
  - make sure that the vehicle cannot move; and
  - avoid standing on the traffic side of vehicles, being particularly careful at night.

• All vehicles are covered by 24-hour roadside assist for any minor breakdowns, e.g. flat battery, flat tyre etc.
  - Roadside assist contact details can be found in the glove compartment of the vehicle.
  - Any problem that cannot be fixed should be reported to Campus Services / Organisational Unit head as soon as possible.

4.8 Safety and security whilst driving

Vehicles must always be driven with due regard for the driver’s own safety, the safety of pedestrians, other road users and University property, in compliance with all Tasmanian (or the applicable State for interstate travel) road rules, traffic laws and licence conditions relevant to the type of vehicle being driven.

The following conditions apply:

• prior to using a vehicle, drivers are to be familiar with its operation and equipment, and make sure the seat and mirrors are correctly adjusted for their driving position;
• only registered vehicles are to be used;
• occupants shall wear seat belts when travelling in vehicles;
• the consumption of alcohol prior to driving should be avoided. Drivers are not to have a blood alcohol content over the legal limit, and must not be effected by the influence of alcohol, drugs or medication;
• mobile phones must not be used whilst driving unless secured in a commercially designed holder fixed to the vehicle, Bluetooth enabled, or can be operated by the driver without touching the phone;
• a driver may use a driving aid (e.g. a navigation device) but it must be an integrated part of the vehicle design, or secured in a commercially designed holder, fixed to the vehicle;
• consideration is to be given to road and weather conditions;
• driving times and distances are to be planned to prevent fatigue;
• items being transported are to be adequately secured;
• personal property left in University vehicles is not insured under any circumstances. When leaving the vehicle ensure it is securely locked and there are no visible valuables (if the driver cannot take valuables with them).

4.8.1 Before driving a vehicle

Before driving, all drivers are to be familiar with the vehicle’s condition and equipment, including:

• details of the vehicle’s basic controls and their use;
• the vehicle’s limitations and capabilities;
• spare tyre, jack, tyre pressure gauge and tool kit;
• emergency spares including fan belt, radiator hose, PVC tape, fuses, spark plugs, and engine oil;
• specialty vehicle equipment, such as shovel, axe, winches;
• the fuel-limited range of the vehicle;
• routine maintenance – e.g. how to check fuel, oil, coolant, battery, and brake and clutch fluid;
• efficient, safe and legal loading methods;
• seat, headrest and mirror position.

4.8.2 Manual Handling

The ease with which objects can be loaded and unloaded is to be considered; for example avoiding stretching to lift over a high sill or into a deep boot.

4.8.3 Vehicle Operation

All Tasmanian road rules and traffic laws governing the use of vehicles must be complied with at all times. For a full up-to-date list of Tasmania Road Rules, refer to: www.transport.tas.gov.au.

The following conditions apply and drivers must:

• wear a seatbelt all times, and ensure that passengers do the same;
• observe traffic signals and look out for pedestrians especially at crossings, around schools, and in car parks;
• sound the horn to warn of possible danger;
• get assistance when reversing into restricted spaces;
• if directing a driver, stand well clear and visible;
• minimise engine running inside a building;
• start the engine only when in the driver’s seat;
• not to eat whilst driving an authorised vehicle, and ensure that rubbish is removed when the car is returned and any spills inside the vehicle are cleaned up; and
• should drive with headlights on at all times if the vehicle is not fitted with daytime running lights.
4.8.4 Driving Conditions

The weather, location, and road conditions are critical safety factors and are to be taken into account when planning a journey (as well as during the trip if conditions change); for example:

- recent heavy rain will affect safe driving, river water levels, etc.;
- fog reduces visibility for driving vehicles;
- the type of road can affect safe driving (e.g. sealed versus gravel, winding versus straight);
- workers who drive in remote locations are exposed to higher than normal levels of risk. Review the ‘Remote field locations’ of field activities procedures to establish WHS arrangements for driving in "remote" locations, and over long distances or off-road.

4.8.5 Carrying of Passengers

The Tasmanian Road Rules require the driver to make sure seatbelts and child restraints are used.

The following information is from the DIER website:

- wearing a seatbelt is one of the simplest and most effective ways of protecting drivers and passengers. Each year about 28 per cent of all car occupants killed in road crashes were not wearing a seatbelt.
- it is the responsibility of the driver to ensure that all passengers in the car are wearing a seatbelt or a child restraint and drivers must also ensure that adult passengers wear a seatbelt;
- when all seatbelts or child restraints are used, no extra unrestrained passengers can travel in the vehicle.
- The Motor Accidents Insurance Board (MAIB) scheme provides medical and income benefits on a no fault basis to persons injured in motor vehicle accidents (including passengers).


Carrying of non-University purpose passengers is to be approved by the Organisational Unit Head or appropriate supervisor.

4.8.6 Travelling Speed

Speed limits are the maximum speed permissible in good road and weather conditions.

The following conditions apply:

- drivers must drive at a speed appropriate to the road, weather and vehicle conditions, as well as speed limits relevant to their licence type and class;
- drivers of authorised vehicles must observe speed limits in unenforced areas such as University car parks signed speed limit areas or where visibility is restricted and pedestrian activity high;
- vehicles should not be closer than four seconds from the vehicle ahead in good conditions. Greater separation is needed in wet, poor visibility or heavy traffic conditions (at least double the following distance to allow enough room to stop if necessary).
4.8.7 Mobile Phones

The use of hand-held mobile phones or other hand held devices is illegal and must not be used at all when driving or stationary in traffic unless making or receiving a phone call through a phone that is secured in a commercially designed holder fixed to the vehicle, is Bluetooth enabled, or can be operated without touching any part of the phone.

The following conditions apply:

- all other functions (including video calls, texting and emailing) are prohibited;
- holding the phone (whether or not engaged in a phone call) is prohibited and holding includes resting it on the lap or between chin and shoulder, or passing the phone to a passenger.
- the use of hands-free mobile phones is to be kept to an absolute minimum when driving. Allow calls to go to message bank, or if a call must be taken, pull over safely before answering.

4.8.8 Fatigue and “Fitness” to Drive

Driving variables like road and weather conditions and personal health factors are such that the driver must monitor and manage driving fatigue. For more information on fatigue management, refer to Appendix C – Fatigue Management.

Each driver is responsible to self-assess their fitness to drive; taking into account all factors including their personal health, state of mind, driving capabilities, travelling circumstances, weather and road conditions.

In a 24-hour period the following guidance is provided to minimise the risk of driver fatigue:

- consider driving alternatives such as use of video conferencing;
- pre-plan and implement risk control measures considering rest breaks at least every two hours/powernaps/multiple drivers/overnight stay/full meal breaks/adequate water intake/appropriate travel times to avoid adverse weather conditions;
- individual working hours including driving should not normally exceed 10 hours;
- journeys longer than 5 continuous hours should have more than one driver per vehicle;
- approximately 700km should be set as the maximum distance any group travels in a car;
- drivers should have had a minimum of 6 hours sleep the night before any long trip, and should not be driving 16 hours after their last period of sleep.
- When vehicle driving is shared, drivers should rotate every 1 to 2 hours (with 2 hour rest breaks).

4.8.9 After driving a vehicle

After driving an authorised vehicle, the driver is to:

- switch off the engine and apply the parking brake when leaving the vehicle;
- lock the vehicle when leaving it unattended, including at a service station;
- exercise extreme caution when stopping beside the road;
- report any maintenance issues / vehicle damage so that it can be rectified before the vehicle is next driven, including replacement of any spare parts.
4.9 Infringements and Standard Breaches

Drivers of University authorised vehicles are personally responsible for any fines and parking infringements encountered. Where a fine is received by the University (i.e. speed camera), it will be issued to the person who had the car booked at the time of the infringement.

A driver who causes damage to a vehicle whilst above the legal alcohol or under the influence of a drug limit, or who causes damage as a result of the reckless or deliberate misuse of the vehicle, will be responsible for the costs of the repairs.

A breach of this Minimum Standard, including breaches of the Road Safety (Alcohol and Drugs) Act 1970 and Road Rules 2009, that represents a failure to meet the obligations of this minimum standard may be determined to be misconduct or serious misconduct and can result in disciplinary action including termination of employment.

Serious breaches of the Minimum Standard include, but are not limited to:

- driving without a licence or while a licence is disqualified or suspended;
- driving without a current licence or the correct class for the vehicle being driven;
- reckless or dangerous driving causing (or the potential to cause) death or injury, including driving under the influence of alcohol and/or other drugs;
- failing to report known vehicle maintenance issues that affect the safe operation of the vehicle;
- failing to stop after a crash/incident; and
- allowing others to drive a University vehicle without express permission from management.

5 Responsibilities

**Administrative Officer**
Responsibility for maintaining and retaining vehicle log books when the vehicle is not in use.

**Organisational Unit head**
Responsibility for implementing this Minimum Standard.

Must ensure there is a system in place for checking of appropriate and current driving licences, approving each time a vehicle is used including placing restrictions on vehicle use, giving express permission for type of vehicle use for authorised tasks, scheduling work to account for travel time, managing fatigue and ensuring vehicle safety features are included in purchasing criteria.

Where a University vehicle is purchased and controlled by an Organisational Unit (rather than centrally managed by Campus Services), they must ensure the vehicle is managed in compliance with this Minimum Standard, including ensuring all required documentation and maintenance is completed as required by Campus Services.

**Vehicle Drivers**
Comply with all requirements, including:

- hold and carry a current driver licence at all times whilst driving;
- abide by all road rules;
- refrain from driving if impaired by tiredness or medication;
- complete an Authorisation to Drive a University Vehicle form on a tri-yearly basis;
• immediately notify their Organisational Unit Head of any licence change, and/or if involved in an incident;

• make the best effort to obtain registration information if another vehicle is in collision with a University vehicle;

• check the vehicle where appropriate before operation, and immediately report to their Organisational Unit Head any defects that could affect operation, roadworthiness and safety;

• where a private vehicle is being driven: ensure the vehicle meets the mandatory University vehicle safety requirements. The University does provide some insurance cover for vehicles owned by workers and being used for University business. However, this is dependent on the circumstances and the driver may still be responsible for insurance claims including payment of any excess.

Campus Services
Purchase and maintain a safe and roadworthy fleet of University vehicles.
Maintain a list of drivers with an approved Authorisation to Drive a University Vehicle form.

WHS Unit
Monitor the University’s compliance with this Minimum Standard, and provide advice / guidance to Organisational Units.
Approve any exemptions to meeting Minimum Standard requirements.

Glossary

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tr>
<td>Academic Unit</td>
<td>Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure</td>
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<tr>
<td>ATV</td>
<td>All Terrain Vehicle - a vehicle with a seat that is straddled by the operator and has handlebars for steering control eg a quad bike</td>
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<tr>
<td>Authorised Vehicle</td>
<td>Authorised vehicle means a vehicle that is supplied by the University to a worker: from the University’s car pool, by an Organisational Unit, as part of a salary package, hired from an agency external to the University, or a private vehicle authorised for use for official University business. Whilst in charge of, or undertaking activities in relation to, an authorised vehicle all activities shall be deemed to have occurred in the workplace.</td>
</tr>
<tr>
<td>Authorised visitor</td>
<td>A person approved by the Organisational Unit head as an authorised visitor and may include, those positions covered under Visiting Scholars/Fellows and Adjunct and Clinical Titles.</td>
</tr>
</tbody>
</table>
College

Means
(a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure
(b) the University College

Executive Dean

Means:
(a) the Executive Dean of the relevant College, or
(b) in relation to the University College, the Principal of the University College

Fatigue

Driving when fatigued significantly increases injury risk by impairing driving skills. Although it is difficult to know the extent to which fatigue plays a role in road trauma, it is estimated that it is a factor in about 25% of crashes.

Head of Academic Unit

Means the head of the relevant Academic Unit

Illegal (illicit) drugs

Include:
• any drugs defined and specified as prohibited or illegal under any Federal, State or Territory legislation;
• drugs for which a medical prescription has not been issued to the person using/taking the drug;
• Illegal drugs do not include drugs prescribed for an individual by a medical practitioner and used by that individual in strict accordance with the prescribed dose. Further it does not include over the counter drugs used in strict accordance with recommended dose and warnings/use.

Incident

Includes injury, near miss and damage; i.e. an event which causes, or has the potential to cause, an injury to a person, and/or damage to property and/or equipment.

Licence Class

Across Australia there are different classes of driver licences. e.g. R = Motorcycle, C = Car, HR = Heavy Rigid, etc. See Appendix D “National Hierarchy of Licence Classes”

Licence Type

In Tasmania, there are 3 types of licences:
• Learner licence (including L1 and L2);
• P1 and P2 Provisional licence;
Full licence.

Local travel

Travel to locations in close proximity to the University including Hobart/Launceston/ Burnie city regions.

Long Drive

For the purposes of fatigue management, within a 24-hour period approximately 700km should be set as the maximum distance any group travels in a car.
The Motor Accidents Insurance Board is a Tasmanian Government Business Enterprise which operates a combined common law/no fault motor accident scheme for Tasmanians.

Any location other than a major or minor formed road.

Members of Council, Executive Deans, Heads of Academic Units, Heads of Divisions and Sections and Members of Boards having strategic management responsibility are considered to be Officers pursuant to Section 27 of the Work Health and Safety Act 2012.

College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.

Organisational Unit vehicles are vehicles that are required to be used by the nature of the work of a particular school, institute, department or work area. These vehicles must be used for business travel only and may not be used privately by the staff member.

Defined both in terms of distance and inaccessibility is travel which entails driving:

- more than 10km from a frequently trafficked road, farmhouse or other facility with telephone or radio communications;
- off-road in areas including river, inland waterways and estuarine locations where very little traffic is likely, or where topographic features would make it difficult to summon help either from a farm or town.

A state of being in which a person’s mental and physical faculties are impaired so as to diminish the person’s ability to think and act in a way in which an ordinary prudent person in full possession of his or her faculties, and using reasonable care, would act under like circumstances.

Urban travel includes outer suburban travel, such as when travelling outside the Hobart/Launceston city region, travel between the University campuses, field work activities and travel on unsealed roads.

Vehicles are defined as a workplace under the Section 8(2)(a) of the Work Health and Safety Act 2012.

<table>
<thead>
<tr>
<th>Former Versions</th>
<th>Version 1.1</th>
<th>Safe Driving of Authorised Vehicles Minimum Standard approved July 2011; revoked by the WHS Committee 27 August 2013.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Version</td>
<td>Version 3</td>
<td>Driving Authorised Vehicles Minimum Standard (current document); approved October 2014. Amended in December 2017 to reflect academic structures and nomenclature.</td>
</tr>
</tbody>
</table>
8 **Supporting Documentation**

- Work Health and Safety Policy
- Authorisation to Drive a University Vehicle Form
- Driver Medical Disclosure Form
- Project and Task Risk Management Minimum Standard;
- University Authorised Vehicles Minimum Standard;
- Insurance Guideline

9 **Appendices**

Appendix A – Risk assessment to identify driving hazards
Appendix B – Vehicle Safety and Condition Checklist
Appendix C – Fatigue Management
Appendix D – National Hierarchy of Licence Classes
Appendix E – Tasmanian Driving Licence Requirements
Appendix A – Risk assessment to identify driving hazards

In compliance with the University Minimum Standard – Project and Task Risk Management, hazards specific to driving to be considered as part of a risk assessment include:

<table>
<thead>
<tr>
<th>HAZARD CATEGORY</th>
<th>POTENTIAL HAZARDS INCLUDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gravitational</td>
<td>• Struck by falling/lowering or rolling/sliding objects</td>
</tr>
<tr>
<td></td>
<td>• Ascending/Descending ramps</td>
</tr>
<tr>
<td></td>
<td>• Exceeding Load Ratings / Unsecure loads</td>
</tr>
<tr>
<td></td>
<td>• Vehicle instability e.g. rollover</td>
</tr>
<tr>
<td>General</td>
<td>• Time of day (night, twilight, glare)</td>
</tr>
<tr>
<td></td>
<td>• Unsafe road conditions (e.g. wet, icy, gravel, winding)</td>
</tr>
<tr>
<td></td>
<td>• Unsafe weather conditions (e.g. rain, fog, slippery)</td>
</tr>
<tr>
<td></td>
<td>• Possible distractions that may be encountered (e.g. animals)</td>
</tr>
<tr>
<td>Ergonomic</td>
<td>• High / Low reach</td>
</tr>
<tr>
<td></td>
<td>• High force / Heavy loads</td>
</tr>
<tr>
<td></td>
<td>• Awkward / Unbalanced loads</td>
</tr>
<tr>
<td></td>
<td>• Pushing / Pulling / Twisting / Stretching</td>
</tr>
<tr>
<td></td>
<td>• Fatigue / Over exertion</td>
</tr>
<tr>
<td></td>
<td>• Design / Layout</td>
</tr>
<tr>
<td></td>
<td>• Personal characteristics e.g. height, strength</td>
</tr>
<tr>
<td></td>
<td>• Vibration/ jarring from ride e.g. due to uneven / poor road surfaces</td>
</tr>
<tr>
<td>Mechanical / Objects</td>
<td>• Cutting points / Sharp edges</td>
</tr>
<tr>
<td></td>
<td>• Uncontrolled movement of loads / Crushing</td>
</tr>
<tr>
<td>Emergency</td>
<td>• Working alone / Remote work</td>
</tr>
<tr>
<td></td>
<td>• Inadequate vehicle maintenance</td>
</tr>
<tr>
<td>Fire / Explosion</td>
<td>• Inappropriate chemical storage/use</td>
</tr>
<tr>
<td></td>
<td>• Self-ignition combustibles</td>
</tr>
<tr>
<td>Chemical / Environment</td>
<td>• Hazardous Substances / Dangerous Goods</td>
</tr>
<tr>
<td></td>
<td>• Gases / Dust / Explosion / Fumes</td>
</tr>
<tr>
<td></td>
<td>• Inhalation / Absorption / Skin contact</td>
</tr>
<tr>
<td>Traffic</td>
<td>• Traffic / pedestrian interaction</td>
</tr>
<tr>
<td></td>
<td>• Obstructed / Poor visibility</td>
</tr>
<tr>
<td>Thermal</td>
<td>• Hot materials / surfaces</td>
</tr>
<tr>
<td></td>
<td>• Extreme temperatures (heat / cold)</td>
</tr>
<tr>
<td>Abnormal Situations</td>
<td>• Could any foreseeable abnormal conditions, or misuse of vehicle operation conditions, create potential hazards?</td>
</tr>
<tr>
<td></td>
<td>• Would failure of vehicle and/or equipment create potential hazards e.g. loss of contents / load</td>
</tr>
<tr>
<td>Procedural</td>
<td>• Excessive trip distances</td>
</tr>
<tr>
<td></td>
<td>• Inadequate training / experience</td>
</tr>
<tr>
<td></td>
<td>• Incorrect vehicle selection / use</td>
</tr>
<tr>
<td></td>
<td>• Any other known procedures not being followed</td>
</tr>
<tr>
<td>Other</td>
<td>• Any other hazards / safety concerns with the potential for injury?</td>
</tr>
</tbody>
</table>

Once hazards have been identified:

☐ **Evaluate the consequence and likelihood of each hazard.** Determine how severe consequences might be and how likely hazards are to result in incidents that could injure drivers or others.

☐ **Determine risk control measures.** The risk assessment should identify which risks require control measures to eliminate or minimise the risk of crashes or related incidents.

☐ **Monitor and review.** This includes inspections and regular maintenance, as well as responding to driver feedback. Each of these steps should be undertaken with the involvement of workers.
Appendix B: Vehicle Safety and Condition Checklist

STEP 1. COMPLETE WEEKLY SAFETY CHECK

Vehicle Make / Model: 
Vehicle No. plate: 
Rego Date: / / 20

Checked by: 
Date: / / 20

Summary of Aspects to Check
(Fill in diagram)

Fuel, water, oil and battery charge levels are adequate
The windscreen / windows are undamaged (no cracks / chips)
Windscreen wipers are functional
Lights and indicators are functional
Tyres have adequate tread and inflation
The vehicle is suitably equipped (tool kit, first aid kit, fire extinguisher)
Seatbelts are functional, with no frayed edges
Brakes are functional (incl. park brake)
Horn is working
Visibility is good (check mirrors, washers, demisters)

***NOTE***
If you suspect any other issues while driving (e.g. brakes or steering) report immediately to Campus Services / Org Unit Head

STEP 2. FORWARD COMPLETED PAPERWORK TO RELEVANT PERSON

Any issues identified?
NO >> Return completed form to (for filing)
YES >> Attach “Do not operate” tag to keys and report issue(s) to (who will complete Step 3.)

STEP 3. IF ANY ISSUES ARE IDENTIFIED, INVESTIGATE and RESOLVE

Date received: / / 20

Faults fixed?
YES
NO >>

Reason:

Safe Driving of Vehicles Minimum Standard
APPENDIX C – Fatigue Management

Driver fatigue is a common cause of accidents. Often by the time drivers recognise symptoms, fatigue has already started to affect driving ability. Attempting to fight fatigue (e.g., winding down the window, turning up the radio) and continuing to drive is very dangerous. It is not possible to fight sleepiness for a long period. The health and safety of driver(s) and passengers must take precedence.

Common signs of fatigue generally recognised by drivers include:
- Yawning, heavy eyes and blurred vision;
- Reduced concentration, ‘zoning out’ and difficulty remembering the last few kilometres; and
- Delayed reactions, drifting off the road and frequent and unnecessary variations in driving speed.

AS A RESULT THE FOLLOWING MINIMUM CONTROLS ARE TO BE IMPLEMENTED:

a) Travelling distance / time
In a 24-hour period the limits below apply (even when combined with meal and rest breaks).
- Approximately 700km should be set as the maximum distance any group travels in a car. This usually equates to 9-10 hours of travel at a safe speed. A safe speed relates to many things like driver experience, road type/condition, time of day, weather, and vehicle capabilities.
- Individual working hours including driving should not exceed 10 hours.
- Travel time to and from home should be included in calculations.
- Journeys longer than 5 continuous hours should have more than one driver per vehicle.
- When vehicle driving is shared, drivers shall rotate every 1-2 hours (with 2 hour rest breaks).

b) Sleep and rest breaks, and health
Realistic schedules should be planned that allow for appropriate rest breaks in travelling plans.
- Two hours driving is permitted before a rest break of 15 minutes must be taken (even if the driver is not feeling tired), which should include some light activity like walking.
  - If drivers feel sleepy, they should stop somewhere safe and have a drink and 15-minute nap. This however will only bring temporary relief and sleepiness will return within about an hour.
- Drivers must have had a minimum of 6 hours sleep the night before any long trip. A period of continuous sleep is preferable but not mandated.
- Drivers must not be driving 16 hours after their last period of sleep.
  - Such an impairment is found to be equivalent to a blood alcohol concentration above 0.05%.
- Whenever possible, drivers are encouraged to stay overnight rather than attempt a three to four hour drive home after a day's work.
- Drivers should not attempt to drive when ill or taking medications which may cause drowsiness.

c) Time of day
Driving at night in normal sleeping hours is more hazardous than during the daytime, and should be avoided. If night travel must continue, reduce speed to suit the circumstances.
- Hazards include unfamiliar conditions, nocturnal animals, reduced visibility and stimulation levels.
- It is calculated drivers are 50 times more likely to fall asleep at 2am, than at 10am. There is also a peak of sleepiness between 3 and 4pm (3 times more risk of falling asleep than at 10am).

More stringent limits may be set as a result of a risk assessment after giving consideration to work and driving conditions, and the experience of participants and drivers. Any exemptions to the above requirements must be approved by your direct Organisational Unit Head and/or the WHS Unit. There should be no need to exceed these minimum controls unless there is an emergency or extenuating circumstance, and this must still be safely managed.
APPENDIX D – National Hierarchy of Licence Classes

(for more information please read the Heavy Vehicle Driver Licensing Information and Guidelines)

<table>
<thead>
<tr>
<th>NATIONAL HIERARCHY OF LICENCE CLASSES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Car (C)</strong></td>
</tr>
<tr>
<td><strong>Light Rigid (LR)</strong></td>
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<tr>
<td><strong>Medium Rigid (MR)</strong></td>
</tr>
<tr>
<td><strong>Heavy Rigid (HR)</strong></td>
</tr>
<tr>
<td><strong>Heavy Combination (HC)</strong></td>
</tr>
<tr>
<td><strong>Multi Combination (MC)</strong></td>
</tr>
</tbody>
</table>

Note: Motor cycle © is a class of licence but not part of the licence hierarchy shown in the diagram.

APPENDIX E: Tasmanian Driving Licence Requirements

It is a Tasmanian Government requirement that:

- Drivers can drive in Tasmania on an overseas licence if they:
  - are a visitor; or
  - have a temporary visa (e.g. international student, working); or
  - have a permanent visa that has not been issued more than 3 months.

- When driving in Tasmania on an overseas licence, the driver:
  - must carry their current overseas licence with them;
  - if the licence is NOT in English, must also carry either an official translation of the licence OR a current International Driving Permit;
  - must ensure the overseas licence and International Driving Permit are current (not expired, suspended or cancelled);
  - must not be disqualified from driving.

Further information is available from:

- Getting a Tasmanian Licence
  The driver must get a Tasmanian licence within 3 months of a permanent residency visa being issued. If they don't, they will be driving unlicensed.

- Transferring an interstate licence
  Tasmania mutually recognises all Australian:
  - driver licences;
  - driver licence classes;
  - driver licence conditions.

  If a driver is permanently residing in Tasmania, they must transfer their interstate licence to a Tasmanian driver licence - this is after 3 months from the date they moved to this State.

  A driver is able to transfer their interstate licence to a Tasmanian licence as long as they:
  - hold a current Australian driver licence; or
  - have held such a licence within the last 5 years.

For additional information check:
http://www.transport.tas.gov.au/licence_information/transferring_an_interstate_licence