



DRIVER SAFETY POLICY

RESPONSIBILITY: MANAGING DIRECTOR

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1. Policy for Driver Safety

- (i) WAIFS recognises that there are hazards associated with driving and particularly extended periods of driving. To that end, WAIFS has established a policy for staff who are required to drive in the course of their duties.
- (ii) The policy has been developed to provide practical guidelines in relation to minimising the hazards associated with driving. It applies to all WAIFS staff who are required to drive in the course of their duties.
- (iii) This policy will be made available to all WAIFS' staff on the shared drive and the Staff Intranet.
- (iv) Senior Managers should give consideration, in particular, to travel time when requiring staff to undertake duties off-campus, including the distance the staff member travels from home to the first job, and at the end of the day from the last visit to home.



2. Safe Driving Practices and Planning

Planning for driving long distances (~3 hours) is required by the driver.

Planning should include:

- (i) Allowing to have a break every 2 - 3 hours, or more often if symptoms of fatigue are present;
- (ii) Allowing adequate time to arrive at the destination without having to rush; and,
- (iii) Ensuring that adequate nutrition and hydration is maintained to avoid the onset of fatigue.
- (iv) Checking environmental conditions in which the employee will be driving, e.g. rain, fog, flooding. Extra time should be allocated where hazardous environmental conditions may be encountered. Driving behaviour should be modified to suit environmental conditions. Work programmes should not take precedence over staff safety.

Senior Managers must assist by:

- (i) Giving consideration to travel time when planning off-campus visits, including the distance the staff member travels from home to the first job, and at the end of the day, from the last visit to home;
- (ii) Ensuring that driving within the usual hours of sleeping (10pm to 5am) is avoided as much as possible;
- (iii) Ensuring work is planned to allow staff to have a minimum 10 hour break;
- (iv) Monitoring staff duties to identify if excessive working/driving hours are building up and to discuss with staff their work planning, excessive hours and driver fatigue.

3. Drivers' Licenses

All staff members who drive in the course of their employment must have a current Driver's License and provide a copy of both sides to accounts@waifs.wa.edu.au

4. Fatigue

Driving when fatigued can be as dangerous as driving under the influence of alcohol or drugs. Staff members should not drive if they have been awake continuously for more than 16 hours. At that point, response rates are seriously reduced, even though other symptoms of fatigue may not be present.

Drivers should be aware of the symptoms of fatigue and be able to recognise their onset.

Where symptoms of fatigue are present, the driver should, as a minimum, take a rest break, stretch and have a drink of water prior to resuming the journey. A "power nap" may be appropriate.

Towards the end of the working day, where there is still considerable driving required (over 3 hours), and the symptoms of fatigue are present, the driver is encouraged to seek overnight accommodation and continue the journey the following day.

5. Hazardous Driving Areas

Where hazardous driving conditions exist due to activities undertaken at a location, or because of environmental conditions, drivers of vehicles should take particular care.



Those areas identified as hazardous include:

- (i) Regions prone to heavy fog
- (ii) Regions prone to severe rainfall conditions
- (iii) Regions prone to flooding
- (iv) Regions prone to animals on the road

6. Alcohol and Speed Limit Observation

- (i) Drivers must have a zero alcohol level prior to driving.
- (ii) Drivers must not exceed the allowed speed limit at any time, even if late for a meeting other business-related activity.
- (iii) Drivers must assess whether the conditions, traffic levels etc. allow to drive at the maximum speed limit.
- (iv) Drivers must drive below the maximum speed limit wherever a reasonable person would consider this to be appropriate e.g. school zone, black spot junction, heavy traffic, Wet weather etc.

7. Vehicle Safety

Employees who are required to drive their vehicle for work purposes (regularly or irregularly) are required to comply with the servicing schedule of the vehicle manufacturer. Any faults must be rectified immediately and the vehicle cannot be driven for work purposes until all such faults are rectified.

This includes, but is not limited to:

- (i) Vehicle safety recalls
- (ii) Tyres with below minimum tread levels
- (iii) Vehicle warning lights/messages when vehicle ignition is switched on
- (iv) Any other matter a car owner and driver should reasonably be aware of.

8. Mobile Phones and other electronic devices

Mobile phones should only be used by drivers in vehicles with a hands-free kit and only when the driver is confident any conversation will not cause unsafe levels of distraction. Drivers must NEVER text when driving a vehicle. Drivers must not use any other electronic device (e.g. MP3 player) while driving.

9. Policy Review

WAIFS may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to admissions@waifs.wa.edu.au.

10. Further Assistance

Any staff member who requires assistance in understanding this Policy should first consult Senior Managers (Head of Studies) who is responsible for the implementation and operation of these arrangements in their work area. Should further advice be required staff should contact admissions@waifs.wa.edu.au.