Work-Related Driving Procedure

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Purpose

The purpose of this procedure is to outline how the Department of Education and Training (the Department) identifies and manages risks associated with work-related driving.

Scope

This procedure applies to all Department employees that undertake work-related driving including schools and central and regional offices. This procedure does not apply to work-related driving involving:

1. machinery
2. forklifts
3. tractors
4. heavy vehicles.

Procedure

No Department employee is to undertake work-related driving unless they have a valid driver’s licence and have sought approval from their **Executive, Director Regional Director** or **Principal**.

## Identify hazards associated with driving

The **Workplace Manager** and/or **Management OHS Nominee**, in consultation with the Health and Safety Representative (HSR) and/or employees, are to identify the hazards associated with work-related driving using the *Work-Related Driving Safety Checklist* as guidance.The checklist considers the driver, planning the journey and the vehicle.

## Controlling risks associated with driving

The **Workplace Manager** and/or **Management OHS Nominee**, in consultation with the HSR and/or employees are responsible for identifying the risk factors that must be managed to eliminate or minimise the risk of work-related driving incidents or accidents.

Typical controls include:

* planning to reduce the need for driving for Department business (refer to Section 3.2.1)
* checking that the nominated driver is competent and capable of doing their work safely (refer to Section 3.2.2)
* checking that if an employee is going to use their private vehicle for Department business that all points in Section 3.2.3 are taken into consideration
* planning work schedules (refer to Section 3.3) to include fatigue management (refer to Section 3.3.2)
* providing adequate time to allow employees to travel via public transport
* checking the Department fleet vehicles (including grey fleet) are inspected and maintained to Department fleet standards.

### Planning to reduce the need for driving

The **Workplace Manager** and/or **Management OHS Nominee** in consultation with the HSR and/or employees are to consider alternate options to driving. This may include:

* using teleconferencing or video conferencing, where practical
* investigating options for alternative forms of transport e.g. train, bus or airplane
* arranging for meetings to be held in suitable locations with access to public transport.
* where practicable, arranging for meetings to commence no earlier than 10am or later than 4pm.

### Assessing driver competency

The **Workplace Manager** and/or **Management OHS Nominee** in consultation with the relevant employee are to ensure that the employee, who is required to drive, holds a valid driver’s licence and has completed the Application to Drive Authorisation Form and Section 1 of the *Work-Related Driving Safety Checklist* on an annual basis.

Employees are to be signed off as competent after the **Workplace Manager** and/or **Management OHS Nominee** is satisfied that the employee is deemed competent to drive.

### Use of private vehicle

Prior to an employee using their private vehicle for official Department business, ensure:

* Approval has been obtained from **Executive Director** or **Regional Director** or appropriate delegate using the [‘Approval to Use a Private Vehicle on Official Duties’](http://www.education.vic.gov.au/hrweb/Documents/application_to_use_a_private_vehicle.docx) Form.
* The vehicle is appropriately registered and has a current Comprehensive Motor Vehicle Insurance Policy that specifically covers for Third Party Liability of not less than $20 million and has an endorsed indemnity to the Department or the Crown.
* The use of the vehicle does not exceed 5,000 km of travel for Government business in a financial year, except where specific authorisation is provided in writing by the **Secretary** or **Statutory Authority Chief Executive Officer**. If it is anticipated that an employee will be traveling more than 5,000 km using their private vehicle for Department business, the employee is to contact the tax Compliance Unit within Financial Service s Division for any income tax advice.
* The vehicle is roadworthy and free of defects.
* The vehicle is fit for purpose.
* The vehicle is maintained in accordance with road laws and government fleet standards.
* Quarterly inspections of the vehicle are undertaken.
* Generous novated leasing arrangements are provided to assist employees to purchase new vehicles.
* The vehicle has adjustable seating, airbags, central locking, reflective vests and reflective warning devices e.g. triangles.

## Planning the trip

The **Workplace Manager** and/or **Management OHS Nominee**, in consultation with the employee are responsible for planning the travel details.

### Approving travel plans

The *Work-Related Driving Safety Checklist* is valid for twelve months and is to be completed by the relevant employee in consultation with the **Workplace Manager**. The completed checklist and copies of requested documents (where required) are then reviewed by the **Workplace Manager**. Based on the review, the **Workplace Manager** is to evaluate whether or not the employee is to undertake work-related driving.

The *Work-Related Driving Safety Checklist* can be tailored to suit regional / metropolitan driving frequency requirements (i.e. if an employee’s driving frequency is the same for each trip then Section 2: Safe Journey of the checklist can be reviewed, as required).

When completing Section 1 and 2 of the *Work-Related Driving Safety Checklist* the following factors should be taken into account:

* Has the safest route been planned to undertake the journey?
* Has the time period allocated for the journey to and from the destination been taken into account?
* Is the work schedule realistic? Do journey times take account of road types and condition, allow for rest breaks?
* Has the length of work day been considered in relation to this trip? Remember that sometimes employees will start a journey from home.
* Have periods when drivers are most likely to feel fatigue been considered when planning work schedules?
* Can drivers make an overnight stay rather than complete a long road journey at the end of the day?
* Has the driver been given adequate opportunity to become acquainted with unfamiliar vehicles before being required to drive without an experienced driver to advise them?

### Fatigue management

Fatigue management is a shared responsibility between the **Workplace Manager** and employees as it involves factors both inside and outside of work. Outside of work causes of fatigue need to be addressed by individuals whereas work-related causes should be addressed in consultation with the **Workplace Manager**.

The following principles are to be considered by the **Workplace Manager** when planning and approving work involving work related driving. Employees are to:

* drive for no more than eight hours in a twenty four hour period
* drive for no more than six hours in a twenty four hour period when driving is interspersed with other work activities
* regularly assess the total hours driven against human biological limits associated with adequate sleep and recovery to review work schedules
* minimise or avoid night driving and share driving where possible
* ensure they are well hydrated and rested
* take a break from driving at least every two hours
* stop for at least 15-30 minutes for each break period, leave the car, and stretch and walk around to avoid sustained static postures for driver and passenger
* monitor symptoms of fatigue such as yawning, heavy eyes, blurred vision and reduced concentration. If these symptoms are being experienced, the driver must pull over when safe to do so and either change drivers or have a short twenty minute sleep.

Where driving tasks are likely to exceed these restrictions, the **Workplace Manager** is to make arrangements for employees to stay in overnight accommodation or consider, where appropriate, alternative arrangements such as teleconferencing.

### Vehicle inspection

Employees are to check that the vehicle, including a private vehicle, is in a safe condition to drive prior to starting a trip by completing Section 3 of the *Work-Related Driving Safety Checklist.*

Any identified vehicle defects are to be reported by the employee to the **Workplace Manager**, **Management OHS Nominee** and/or Shared Service Provider – Car Pool Services; in the case of private vehicles, ensuring the vehicle defect is fixed before using it for Department business.

### Adverse weather and road conditions

The **Workplace Manager** in consultation withemployees are to consider relevant information about hazards and adverse conditions (e.g. road closures due to bushfires and floods etc.) that may exist at any particular time, prior to commencing a trip.If necessary, alternate routes should be chosen or travel postponed.

Updated information can be found by accessing:

* the Country Fire Authority website or FireReady application for mobile phones
* Victorian Bushfire Information Line (Ph.: 1800 226 226)
* ABC Radio.

## Managing risk factors on the road

### Speed and traffic offences

Employees must drive within the legal speed limit at all times. Drivers should travel at speeds that are safe for the conditions, recognising that in some circumstances such as in rain or fog this may be below the posted speed limit. Consideration should also be given to the potential impact of a collision on road-users who are inherently vulnerable such as pedestrians, motorcyclists and cyclists.

Employees must report any traffic offences, other than parking offences, they commit while driving government vehicles within one week of receiving the Traffic Infringement Notice or summons to their **Workplace Manager**, **Management OHS Nominee**, and/or Shared Service Provider – Car Pool Services.

### Drugs, alcohol and medications

Employees must not use alcohol and/or drugs while engaging in work-related driving and must comply with drug and alcohol laws at all times. Employees must take into account before driving, the influence of any medications they may be using that are likely to affect their alertness or driving performance. If in doubt, the employee should seek further clarification from their medical practitioner.

### Use of mobile devices

Employees must have a mobile phone when driving alone outside metropolitan areas. Mobile devices are not be used in a manner that reduces safety while driving.

Note: hands free phone systems also create hazards because they reduce concentration. It is recommended that Road Mode app from VicRoads be uploaded to phone. Drivers must:

* not initiate or receive phone calls or SMS messages on a hand-held mobile device whilst driving
* pull over and stop the vehicle before initiating or receiving a phone call or SMS message
* restrict use of hands-free kits to emergency communications only.

### Avoiding distractions

Employees should minimise distractions while driving by:

* not eating or drinking while driving
* pre-setting music/radio and climate controls prior to commencing the trip
* ensuring any loose objects are safely stored in the boot of the vehicle
* pulling over to adjust equipment, check maps or attend to personal grooming
* asking passengers to help with tasks e.g. checking map for driver.

### Seat belts

All Department vehicles are fitted with seatbelts. According to the Victorian Road Safety Rules all employees must wear seatbelts at all times and ensure that any passengers are also wearing seatbelts.

## Incident/accident reporting

All accidents or incidents involving a Department employee or vehicle must be reported to the **Workplace Manager,** **Management OHS Nominee**, and/or Shared Service Provider – Car Pool Services. All accidents regardless if fleet or private vehicle, must be reported on eduSafe Plus.

All student injuries are to be reported in CASES 21.

Employees involved in a government vehicle incident will also be required to complete the appropriate Accident Vehicle Claim Form for insurance purposes. Where police or the coroner become involved in serious incidents, the driver is required to assist in any lawful investigations. **Workplace Managers** must investigate all vehicle accidents and incidents in accordance with the *Hazard and Incident Reporting and Investigation Procedure and Section 4 of the Department Motor Vehicle Policy*.

## Monitor and review work related driving safety

The **Workplace Manager** and/or **Management OHS Nominee** in consultation with the HSR and relevant employees are responsible for reviewing the following on at least an annual basis:

* incident/accident data
* driving history and competency of employees
* effectiveness of controls
* cost of maintenance and repairs of the vehicles in their possession
* number of hours travelled by employees on a weekly basis for Department business.

The **Workplace Manager** and/or **Management OHS Nominee** is responsible for taking appropriate action as per Section 4 of the *Department Motor Vehicle Policy* to address any problems with an employee’s driving, which may become apparent through monitoring of the individual’s driving, a crash or near miss, traffic offence, or the discovery of a drug or alcohol problem.

Defined terms

Terms defined within this Procedure can be located on the Department’s [Defined Health, Safety Terms](http://www.education.vic.gov.au/hrweb/safetyhw/Pages/definedohsterms.aspx) website. Defined roles will appear **in bold**.

References

*Occupational Health and Safety Act 2004*

*Occupational Health and Safety Regulations 2017*

*Road Safety (General) Regulations 2009*

*Road Safety (Drivers) Regulations 2009*

*Road Safety (Vehicles) Regulations 2009*

*Road Safety (Road Rules) Regulations 2017*

*Road Rules Victoria (Road Safety Road Rules 2017)*

*WorkSafe Victoria Guide to Safe Work Related Driving 2008*

[*Victorian Government Standard Motor Vehicle Policy*](http://www.dtf.vic.gov.au/Publications/VicFleet-publications/Victorian-government-standard-motor-vehicle-policy)

[*Whole of Government Standard Motor Vehicle Policy-Quick Reference Guide*](http://www.dtf.vic.gov.au/sites/default/files/2018-06/Victorian%20Government%20Standard%20Motor%20Vehicle%20Policy%20May%202018.docx)

*[Department Vehicle Policy 2017](https://edugate.eduweb.vic.gov.au/edrms/collaboration/PD/GPS/Policy%20Library/DET%20Vehicle%20Policy.docx?Web=1)*

Related documentation:

[*Hazard and Incident Reporting and Investigation Procedure*](http://www.education.vic.gov.au/Documents/school/principals/management/incidentreportingprocedure.docx)

[*Work-Related Driving Safety Checklist*](http://www.education.vic.gov.au/Documents/school/principals/management/workrelateddrivingchlst.docx)

Further assistance:

Further information, advice or assistance on any matters related to work-related driving is available by contacting the OHS Advisory Service on ph. 1300 074 715 or email [safety@edumail.vic.gov.au](mailto:safety@edumail.vic.gov.au).