



## Driving Vehicles While Working

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### Introduction

This procedure outlines the requirements and practices for driving long distances or long periods of time in vehicles on work related activities.

### Roles and Responsibilities

Line Managers/Supervisors are responsible for:

- implementing this procedure in their area of responsibility.
- identifying medium or high risk driving activities
- completing risk assessments and implementing appropriate risk control measures in consultation with employees.
- effectively managing driving requirements and activities.

Employees, Students, Volunteers are responsible for:

- not placing themselves or others at risk of injury during a field activity
- participating in driving risk assessments and consulting with Line Managers in relation to appropriate risk control measures.
- reporting every motor vehicle incident and injury to irrespective of its seriousness to the relevant Line Manager.

### Procedure

Driving long distances or driving for long periods of time can involve significant risk to staff.

Applying appropriate strategies in relation to driving practices and vehicle selection will minimise risk and contribute to protecting the health and safety of University staff.

Workplaces shall identify where staff may be exposed to driving long distances or for long periods of time using the Risk Assessment form – [OHSW 2](#) in OHSW Procedure – Hazard Management. Reasonable and practicable measures to minimise the risks of driving shall be implemented.

### Risk minimisation strategies

Consideration should be given to the following strategies to minimise the risks

- exploring other alternatives to driving, for example tele-conferencing or video conferencing
- apply a rigorous assessment of whether the travel is really needed
- using other forms of transport where the driver is not an employee
- selecting safer vehicles with options such as ABS brakes, colour of car, air bags etc
- using driving lights during daytime (vehicles should preferably be fitted with Daytime Running Lights)
- staying overnight when driving long distances to work
- ensuring all vehicles are roadworthy and properly maintained
- checking the vehicle condition before leaving and having repairs completed where appropriate
- ensuring loose items are carried behind cargo barriers
- ensuring items carried outside the vehicle eg roof rack, tray of ute etc are secured
- ensuring trailers do not exceed towing capacity of tow bar of vehicle; and ensuring trailer braking systems are operational
- ensuring that the employee has the necessary licence to drive the vehicle
- providing training for staff in safe driving practices, defensive and collision avoidance training
- ensuring the employee is familiar with the class/type of vehicle being driven
- ensuring that the employee has the necessary licence to drive the vehicle



- ensuring the employee is familiar with the class/type of vehicle being driven
- ensuring drivers do not operate mobile phones while driving unless they are hands free phones.

Fatigue avoidance/other risk factors

- plan workloads to prevent employees driving vehicles greater than 12 hours in any 24 hour period even if driving is shared
- where a combination of the working day comprises working and driving the working day should not exceed 12 hours
- share the driving work load
- minimise exposure to alcohol, don't provide alcohol at meetings when attendees have to drive
- employees shall not drive vehicles when adversely affected by alcohol and where the taking of medication or drugs may induce drowsiness.

**Document/Forms**

[OHSW 2 - Risk Assessment](#)

**References**

[University OHSW&IM Policy](#)  
[University OHSW Strategic Plan 2009 - 2011 \(PDF 158kb\)](#)  
[OHSW & Injury Management System \(PDF 128kb\)](#)  
[University OHSW Procedure – Hazard Management](#)  
[Occupational Health, Safety & Welfare Act, 1986](#)  
[Occupational Health, Safety & Welfare Regulations, 2010](#)  
[Road Traffic Act \(SA\)](#)