

# Health and Safety Procedure - Safe Driving

## Section 1 - Key Information

<b>Policy Type and Approval Body</b>	Administrative – Vice-Chancellor
<b>Accountable Executive - Policy</b>	Chief Operating Officer
<b>Responsible Manager - Policy</b>	Senior Manager, Health and Safety
<b>Review Date</b>	6 September, 2025

## Section 2 - Purpose

(1) This Procedure documents how to comply with the [Health and Safety Policy](#) by ensuring that drivers on university-related business are adequately experienced, plan their journeys, are aware of road hazards, remain alert to changing conditions, and drive only when fit to do so.

## Section 3 - Scope

(2) This Procedure applies to all:

- a. all staff and members of the University Community (including Council members, volunteers, students, contractors and associates).

## Section 4 - Key Decisions

<b>Key Decisions</b>	<b>Role</b>
Decision to undertake university-related driving	Direct Supervisor or Manager
Decision to discontinue the journey and seek accomodation	Direct Supervisor or Manager

## Section 5 - Statement

(3) This Procedure forms part of the [Health and Safety Policy](#) suite which governs its application.

## Section 6 - Procedures

## Part A - Responsibilities

(4) Supervisors and managers will oversee and approve their staff's and/or student's need to undertake university-related driving along with the associated journey planning processes.

(5) Supervisors will manage alternative arrangements such as accommodation when the driver is at risk of being affected by fatigue or is unable to continue the journey.

### Fleet Management

(6) Fleet management will supply and maintain vehicles, oversee bookings and share safety-related information with the Health and Safety team to manage associated risks.

### Health and Safety Team

(7) The Health and Safety team will establish processes for journey planning, fleet vehicle journey-related safety checks, and fatigue management. The team will also oversee and monitor this procedure to ensure its continued effectiveness in managing risks.

### Drivers

(8) Drivers will:

- a. be appropriately licensed for the jurisdiction they are driving in.
- b. be skilled for hazard conditions such as off-road driving or difficult terrain.
- c. plan their journeys with an awareness of road hazards and changing conditions.
- d. complete fleet vehicle safety pre and post journey checklists.
- e. Monitor fatigue and seek accommodation with supervisor or manager approval if unfit to continue the journey.

(9) Regardless of the vehicle used, all drivers on university-related business are required to follow the journey planning, safe driving and fatigue management guidelines outlined in this procedure.

## Part B - Driver Authorisation

(10) The driver will complete the [Request for Access to University Fleet Vehicles form](#) and provide their Driver's license for the jurisdiction they are driving in.

(11) The driver will immediately inform their supervisor and Fleet management should they become restricted, suspended or disqualified from driving.

(12) The driver will not drive for any university-related business if suspended or disqualified from driving.

(13) Drivers (staff) are encouraged to complete the Safe Driving module (staff LMS) to raise awareness and support safe driving whilst on University business.

(14) Drivers who are required to travel on unsealed roads or off-road and remote conditions are encouraged to complete an accredited 4x4 training program to raise their awareness of adverse conditions and to improve skill competence to manage the heightened risk.

## Part C - Journey Planning (all vehicles)

(15) Managers and supervisors will monitor their staff and students' requirement to drive, and will consider alternative arrangements to eliminate the need for road travel.

(16) Where travel is greater than two hours in any direction, a journey management plan will be completed by the driver and reviewed by their supervisor prior to journey commencement.

(17) For routine road travel, one plan will be developed and followed, remaining in place for the calendar year.

(18) Journey planning will consider the times of travel including fatigue, vehicle suitability, road conditions, fauna and fire risk. The driver will monitor for inclement or changing conditions and will only undertake the journey when safe to do so.

(19) When selecting a vehicle for travel, the driver will select in accordance with the intended purpose. For example, off-road conditions will require the use of off-road vehicles.

(20) Private vehicles that are used for university-related driving will be registered, roadworthy, comprehensively insured and suitable for the planned journey.

(21) Journeys that are associated with research or teaching fieldwork will be integrated with the [Fieldwork Plan](#) to ensure all health and safety hazards and risks are adequately addressed.

(22) In instances where a bushfire alert has been declared, all journeys to and in affected areas will be suspended when safe to do so and will remain suspended until cleared to proceed by emergency services.

## **Part D - Pre and post-journey checklists for fleet vehicles**

(23) The driver will complete an [Inspection Checklist](#) prior to commencement, ensuring the vehicle and condition is suitable for the journey ahead.

(24) Where the driver identifies any minor deficiency, this will be resolved where practical, enabling the journey to proceed. i.e. fuel up, clean windows, inflate tyres etc.

(25) Where a deficiency on the vehicle cannot be easily resolved or a maintenance issue has been identified that will increase the risk of a breakdown or deem the vehicle temporarily unroadworthy, the driver will not drive the vehicle. Fleet management processes will be followed to arrange a different vehicle.

(26) Upon journey completion, the driver will undertake the [Post-journey Checklist](#), identifying issues that will require resolution by Fleet management.

## **Part E - Safe Driving including Fitness and Fatigue (all drivers)**

(27) Whilst driving a vehicle for university-related business, the driver will ensure the following:

- a. comply with all road laws and regulations;
- b. minimise driver distractions such as loud music, distracting conversation;
- c. secure goods to minimise the risk of objects striking occupants in the event of a collision;
- d. take regular stretch breaks and where possible, rotate drivers;
- e. notify on safe arrival for remote locations or where appropriate, with supervisors.

(28) Driving whilst unfit is a health and safety risk. Each driver is responsible for assessing their own fitness to drive whilst on university-related business and in alignment with the [Workplace Behaviours Policy](#). Factors to consider include:

- a. not driving when feeling fatigued;
- b. blood alcohol concentration (BAC)0.00% whilst driving a University Fleet vehicle;

- c. not being under the influence of illicit drugs;
- d. being aware of the effects of prescribed medication and not driving if affected;
- e. being aware of any restrictions due to injury or illness and not driving if affected.

(29) In situations when it is unsafe to continue driving, the driver will liaise with their supervisor and determine alternative arrangements. This may involve short-term accommodation for rest and recovery.

## **Part F - Emergency Response and Incident Reporting**

(30) In the event of a road incident the driver will immediately contact emergency services to protect the safety of everyone involved, including those approaching the scene.

(31) The driver will subsequently report the incident to Fleet Management and arrange for the vehicle to be recovered.

(32) The driver will also report the incident to their supervisor as soon as practical and provide a report to the University through the [Incident and Hazard Reporting](#) system.

## **Section 7 - Definitions**

(33) For the purpose of this Procedure:

- a. Driver: Person driving the vehicle
- b. Fleet: University owned vehicles
- c. Private vehicle: A vehicle owned by the driver or part of an employment/contract salary package.
- d. University business: Any activity conducted for the benefit of the University including teaching, research, field trips, and administration activities. University business does not include students using private vehicles to attend a field trip or placement or staff or students using private vehicles to travel to and from their normal place of work or study.

## **Section 8 - Authority and Associated Information**

(34) This Policy is made under the [La Trobe University Act 2009](#).

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	26th March 2018
<b>Review Date</b>	6th September 2025
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	26th March 2018
<b>Expiry Date</b>	Not Applicable
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## Glossary Terms and Definitions

**"student"** - Student is defined in the La Trobe University Act 2009 as: (a) a person enrolled at the University in a course leading to a degree or other award; or (b) a person who is designated as a student or is of a class of persons designated as students by the Council.

**"staff"** - Staff means any person employed by the University as per the definition in the La Trobe University Act 2009 (Vic).