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 motor vehicle users are authorised to use a motor vehicle for University purposes.

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 motor vehicle users authorised to drive a motor vehicle for University purposes.

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, authorised motor vehicle users 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:

a. 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);
b. comply with all road rules (including relevant speed limits) and applicable legislation while driving; and
c. not operate a motor vehicle if they are under the influence of drugs or alcohol.

(7) Where an employee breaches the conditions of clause 6, it may be considered misconduct or serious misconduct by the University and will be dealt with accordingly.

(8) 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. the conditions of the road;
d. weather and traffic; and
e. appropriate places for rest breaks and refuelling.

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

(10) Where practical, driving should be shared on longer journeys.

(11) Where driving is to be shared, a changeover in drivers should occur at each rest break. In these circumstances, each driver should not exceed eight hours driving time in any 24 hour period.

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

(13) The University may seek a contribution from employees driving a University vehicle where third party damages or any other expense result from a motor vehicle accident while driving a University vehicle.

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