Travel Policy - Long Distance Driving

King's Baptist Grammar School is committed to ensuring that employees are safe from reasonably foreseeable risk whilst at work. This includes duties whereby employees may be required to drive long distances to various locations for purposes of participation in meetings, professional development activities, and to support others in their ministry. This Policy has been developed to assist employees in planning their own work arrangements and commitments; organisers of seminars, work or meetings; and supervisors in the administration of their duties to their employees when considering long distance travel. We are committed to ensuring that all aspects of working arrangements are controlled to ensure an environment free from unacceptable risk.

RATIONALE:

1.1 Staff that are required to drive a motor vehicle a long distance for work purposes should be provided clear guidelines about the expectations of them in caring for their own and other’s safety.
1.2 For purposes of this policy, long distance driving means driving for more than two hours.
1.3 This policy has been developed so that a consistent approach is provided for all staff and to assist staff plan their work arrangement and commitments.
1.4 This policy, in certain aspects, prescribes requirements, which are in excess of legislative requirements. Please note the provisions carefully.

RESPONSIBILITIES:

2.1 Principal / Manager / Supervisor:

• Ensure that employees required to undertake long distance travel (driving) are aware of the risk factors as per point 3, Symptoms of Driver Fatigue.
• Ensure staff are made aware of and understand the Travel Policy - Long Distance Driving.
• Provide support and direction in planning strategies to enable the implementation and administration of this policy to staff that are required to travel long distances (driving) or who are organising sessions that may require others attending.
• Ensure that a copy of the policy is readily available and accessible to staff.
• Advise employees of the policy.
• Ensure that employees that are required to travel long distances - driving, have available for their use a working mobile phone.
• Ensure that employees who are required to travel long distances - driving, have given consideration to the necessity of contingency arrangements such as overnight accommodation if fatigue becomes a significant issue.
• Satisfy themselves that trips are planned after consideration of risk factors and strategies listed in point 3, Symptoms of Driver Fatigue.
2.2 Employees:
- To care for and protect their own and other’s well-being and safety.
- Ensure they are fit and able to undertake their role and attendance for work.
- Ensure they are fit and able to drive the vehicle and are not impeded in any way or for any reason from driving safely.
- Comply with obligation of legislation e.g. Seat belts must be worn, use of mobile phones, no vehicle overloading.
- Not be under the influence of alcohol or other drugs in accordance with the requirements of legislation.
- Must not drive under the influence of certain medications which affect capacity.
- Ensure, as far as is reasonable and prudent, that the vehicle they are driving is roadworthy. (An employer-provided vehicle that has been serviced at appropriate intervals shall normally be considered roadworthy).
- Shall be responsible for any traffic, speeding or parking fines etc incurred.
- Will ensure that when undertaking long distance driving they have a working mobile phone with them.
- Will take regular rest breaks when driving for lengthy periods. It is recommended that rest breaks be taken every 2 – 3 hours.
- Manage driver fatigue - stop before signs of fatigue are present.
- Shall seek direction from the appropriate supervisor if they have any concerns or reservations about undertaking travel or the vehicle in which they are about to travel in.

2.3 Organisers of seminars, work, or meetings:
- Care for and protect the well-being and safety of their own and that of other’s.
- Consideration should be given to using teleconferencing or video links to eliminate the need for travel.
- Session content and start/finish times should be adjusted to cater for people who travel long distances to participate in seminars etc.
- Overnight accommodation may need to be arranged for people who travel long distances to participate in seminars etc.

2.4 Logbooks
You only have to use a logbook if you are driving:
- a heavy vehicle with a GVM* over 12 tonnes
- a bus with more than 12 seats
- if you are driving more than 100km from your base.

The logbook must have the following records
- The name and signature of the driver.
- Date and time of the journey.
- Record of the odometer reading.

*GVM – gross vehicle mass
3. SYMPTOMS OF DRIVER FATIGUE:
When driving, the immediate responsibility for managing driver fatigue is with the driver. The driver should stop driving before signs of fatigue are present. Examples of signs of fatigue include:
- Repeated yawning
- Impaired concentration
- Driving mistakes
- Changes in vision
- Wandering off the road
- Nodding off momentarily
- Feeling tired/irritable
- Dehydration

The risk of an accident increases by continuing to drive.

Symptoms of driver fatigue and recommended strategies to prevent fatigue are:

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<th>Work done on day of driving</th>
<th>• The total duration of a workday, from leaving home or accommodation should not exceed 12 hours.</th>
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| Duration of driving        | • Reduce the driving duration  
                             • Share the driving with another person  
                             • Maximum driving hours between breaks (It is recommended that rest breaks be taken every 2 - 3 hours).  
                             • Use alternative means of transport.                                                                 |
| Time of day                | • Restrict driving at night (driver fatigue increases if driving during usual rest or sleep hours).  |
| Driver’s general condition | • The driver must not start a long drive if already fatigued, stressed, or suffering an illness which could contribute to fatigue. Maintain hydration. |
| Drivers’ Capabilities      | • Some drivers are not accustomed to driving long distances and/or are not accustomed to driving on country roads. These drivers may have increased susceptibility to fatigue and should adjust the driving duration accordingly. |
| Driving Conditions: i.e. nature of the roads, traffic and in-vehicle distractions | • Different road conditions can contribute to fatigue. The driver must take account of these conditions and adjust to the driving condition accordingly. |

Effective date: 5/08/15       Review Date: 2018

Chair WH&S Committee ................................. Date / /
Principal .................................................... Date / /