

## **Driver Safety**

### **Q&A**

- Q1. Why does the University have a policy on “Driver Safety”?**
- Q2. What is the role of Supervisors in terms of driver safety?**
- Q3. What is my responsibility as the “driver” on University business?**
- Q4. How do I find out further information in terms of “Driver Safety”?**

**Q1. Why does the University have a policy on “Driver Safety”?**

**A1.** As part of its on-going efforts to safeguard the health, safety and wellbeing of staff, ACU has developed the *Driver Safety Policy* for use by those staff who are required to drive as part of their duties. The policy provides practical guidelines on how to minimise hazards associated with driving. The *Driver Safety Policy* is available on the Human Resources website.

**Q2. What is the role of Supervisors in terms of driver safety?**

**A2.** Supervisors play an important role in the promotion and encouragement of driver safety by:

- taking into consideration, travel time when requiring staff to undertake duties off-campus, in particular, 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;
- ensuring that planning for the job allows staff to have a minimum ten hour break between the end of the day and the beginning of the new working day;
- avoiding if and where possible, rostering driving duties between 10pm and 5 am;
- monitoring staff duties to identify any excessive hours devoted to driving; and,
- discussing with staff if necessary, their work plans, any extended hours identified and the effects and causes of driver fatigue.

**Q3. What is my responsibility as the “driver” on University business?**

**A3.** All staff members who are required to drive as part of their employment with the University should plan their trip and make sure that their nominated supervisor is well informed of their pattern of travel and work. The driver should:

- have a current driver's license and provide this license in accordance with the guidelines for motor vehicles;
- allow to have a break every 2 hours, or more often if any symptoms of fatigue are present;
- allow adequate time to arrive at the destination without having to rush;
- ensure that adequate nutrition and hydration is maintained to avoid the onset of fatigue;
- check environmental conditions and allocate extra travelling time where hazardous environmental conditions are identified;
- inform her/his supervisor on any restriction to drive e.g. taking of medication;
- maintain a zero alcohol level; and
- use a mobile hands free kit if utilising a mobile phone whilst driving.

**Q4. How do I find out further information in terms of “Driver Safety”?**

**A4.** You can refer to the Human Resources website for policy information, discuss the policy with your nominated supervisor and/or contact your local Human Resources Consultant.