

# Driving Safety Policy

## Section 1 - Policy Statement

### Part A - Policy Declaration

(1) This policy sets down the safety principles that are to be followed when employees are required to drive as part of their employment.

### Part B - Policy Description

#### Objectives

(2) The purpose of this policy is to promote the safety of University employees by actively supporting safe driving practices and responsible decision-making in relation to travel for work.

#### Scope

(3) This policy applies to all University employees.

### Part C - Content and Implementation

(4) Where possible, technological facilities such as video-conferencing and teleconferencing are to be considered as an option to reduce travel between campuses.

(5) Normally, when employees are required to drive as part of their employment, they will not be required to drive for more than 10 hours in any 24 hour period, or drive and work for more than 10 hours in any 24 hour period.

(6) Drivers must take regular breaks to reduce fatigue. It is recommended that drivers follow the guidelines published by the Roads and Traffic Authority of NSW and aim to stop for 15 minutes every two hours ( Road Users' Handbook ).

(7) Journeys should be planned and consideration given to the following:

- a. the type of vehicle to be used;
- b. the terrain that the vehicle must travel on;
- c. speed limits;
- d. the conditions of the road;
- e. weather and traffic; and
- f. appropriate places for rest breaks and refuelling.

(8) Where driving times are likely to exceed the hours stated in clause (5), or a self-assessment indicates a need to rest, employees should consider breaking their travel with overnight accommodation.

(9) Where practical, employees should share the driving on longer journeys.

(10) Where driving is to be shared, a changeover in drivers should occur at each rest break. In these circumstances,

each employee should not exceed eight hours driving time in any 24 hour period.

(11) Drivers are required to comply with all applicable legislation in regard to driving and road use.

(12) If an accident occurs, state legal requirements are to be observed and, on return to work, an [Incident, Accident and Hazard Report](#) must be completed. The Manager, Workplace Health and Safety is to be advised if any injury occur as a result of the accident.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	13th August 2012
<b>Review Date</b>	13th April 2015
<b>Approval Authority</b>	Vice Chancellor
<b>Approval Date</b>	10th August 2012
<b>Expiry Date</b>	28th May 2014
<b>Head of Work Unit</b>	Kath Drew Director, Human Resources
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