

# VEHICLE PROCEDURE (8) V2

**PURPOSE**

To provide guidance in the management of vehicles used for the purposes of work or work related duties.

**RESPONSIBILITIES**

**Persons Conducting a Business or Undertaking (PCBU) must ensure so far as is reasonably practicable:**

- the implementation of appropriate controls to eliminate or minimise risks associated with usage of a vehicle
- a pre purchase risk assessment is undertaken for all vehicles prior to purchase
- a system is implemented to manage and maintain vehicles used for work purposes
- a specific system is in place to manage workers traveling greater than 2 continuous hours.

**Officers must:**

- Exercise due diligence to ensure that the PCBU meets their responsibilities as above.

**Workers must:**

- take reasonable care for their own safety and avoid adversely affecting the health and safety of others through any act or omission
- report any hazards identified with vehicles used for work purposes
- follow reasonable information, instruction and training provided by the PCBU
- cooperate with any reasonable policy and procedure
- ensure their vehicles are serviced as per the manufacturer’s recommendations
- be licensed according to vehicle classification
- comply with legislative requirements.

**DEFINITIONS**

Definitions of terms can be found on the Catholic Safety website via this link [here](#).

INFORMATION	
<b>Fleet Management</b>	<p>Many sites within the Catholic Church Endowment Society (CCES) or any Separately Incorporated entity within the CCES Self Insurance Registration purchase or lease their vehicles through CarCenta Fleet Management. This Unit ensures that safety, ergonomics and environmental issues are considered.</p> <p>Other organisations manage the purchase, lease, allocation and maintenance of vehicles internally.</p>
<b>Grey Fleet</b>	<p>Grey Fleet relates to privately owned vehicles that are used by workers for business travel. Elements of this procedure apply to Grey Fleet vehicles.</p> <p><b>EDUCATION SECTOR:</b> A driver declaration form (<i>Transport of Students/Children by Parents/Volunteers</i>) is required if transporting students, as per the Catholic Education South Australia procedure <a href="#">Excursions, Camps, Adventure, Physical and Sporting Activities</a>.</p>

**ACTIONS**

RISK ASSESSMENT	
<b>Risk Assessment</b>	All vehicles must have a documented pre purchase risk assessment prior to purchase or lease.

	<i>Consider area and distance driven, terrain covered, communication, load/cargo, first aid and distance to medical assistance.</i>
<b>CONTROLS</b>	
<b>Licence</b>	<p>Every driver must:</p> <ul style="list-style-type: none"> <li>• hold a current driver's licence for the class of vehicle(s) being driven</li> <li>• comply with all legislative requirements relating to operating a motor vehicle</li> <li>• inform their workplace immediately of loss of licence.</li> </ul> <p>The worksite must retain a copy of the driver's current licence.</p>
<b>Fitness to Drive</b>	<p>Workers must:</p> <ul style="list-style-type: none"> <li>• not drive whilst under the influence of alcohol or illegal substances</li> <li>• inform the workplace immediately if their ability to drive a vehicle may be affected by injury, illness or treatment (prescribed medication).</li> <li>• not drive for a period of 2 continuous hours without a break.</li> </ul>
<b>Maintenance Schedule</b>	<p>Vehicles must:</p> <ul style="list-style-type: none"> <li>• be comprehensively insured</li> <li>• be registered</li> <li>• be serviced to the manufacturer's schedule</li> <li>• be visually checked every 3 months as per <a href="#">Vehicle Checklist</a> (CarCenta vehicles) (report any default/hazard to the manager).</li> </ul>
<b>Driver Fatigue</b>	<p>Drivers should stop driving <b>if any signs of fatigue</b> are present and have a rest break at least every 2 hours</p> <p>Examples of signs of fatigue include:</p> <ul style="list-style-type: none"> <li>• repeated yawning</li> <li>• impaired concentration</li> <li>• driving mistakes</li> <li>• changes in vision</li> <li>• wandering off the road</li> <li>• experiencing a micro sleep (nodding off momentarily)</li> <li>• feeling tired.</li> </ul> <p>The risk of an accident increases by continuing to drive.</p>
<b>Long Distance Driving</b> (Travel greater than 2 hours continuously)	<p>Plan and prepare for travel and respond to incidents and events.</p> <p>Prior to travel:</p> <ul style="list-style-type: none"> <li>• ensure the vehicle is roadworthy and safe</li> <li>• check first aid kit and support equipment</li> <li>• be aware of road warnings, closures or detours prior to travel</li> <li>• be aware of bushfire ratings during season</li> <li>• comply with the worksite's long distance travel requirements</li> <li>• notify relevant authority if travelling in the outback, providing estimated time of arrival and departure</li> <li>• ensure adequate supplies are available (food, water, spares and fuel).</li> </ul> <p>During travel:</p> <ul style="list-style-type: none"> <li>• maintain communication with the worksite</li> <li>• notify the worksite of unforeseen circumstances (sickness, road conditions)</li> <li>• schedule a break from driving every 2 hours, for at least 15 minutes</li> <li>• do not drive for any cumulative time which exceeds 8 hours within a work day.</li> </ul>

<p><b>Vehicle Breakdown</b></p>	<p>Drivers should:</p> <ul style="list-style-type: none"> <li>• if possible, pull off the road into a safe place, clear of traffic</li> <li>• initiate vehicle warning lights</li> <li>• contact roadside assistance (lease/dealer roadside assistance, RAA)</li> <li>• be aware of personal safety (environment and conditions).</li> </ul>
<p><b>Vehicle Accident</b></p>	<ul style="list-style-type: none"> <li>• Report any accident/damage to a vehicle as soon as practicable to your manager.</li> <li>• Report the accident to SA Police (SAPOL): <ul style="list-style-type: none"> <li>○ further information <a href="http://www.police.sa.gov.au/sapol/road_safety/reporting_a_crash.jsp">http://www.police.sa.gov.au/sapol/road_safety/reporting_a_crash.jsp</a></li> <li>○ accident reporting can be completed online at <a href="http://www.reportacrash.police.sa.gov.au">www.reportacrash.police.sa.gov.au</a></li> <li>○ if an accident occurs on private property, reports must be made at a police station</li> <li>○ obtain a collision reference number.</li> </ul> </li> <li>• Report any accident/damage to CarCenta (Fleet Management if appropriate) or your own insurance company. Complete the necessary documentation if a claim is to be made.</li> <li>• Ensure all persons are safe and not in harm of further injury.</li> </ul>
<p><b>Specific vehicles</b></p>	<p>For vehicles with operational equipment (hydraulic tailgate) all users must receive information, training and instruction in the use of the mechanical component.</p> <p>Buses must:</p> <ul style="list-style-type: none"> <li>• be registered</li> <li>• comply with legislation for such passenger transport.</li> </ul> <p>Tractors:</p> <ul style="list-style-type: none"> <li>• must comply with AS1636 – <i>Tractors – roll-over protective structures</i> (if required).</li> </ul> <p>All-Terrain Vehicles:</p> <ul style="list-style-type: none"> <li>• safety guidance material available <a href="#">here</a>.</li> </ul> <p>Forklifts:</p> <ul style="list-style-type: none"> <li>• drivers must have completed competency based training and hold a High Risk Work licence</li> <li>• forklifts must be fitted with overhead and load protective guards</li> <li>• drivers must wear seatbelts (where fitted) at all times</li> <li>• safety guidance material, including checklists are available <a href="#">here</a>.</li> </ul>
<p><b>INFORMATION, INSTRUCTION AND TRAINING</b></p>	
	<ul style="list-style-type: none"> <li>• Inform workers of this procedure at induction.</li> <li>• Provide training specific to workers defined roles, vehicle use and travel requirements.</li> </ul>
<p><b>DOCUMENT CONTROL</b></p>	
	<ul style="list-style-type: none"> <li>• All servicing records must be retained in the vehicle.</li> <li>• Vehicle checklists must be retained in the vehicle.</li> <li>• Licencing records must be retained by the worksite.</li> </ul>
<p><b>MONITOR AND REVIEW</b></p>	
	<p>This procedure will be monitored for compliance and effectiveness by Catholic Safety Health &amp; Welfare SA as per the Audit Procedure 7.</p>



## RELATED DOCUMENTS

### External Documents

Work Health and Safety Act 2012 (SA)  
Work Health and Safety Regulations 2012 (SA)  
South Australian Road Traffic Act 1961  
South Australian Passenger Transport Act 1994  
South Australian Passenger Transport Regulations 2009  
AS 1636 Tractors – Roll-over protective structures

### Internal Documents

Work Health & Safety and Injury Management Policy  
CCES Procedures 1 – 31

## APPENDICES

Nil

## FORMS

[Vehicle Checklist](#) (can be modified to suit vehicle usage)

## VERSION CONTROL AND CHANGE HISTORY

Version	Approved By	Approved Date	Reason for Development of Review	Review Date
4	Sector Forums	March 2014	Legislation – New WHS Act	2017
<b>April 2015 – Document consolidated across CCES sectors</b>				
V1	Executive Manager CSHW	20/04/2015	Procedure consolidation	2017
V2	Executive Manager CSHW	08/05/2017	Procedure Review	2020

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