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## Driver and Vehicle Safety Procedures

### Table of Contents

1. Governing Policy
2. Purpose
3. Scope
4. Definitions
5. Responsibilities
6. Safe driving principles
7. University vehicle safety standards
8. Non-University vehicles
9. Private/other use of University vehicles
10. Authorised drivers
11. Driver's licence requirements
12. Driver responsibilities
13. Pre-driving safety requirements
14. Risk management
15. Driver fatigue
16. Reporting accidents/incidents
17. Training
18. Record keeping
19. Compliance
20. Forms

### 1. Governing Policy

[Work Health and Safety Policy](#)

### 2. Purpose

- a. The purpose of these procedures is to 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 vehicles [booking information](#).

### 3. Scope

- a. These procedures apply to all workers, students and visitors who drive a University vehicle, a rental vehicle or their own vehicle whilst conducting University work. It includes those 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 & Pro Vice-Chancellor (International), Vice-President (Corporate Services).
<b>Worker</b>	A person who carries out work in any capacity for the University including academic and professional staff, contractors and sub-contractors and their employees, labour hire company employees, trainees, students gaining work experience and volunteers.
<b>Student</b>	An enrolled student as per the Enrolment Policy.
<b>University Vehicle</b>	<p>University fleet vehicles, pool vehicles, College/Division vehicles.</p> <p>Also includes non-standard vehicles such as quad bikes, motor bikes.</p> <p>Excludes: forklifts, elevated work platforms (EWP), cranes, scissor lifts, which have specific training and licensing requirements under WHS Regulations.</p> <p><i>For the purpose of these procedures, excludes vehicles that are part of a salary package arrangement or novated lease agreement.</i></p>
<b>Remote and/or Isolated</b>	Remote/isolated travel/work refers to 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>	Determined and influenced by the distance travelled covering an approximate range of 200km or driving longer than 2 hours.

## 5. Responsibilities

<b>Portfolio Heads, Vice-President and Executive Deans of College</b>	<p>Ensuring that:</p> <ul style="list-style-type: none"> <li>a. these procedures are implemented in their College/Portfolio; and</li> <li>b. there are adequate resources to manage all aspects of vehicles and driver safety, including training.</li> </ul>
<b>Managers and Supervisors (including supervisors of students)</b>	<ul style="list-style-type: none"> <li>c. 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>d. Ensuring that field trip documentation is completed where vehicles are to be used as part of the field trip.</li> <li>e. Ensuring that driving to be undertaken as part of a field trip is assessed as part of the field trip risk management processes.</li> <li>f. Approving vehicle use.</li> </ul>
<b>Workers, students and visitors</b>	<ul style="list-style-type: none"> <li>g. Taking reasonable care for their own safety.</li> <li>h. Complying with any lawful and reasonable directions regarding driving.</li> <li>i. Ensuring that they hold a relevant and current driver's licence and, where required, comprehensive insurance.</li> </ul>

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## 6. Safe driving principles

- a. Workers, students and visitors who are required to drive in the course of undertaking their University duties must hold a current and appropriate (to the vehicle) driver's licence.
- b. Where staff are travelling to remote areas or driving long distances, their local area must ensure that first aid provisions and communication devices appropriate to the terrain and locality to be travelled are supplied.
- c. In accordance with clause 10, risk management principles must be used in planning activities that include the use of a motor vehicle.
- d. In accordance with clause 12, strategies for driver fatigue management must be implemented.

## 7. University vehicle safety standards

- 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:
  - driver airbags
  - stability control
  - Anti-lock Brake System (ABS)
  - cargo barrier for SUVs/wagons
  - First Aid kit - provided in University vehicles when driving out of 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).*
  - For non-standard vehicles e.g. quad bikes, roll over bars or relevant stabilizing protection is required. Other safety condition requirements for this type of vehicle may also apply and these should be identified before use through a risk assessment.
- c. Vehicles must be serviced and maintained in accordance with the manufacturer's specifications and by an authorised service provider.
- d. Vehicles must be maintained in a safe and roadworthy condition and any damage or faults must be repaired promptly.
- e. Except for assistance/support dogs, pets or other animals are not permitted in University vehicles unless required for research or business needs.

## 8. Non-University vehicles

- a. Rental vehicles may be used for University activities provided such vehicles and activities comply with these procedures.
- b. The use of University vehicles or rentals is the preferred option for University business/ activity. However, where this is not possible, privately owned vehicles may be used for University business provided that as a minimum the vehicle is:
  - registered
  - roadworthy
  - 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.

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- d. Managers of drivers who are authorized to use their private vehicle for University business/activity should ensure that the driver completes a [Use of Private Vehicle Declaration](#) form.

## 9. Private/other use of University vehicles

- a. University vehicles are not to be used for private purposes. 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.
- b. Any exceptions will require staff to seek endorsement in writing from their relevant local area manager and then submit the request for approval to the Director, Buildings and Property or nominee.
- c. University vehicles should not be used by students for Professional Experience Placement, 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. Students on these formal programs where the University has an established agreement must only use the vehicles as specified by their local area's processes.

## 10. 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 and 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 are not to 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 with the prior approval of the Director, Buildings and Property or nominee.
- e. All drivers of vehicles for University business must complete the online driver induction found on the web page [Motor vehicle bookings and quiz](#).
- f. All drivers must complete the vehicles logbook and other processes as outlined in the vehicle [booking information](#).
- g. Colleges/local areas are responsible for ensuring that all processes outlined in this procedure are applied to those vehicles that are managed by the area.

## 11. Driver's 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.
- b. Workers, students or visitors who hold a current driver's licence from a non-Australian jurisdiction must:
- hold a relevant international licence
  - only drive the same type of vehicle as permitted by the overseas licence and comply with any other conditions on that licence
  - provide the University with their country of origin residential address when booking a vehicle
  - present when booking, and carry at all times, while driving:
    - a valid passport
    - current international licence or overseas licence in English.
- c. If overseas students or visitors are to reside in South Australia for more than 90 days, they must ensure they 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.

## 12. 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 of University vehicles must:
  - i. be below the legal limit for alcohol when driving (i.e. below 0.05 for a fully licensed driver or 0.00 if a "P" plate driver)
  - ii. not be under the influence of any illicit (or non-prescription drugs) whilst driving the vehicle
  - iii. if taking prescription medication, ensure that they are not so affected as to be in a state to place themselves or others at risk.
- 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 are advised to wear a seatbelt.
- f. Smoking is prohibited in all University vehicles.
- g. The use of hand-held mobile phones whilst driving is an offence by law.
- 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 must ensure that:
  - i. the vehicle to be towed is in good condition, suitable for the vehicle/equipment being towed and meets requirements for restraining loads
  - ii. the towing vehicle is comprehensively insured
  - iii. the [General Trailer Checklist](#) is completed)
  - iv. the manufacturer's towing limits are adhered to at all times.
- j. Drivers must not transport non-University related passengers (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 Director, Buildings and Property or nominee.
- k. Drivers must not transport hitchhikers.
- l. 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 clause 16).
- m. Drivers are personally responsible for any traffic or parking fines imposed on a University vehicle whilst the vehicle is in their possession.

## 13. Pre-driving safety requirements

Before leaving University premises, all drivers, as part of conducting University business, must:

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- a. have completed the online University driver induction; and
  - b. for long distance, remote or 4WD driving:
    - i. complete a [Vehicle Inspection Checklist](#)
    - ii. identify relevant check in/ communication arrangements with their supervisor and document this as part of the risk assessment via the [field trip process](#) or other suitable means.

## 14. Risk management

- a. Vehicles must be fit for the intended use (eg for off-road or ability to handle correct towing capacity).
- b. 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).
- c. Supervisors must, in consultation with those who are to be involved with the travel, and before the driving starts:
  - i. identify relevant hazards
  - ii. conduct a risk assessment
  - iii. identify control measures to manage the risks associated with driving as far as is reasonably practicable
  - iv. document the risk assessment in either the [field trip process](#) or other relevant [risk assessment process](#).
- d. The manager or supervisor of the person performing the risk assessment in accordance with 14.c must
  - i. authorize the completed risk assessment
  - ii. confirm that he/she is 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.

## 15. Driver fatigue

All drivers should be aware of the signs and effects of fatigue when driving during the course of their work or study. Where possible, factors that contribute to fatigue (eg 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:

- Work, including driving should be planned. Pre and post journey activities and the driving itself should be considered when assessing the risk of fatigue. Where the working day involves working and driving, the working day should not exceed 12 hours in any 24 hour period.
- When a driver identifies that they are feeling tired, regardless of how long they have been driving, they should stop and take a rest break.
- Regular breaks should be taken approximately every two hours regardless of feeling fatigued or not.
- Where there is more than one driver, a change of drivers should take place approximately every two hours.
- Driving during normal sleeping times contributes to fatigue. Where possible workers should consider staying overnight if the driving time exceeds normal working hours.

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## 16. 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 during the course of conducting University business must be reported to the University Transport Office and the driver's 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 a police station as required by law. In certain circumstances (eg 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.
- d. When reporting accidents in other jurisdictions the driver must contact the relevant police authority for reporting requirements.

## 17. Training

Any training requirements (eg 4WD/off-road, quad bike etc.) must be identified and provided before drivers may use the vehicles for University business/activities.

## 18. Record keeping

- a. Vehicle maintenance and inspection records must be maintained by the relevant College/Portfolio or University Transport Office.
- b. Use of Private Vehicle Declaration forms must be kept by the local area.
- c. Any additional documentation, such as pre-start checklist, vehicle inspection checklist, and risk management documents must be kept by the local area.

## 19. Compliance

A breach of this policy may be regarded as misconduct, and dealt with under the relevant University processes. A proven breach may result in disciplinary action, including termination of employment.

## 20. Forms

[WHS Risk Management](#)

[Flinders Field Trip Guidelines](#)

[Vehicle Inspection Checklist](#)

[General Trailer Checklist](#)

[Use of Private Vehicle Declaration Form](#)

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