Work-Related Driving Checklist

The checklist should be completed by the employee in consultation with the Workplace Manager and/or Management OHS Nominee with reference to the *Work-Related Driving Procedure.*

|  |  |
| --- | --- |
| **Date** |  |
| **Workplace** |  |
| **Employee Name** |  |
| **Section 1 - Safe driver** | **Checked** |
| Copy of valid driver’s licence  | [ ]  **Yes** [ ]  **No** |
| Completed ‘Application to Drive Authorisation Form’ for Fleet vehicle  | [ ]  **Yes** [ ]  **No** |
| Approval from Executive Director, Regional Director, Manager for private vehicle use on ‘Application to use a Private Vehicle on Official Duties Form’ and relevant requested documents e.g. vehicle insurance details | [ ]  **Yes** [ ]  **No** |
| Victorian Government Motor Vehicle Policy been sighted and understood (*this includes ensuring the Government vehicle has been maintained as outlined in this policy)* | [ ]  **Yes** [ ]  **No** |
| Factors that may impair driver safety such as medication have been considered by the driver? Further advice has been sought from a medical practitioner, if required? | [ ]  **Yes** [ ]  **No** |
| **Section 2 – Safe journey** | **Checked** |
| The driver has a charged mobile phone? | [ ]  **Yes** [ ]  **No** |
| Has the use of public transport or teleconferencing been considered as an alternative to driving? | [ ]  **Yes** [ ]  **No** |
| Has the driver conducted a passenger count and will not depart if the numbers of passengers exceed the maximum number allowed in the vehicle? | [ ]  **Yes** [ ]  **No** |
| Has the driver read the Work-Related Driving Procedure and been made aware of the factors to manage fatigue whilst driving? | [ ]  **Yes** [ ]  **No** |
| Has the time of day, adverse weather and road conditions and other risk factors e.g. public events, bushfires or flood warnings been identified and addressed? | [ ]  **Yes** [ ]  **No** |
| Vehicle manual is available to aid in familiarising driver with vehicle use | [ ]  **Yes** [ ]  **No** |
| Trip/Logbook, emergency telephone numbers and directional tools (maps directory or electronic directory) are available in vehicle | [ ]  **Yes** [ ]  **No** |
| Are arrangements in place to notify the manager when destination has been reached (e.g. call in times)?  | [ ]  **Yes** [ ]  **No** [ ]  **N/A** |
| **Description of Travel**: |
|  |
|  |
|  |
| **Origin:** |
| **Destination address:** | **Total km:** |
| **Name and telephone number of contact person:** |
| **Other person(s) in vehicle:** |
| **Estimated Travel Time including rest breaks:** |
| **Estimated Department business time allocated:** |  **Total time < 10 hours** [ ]  **Yes** [ ]  **No** |
| **Approval** |
| **Name** | **Signature** | **Date:** |
| I have been provided with and understand the information (as indicated above) and will comply with the safety instructions as indicated in the Work-Related Driving Procedure and Victorian Government Motor Vehicle Policy |
| **Employee** |  |  |
| **Workplace Manager** |  |  |

|  |  |
| --- | --- |
| **Section 3 - Safe vehicle –** *Employee to complete prior to driving ( if any questions are answered ‘no’ please report to Fleet Services or your Workplace Manager)* | **Checked** |
| All goods are secured in the storage compartments of vehicle? | [ ]  **Yes** [ ]  **No** |
| Is there a collapsible trolley available to reduce manual handling risks? | [ ]  **Yes** [ ]  **No** |
| Is there sufficient water in the radiator and in the windscreen pump reservoir? | [ ]  **Yes** [ ]  **No** |
| Vehicle Licence plate clean and easily seen? | [ ]  **Yes** [ ]  **No** |
| Tyres that have adequate tread and are fully inflated (including the spare)? | [ ]  **Yes** [ ]  **No** |
| Driver’s seat is adjustable to avoid awkward postures? | [ ]  **Yes** [ ]  **No** |
| **Mirrors and glass** |
| Windows are clean and have no cracks? | [ ]  **Yes** [ ]  **No** |
| All mirrors are in good condition and are adjusted as required? | [ ]  **Yes** [ ]  **No** |
| **Emergency and safety equipment check** |
| Fully stocked first aid kit? | [ ]  **Yes** [ ]  **No** |
| At least three, two-faced reflective portable warning triangles are available? | [ ]  **Yes** [ ]  **No** |
| Spare fuses are available? | [ ]  **Yes** [ ]  **No** |
| Seatbelts (in good order and easy to get at)? | [ ]  **Yes** [ ]  **No** |
| Reflective vests are available? | [ ]  **Yes** [ ]  **No** |
| **Engine start-up** |
| Before starting up the engine, is the parking brake on? | [ ]  **Yes** [ ]  **No** |
| Engine quiet when running (i.e. engine belts working)? | [ ]  **Yes** [ ]  **No** |
| Is the oil pressure gauge at normal position? | [ ]  **Yes** [ ]  **No** |
| Does the windscreen washer and wipers work when operated? | [ ]  **Yes** [ ]  **No** |
| All headlights and taillights, brake lights and indicators work (get help from a work colleague)? | [ ]  **Yes** [ ]  **No** |
| Is the horn working? | [ ]  **Yes** [ ]  **No** |
| Are all warning lights (for oil, coolant, alternator etc) not illuminated? | [ ]  **Yes** [ ]  **No** |
| Does the steering wheel have excessive play? Check for excessive play in the steering system. When the steering wheel is loose, "has play in it", it is difficult for drivers to correctly know the position of the front wheels. | [ ]  **Yes** [ ]  **No** |
| Does the clutch have slight resistance? Check the clutch for slight resistance. Too much or too little free play may make it hard to change gears, may cause gears to clash and could cause transmission damage. | [ ]  **Yes** [ ]  **No**[ ]  **N/A** |
| Music/radio and climate controls are pre-set | [ ]  **Yes** [ ]  **No** |
| Is there sufficient fuel to get to the desired destination? | [ ]  **Yes** [ ]  **No** |

*Workplace Manager / Management OHS Nominee are to file copies of all completed Work-Related Driving Checklists.*