

New Driving Minimum Standard and Guidelines

- Available as at June 2011
- Enforced by the overarching Work Health and Safety Polices
- Why,
- Simply Driving is one of our biggest hazards across all areas of UTas
- Cars are a workplace

- What sort of incidents?

Incident examples

- Car turned over on gravel, (wrong vehicle type)
- Wheel came off the trailer and bounced over pedestrians (poor maintenance)
- Ran in the back of another car (safe distance)
- Bog on a remote beach (lack of adequate planning)

The objective

- The objective of this Minimum Standard is to provide a framework for approved staff and students whilst driving University authorised vehicles.
- The University acknowledges its responsibility to provide safe vehicles and to ensure that they are adequately maintained.
- Vehicles must be selected and used only for the purposes intended by authorised and competent persons, and in compliance with all Tasmanian road rules, traffic laws and licence conditions.

Standard Provisions

- Approved staff members, official 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

- All drivers shall be in possession of a current Tasmanian driver licence of the appropriate class for each type of vehicle to be operated (e.g. car, bus, truck, plant/forklift, etc).
- *Learner drivers are not permitted to drive University vehicles under any circumstances.*
- *Conditions apply for Provisional Driver Licence holders (refer UTAS Guidelines for Safe Driving of Authorised Vehicles)*
- *The Vehicle Fleet Office or the WHS Unit may grant approval for short term appropriate use of interstate or international driving licences.*
- Drivers shall have sufficient knowledge, skills, experience and training to safely control the vehicle(s) selected to be driven, under relevant operating conditions.

Main Documents

- ***Authorisation to Drive a University Vehicle***
- must be completed and then authorised by the Organisational Unit Head prior to driving an University authorised vehicle for the first time, and every 3 years thereafter (or sooner if there are any changes to advise e.g. loss of driver licence, change of medical status, etc).
- The Organisational Unit must maintain records of the completed forms and ensure that an adequate system is in place to ensure that currency of the authorisations is maintained. As part of completing the authorisation, the intending driver must also provide a current copy of their ***Driver licence and fill in a Driver Medical Disclosure form.***

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DOCUMENT TYPE**REQUIREMENT**

Car and Room Booking System

Booking are made via contacting the Vehicle Fleet Office. Further information is on the Vehicle Fleet homepage. Exception: Organisational Unit controlled vehicles will have their own internal booking system.

Claim for kilometre allowance form

Approval form for mileage payment, when a private vehicle is authorised to be used for University business. The claim form is available on the Human Resources website.

Risk Assessment / Travel plans

- At a minimum, risks associated with urban travel shall be managed with consideration and application of the University Guidelines for safe Driving.
- A written risk assessment is required to be completed and approved for all University activities involving remote travel.
- *Note: 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 UTAS risk assessment format e.g. in accordance with Minimum Standard Project and Task Risk Management. (including within fieldteq)*
- *Frequency and the level of detail required in the risk assessment will be governed by the nature of the driving task. The University Guidelines for Safe Driving provides further information to help you assess the risk and choose controls.*

Vehicle Safety and Condition Checklist

- Prior to driving a vehicle, at a minimum drivers must:
- Be familiar with the operation and safety features of the vehicle including reference to the vehicle operation manual; &
- Assess the vehicle for any damage.

- A vehicle safety and condition checklist template (*refer UTAS Guidelines for Safe Driving of Authorised Vehicles*) is also available if this is identified as a requirement to be completed (e.g. in a risk assessment). For plant such as forklifts, driver's must comply with local area requirements e.g. completion of daily pre-start checklists prior to operation.

Vehicle Type, Selection & Equipment

- Vehicles must be selected, used and suitably equipped for the purposes intended in the authorised task, and/or relevant to the type of terrain likely to be encountered. All authorised motor vehicles must at a minimum meet the mandatory safety requirements as outlined in the University *Guidelines for Safe Driving of Authorised Vehicles*.

VEHICLE TYPE / SUITABILITY

2WD cars / sedans, buses and station wagons

Bitumen and graded unsealed roads.

All-wheel drives

Bitumen, ungraded, unsealed roads and light duty off road conditions.

4WD (suitably equipped)

Must be used for all off-road situations, including mountainous terrain and desert areas.

Vehicles with a separate rear compartment (e.g. dual cab)

Must be used when transporting dangerous goods (e.g. flammable substances, compressed gases, liquid nitrogen, dry ice, etc).

Incident & Emergency Response

- Any driver of a University authorised vehicle involved in an incident must report the circumstances on a University Incident Report Form (can use the online incident system) (and State police if required) as soon as reasonably practicable (within 24 hours).
- *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 UTAS owned vehicles – optional for Privately owned vehicles.*
- 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.
- In the event of a breakdown, all University fleet cars have RACT road assistance membership; details are in the glove box. In an emergency non-university members may operate a university vehicle.

Safety & Security whilst Driving

- Vehicles must always be driven with due regard for your own safety, the safety of pedestrians, other road users and Company 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.
- *Lots of normal information is included such as wearing your seat belt, use of mobile phones, let look at some of the factors which are often overlooked.*
- Consideration is to be given to road and weather conditions;
- Driving times and distances are to be planned to prevent fatigue; see Guidelines for Safe Driving of Authorised Vehicles;
- Items being transported must be adequately secured;
- Personal property left in University vehicles are 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);
- Prior to using a vehicle all drivers should be familiar with its operation and equipment, and make sure the seat and mirrors are correctly adjusted for their driving position.

Infringements and Policy Breaches

- Serious breaches of this Policy may lead to summary dismissal in serious cases or other disciplinary action as appropriate. 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 that time of the infringement. A driver who causes damage to a vehicle whilst above the legal 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.

Exemptions to Vehicle Type and/or Use

- An exemption for any of the requirements in this Minimum Standard may only be approved by the WHS Unit, following consultation with the relevant Organisational Unit Head, and application by written submission.
- *The submission must detail the key reasons supporting the application for exemption. The submission is recommended to be based on a risk assessment.*
- *Reasons an exemption may be granted are in relation to non-approved vehicle types and the type of equipment to be carried (e.g. the purchase of specific purpose vehicles).*

The Driving Guidelines

- http://www.human-resources.utas.edu.au/_data/assets/pdf_file/0019/145522/Driving-Authorised-Vehicle-Guidelines-V1.1pdf.pdf
- Key points
- Read, discuss, and use the guidelines when planning your travel.
- Invest in defensive driving.
- Be an active passenger.
- Thank you for listening. Please drive carefully.