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## Driver and Vehicle Safety Procedures

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### 1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

### 2. Purpose

- a. These procedures establish responsibilities and actions required to manage the risks to health and safety associated with the use of motor vehicles, in accordance with legislative requirements and the University's Work Health and Safety Policy.
- b. These procedures should be read in conjunction with the University's motor vehicle [Fleet bookings](#).

### 3. Scope

- a. These procedures apply to:
  - i. all workers, students and visitors who drive a University vehicle, a rental vehicle or their own vehicle whilst conducting University work
  - ii. staff members who are permitted to garage a University vehicle at home, but do not have authority for full private use of that vehicle.
- b. These procedures do not apply to vehicles that are part of a salary package arrangement or novated lease agreement. All other vehicles are covered by these procedures.

## 4. Definitions

<b>Portfolio Heads</b>	Vice-Chancellor, Deputy Vice-Chancellor (Students), Deputy Vice-Chancellor (Research), Vice-President and Pro Vice-Chancellor (International), Vice-President (Corporate Services).
<b>Workers</b>	University staff, contractors and sub-contractors and their employees, labour hire company employees, trainees, students gaining work experience and volunteers.
<b>Student</b>	A person enrolled in a topic or course of study at the University.
<b>University vehicle</b>	University fleet vehicles, pool vehicles, College/Portfolio vehicles, including non-standard vehicles such as quad bikes, motor bikes, trailers, electric vehicles. Excludes: <ul style="list-style-type: none"><li>• forklifts, elevated work platforms (EWP), cranes, scissor lifts, which have specific training and licensing requirements under WHS Regulations</li><li>• boats and vessels</li><li>• for the purpose of these procedures, vehicles that are part of a salary package arrangement or novated lease agreement.</li></ul>
<b>Remote and/or isolated travel/work</b>	Situations where a person or persons may be exposed to risks because the area or environment they are travelling or working in is remote from others or isolated from access, communication and the assistance of others.
<b>Long distance</b>	Distance travelled covering an approximate range of 200km or driving longer than 2 hours.

## 5. University vehicle safety requirements

a. All University vehicles, including those that are leased or hired, should, where possible, have a 5-star ANCAP safety rating. If a vehicle is required for a specific purpose and a suitable vehicle cannot be sourced to meet this standard, an alternative vehicle may be sourced.

b. As a minimum, the following safety features should be standard on University vehicles:

- i. driver airbags
- ii. stability control
- iii. Anti-lock Brake System (ABS)
- iv. cargo barrier for SUVs/wagons
- v. first aid kit are available in most vehicles or can be borrowed from Property, Facilities and Development on request when driving outside metropolitan areas.

*Note: these are basic kits and are not intended to cover higher risk activities such as field trips. The local area is responsible for providing field trip first aid kits.*

- vi. quad bikes must have roll over bars or relevant stabilizing protection. For other non-standard vehicles, other safety requirements may also apply, and these should be identified before use through a risk assessment.
- vii. electric vehicles may require charging, this needs to be considered and managed particularly if travelling long distances.

- c. The relevant College/Portfolio or Property, Facilities and Development must ensure University vehicles are serviced in accordance with the manufacturer's specifications by a dealership or manufacturer's agent at intervals specified by the manufacturer.
- d. Vehicles must be maintained in a safe and roadworthy condition and any damage or faults must be repaired promptly.

## 6. Non-University vehicles

- a. Rental vehicles may be used for University business provided such vehicles and activities comply with these procedures.
- b. The use of University vehicles or rentals is the preferred option for University business. However, where this is not possible or practicable, privately owned vehicles may be used for University business provided that as a minimum the vehicle is:
  - i. registered
  - ii. roadworthy
  - iii. covered by insurance.
- c. If private vehicles are used, the University is not liable for any damage to the private vehicle, or any other damage caused by that vehicle.
- d. Private vehicles used must be fit for purpose.
- e. Drivers are responsible for payment of any parking and traffic infringements incurred.
- f. Drivers must be aware of their responsibility for any accident or other emergency when driving their vehicle.

## 7. Use of University vehicles for private or other purposes

- a. University vehicles must be used for University business purposes only and are not to be used for private purposes except as stated in Procedure 7.c and 7.d below.
- b. Driving to and from home directly before or after a business journey is acceptable, provided the vehicle is not used for any private purposes while in the driver's possession overnight.
- c. Any exceptions will require staff/students to seek approval in writing from their relevant local area manager and then submit the request for approval to the relevant Director of College Services / Portfolio Head or nominee.
- d. University vehicles should not be used by students for Work Integrated Learning, except where there is a contractual agreement linked to a funding program, in which case the relevant Vice-President and Executive Dean of College or nominee must give approval in writing.

## 8. Authorised drivers

- a. University vehicles are available for use by staff who have been approved by their supervisor/manager.
- b. The relevant supervisor/manager must approve any student or visitor (here on University business) to use University vehicles. Students and visitors must meet all the requirements for motor vehicle use as specified in these procedures.
- c. University vehicles must not be driven by anyone other than authorised drivers, except that in an emergency a person with a valid and current driver's licence may drive the vehicle.
- d. Volunteers are only permitted to drive University vehicles on an approved University activity as nominated on the volunteer engagement form.
- e. All drivers of vehicles for University business must complete the online driver induction quiz found on the web page [Fleet bookings](#).

## 9. Drivers' licence requirements

- a. All drivers of University vehicles must hold a current and appropriate (to the vehicle class) driver's licence for driving in South Australia or other Australian State/Territory. A copy must be provided on request.
- b. Workers, students or visitors who hold a current driver's licence from a non-Australian jurisdiction must ensure they carry the relevant licence and documentation as required by the respective state/territory.
- c. If international students or visitors are to reside in South Australia for more than 90 days, they must obtain a South Australian licence (or respective State/Territory). See [www.sa.gov.au](http://www.sa.gov.au) for details.
- d. Drivers on a probationary licence must display 'P' plates when driving a University vehicle, as required by the road rules.
- e. Learner licence holders are not permitted to drive a University vehicle.
- f. Drivers must not drive while their licence is disqualified or suspended. If they do, they void all insurance and are liable for all legal and other costs that are incurred.

## 10. Driver responsibilities

- a. Drivers must drive safely and comply with the relevant road laws and the University's Work Health and Safety policies, procedures and guidelines.
- b. Drivers found in breach of the road rules are responsible for all penalties imposed by the South Australian *Road Traffic Act 1961* (or interstate equivalent) and any recovery of costs, should the insurer void the insurance cover.
- c. Drivers on University business must:
  - i. be below the legal limit for alcohol when driving
  - ii. not be under the influence of any drugs, whether illicit, prescribed or non-prescription, whilst driving the vehicle
  - iii. if taking medication, ensure that it does not affect their ability to drive safely.
- d. Drivers must advise the University if they become aware of any defects that may affect the safety or roadworthiness of the vehicle.
- e. Drivers must wear a seat belt at all times and ensure that their passengers also wear seatbelts.
- f. Smoking is prohibited in all University vehicles.
- g. Hand-held mobile phones must not be used whilst driving.
- h. University 2WD vehicles must not be driven on designated 4WD tracks or off-road where driving a 2WD vehicle would pose a risk or cause damage to the vehicle.
- i. When towing trailers, boats, caravans or other towable equipment, drivers should review the [Trailer Guidelines](#) and must ensure that:
  - i. the vehicle to be towed is in good condition
  - ii. the towing vehicle is suitable for the vehicle/equipment being towed
  - iii. the load is restrained as required
  - iv. the towing vehicle is comprehensively insured
  - v. the manufacturer's towing limits are adhered to.
- j. Drivers must not transport passengers not engaged in University business (e.g. family and friends) in University vehicles. If such a situation arises due to unusual circumstances, staff will need to seek endorsement in writing from their relevant local area manager and submit this for approval to the relevant Director of College Services / Portfolio Head or nominee.
- k. Drivers must not transport hitchhikers.

- i. Any accidents or damage to the vehicle regardless of whether any injury was sustained must be notified to the University as soon as reasonably practical or within 24 hours (see Procedure 13).
- m. Drivers are personally responsible for any traffic or parking fines imposed on a University vehicle whilst the vehicle is in their possession.
- n. Except for assistance/support dogs, pets or other animals are not permitted in University vehicles unless required for research or business needs.

## 11. Risk management

- a. Health and safety risks associated with vehicles and driving must be managed in accordance with the [WHS Risk Management Procedures](#).
- b. Vehicles must be fit for the intended use (e.g. for off-road, or ability to handle correct towing capacity).
- c. A risk assessment must be conducted for driving in situations where there is an increased risk, such as driving to isolated and/or remote locations, long-distance driving, 4WD/off-road and driving in adverse conditions (e.g. extreme terrain, temperatures, flooded areas) The person undertaking this travel must, in consultation with those who are to be involved with the travel, and before the driving starts:
  - i. identify relevant hazards
  - ii. identify control measures to manage the risks associated with driving as far as is reasonably practicable, and
  - iii. document the risk assessment in either the [field trip process](#) or other relevant [risk assessment](#) or other process.
- d. The manager or supervisor must:
  - i. consider whether the driver has the appropriate driving experience for the intended journey.
  - ii. authorise the completed risk assessment
  - iii. confirm that they are satisfied that so far as is reasonably practicable, all reasonably foreseeable hazards associated with the proposed driving have been identified and risks will be eliminated or minimised through the planned control measures.
- e. Risk assessment records must be retained by the local area.
- f. Non-standard vehicles should be risk assessed in line with any legislative requirements and for the particular task they are undertaking.
- g. For long distance, remote, 4WD/off-road driving or driving in adverse conditions, the driver must ensure that:
  - i. first aid provisions are supplied
  - ii. communication devices appropriate to the terrain and locality to be travelled are supplied.
- h. It is not recommended that hazardous chemicals or dangerous goods be transported via University or private vehicles. There are strict regulatory requirements around transport of these items and in the event of an accident it is likely insurance will be an issue. Transport should occur via an appropriate courier company.
- i. Prior to travel in bushfire prone areas, see [Bushfire safety](#).

## 12. Driver fatigue

- a. All drivers must be aware of the signs and effects of fatigue when driving during the course of their work or study.
- b. Where possible, factors that contribute to fatigue (e.g. extended work hours, lack of adequate breaks) should be eliminated. Where this is not possible then risk control measures should be put in place. For example:

- i. Work, including driving should be planned. Pre and post journey activities and the driving itself should be considered when assessing the risk of fatigue. A [Journey Management Plan](#) is available.
  - ii. Where the working day involves working and driving, the working day should not exceed 12 hours in any 24-hour period.
  - iii. If a driver identifies that they are feeling tired, regardless of how long they have been driving, they should stop and take a rest break.
  - iv. Regular breaks should be taken approximately every two hours regardless of feeling fatigued or not. This may include a change of driver.
- c. Driving during normal sleeping times contributes to fatigue. Where possible workers should consider staying overnight if the driving time exceeds normal working hours.

### 13. Reporting accidents/incidents

- a. Vehicle accidents that occur when conducting University business/activities and where someone is seriously injured or killed must be reported immediately to the relevant Police and the University's Associate Director, WHS.
- b. All other vehicle accidents/incidents that occur while conducting University business must be reported to Property, Facilities and Development and/or the driver's manager/supervisor as soon as reasonably practicable and reported on the University's online FlinSafe system within 24 hours.
- c. Vehicle accidents involving another vehicle, person or property must be reported to police as required by law in the relevant jurisdiction. In SA, in certain circumstances (e.g. if the damage is under \$3,000 and no one is injured), the accident can be reported via the [SAPOL Online Collision Reporting](#) system. SAPOL should be contacted to clarify the requirements in each case.

### 14. Training

- a. Any training requirements (e.g. 4WD, quad bike etc.) must be identified as part of the risk assessment process and provided before drivers use the vehicles for University business/activities.
- b. Drivers should discuss training needs with their supervisors.

### 15. Record keeping

- a. Vehicle maintenance and inspection records must be retained by the relevant College/Portfolio or Property, Facilities and Development.
- b. Any additional documentation, such as vehicle inspection checklist, risk management documents and training records must be kept by the local area.

### 16. Responsibilities

<b>College Vice-Presidents and Executive Deans and Portfolio Heads</b>	<ul style="list-style-type: none"> <li>a. Ensure that:               <ul style="list-style-type: none"> <li>i. these procedures are implemented in their College/Portfolio</li> <li>ii. all processes outlined in this procedure are applied to those vehicles that are managed by the College/Portfolio</li> <li>iii. there are adequate resources to manage all aspects of vehicles and driver safety, including training.</li> </ul> </li> </ul>
<b>Property, Facilities and Development</b>	<ul style="list-style-type: none"> <li>b. Ensure that these procedures are implemented for fleet vehicles.</li> </ul>
<b>Managers and supervisors (including</b>	<ul style="list-style-type: none"> <li>c. Implement these procedures in their area of responsibility, including ensuring that:</li> </ul>

<b>supervisors of students)</b>	<ul style="list-style-type: none"> <li>i. workers, students, visitors and others in the workplace are aware of their responsibilities in relation to driving and are provided with adequate information, training, instruction and supervision</li> <li>ii. field trip documentation is completed where vehicles are to be used as part of the field trip</li> <li>iii. driving to be undertaken as part of a field trip is assessed as part of the field trip risk management processes.</li> </ul> <p>d. Approve vehicle use and authorise drivers as required.</p>
<b>Workers, students and visitors</b>	<ul style="list-style-type: none"> <li>e. Take reasonable care for their own safety.</li> <li>f. Comply with any lawful and reasonable directions regarding driving.</li> <li>g. Ensure that they comply with all aspects of these procedures.</li> </ul>

## 17. Related documents

[WHS Risk Management Procedures](#)

[Code of Practice - How to manage work health and safety risks](#)

[Flinders Field Trip Guidelines](#)

[Trailer guidelines](#)

[Journey Management Plan](#)

[Field trip risk assessment](#)

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**\* Unless otherwise indicated, this procedure will still apply beyond the review date.**

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