

# Driver Safety Procedure (8)



Catholic  
Safety & Injury  
Management  
South Australia



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## 1. PURPOSE

The purpose of this Driver Safety procedure is to reduce the incidence of workplace injuries, illnesses and property damage caused by motor vehicle accidents.

To achieve this objective, this procedure documents the following:

- the expectations of Catholic Church Endowment Society Inc. (CCES) and the requirements for managers, supervisors, and workers to implement and maintain controls, either mandated by the relevant legislation or imposed by the organisation, for the safe operation of company motor vehicles; and
- the requirements for the management of risks associated with driving motor vehicles.

## 2. SCOPE

This procedure applies to all workers under the Catholic Church Endowment Society Inc.

## 3. DEFINITIONS

Definitions can be found on the [Catholic Safety & Injury Management Website](#).

### 3.1. Information

Many sites within the CCES Self Insurance Registration purchase or lease their vehicles through CarCenta Fleet Management. CarCenta pre-approves vehicles as part of the fleet considering safety, ergonomics, and environmental issues.

Other organisations manage the purchase, lease, allocation, and maintenance of vehicles internally.

Grey Fleet relates to privately owned vehicles that are used by workers for business travel.

Elements of this procedure apply to Grey Fleet vehicles.

**SITE Requirements:** Where worksites are required to transport persons other than workers refer to your site-specific procedures.

**EDUCATION SECTOR:** A driver declaration form (Transport of Students / Children by Parents / Volunteers) is required if transporting students, as per the Catholic Education South Australia procedure.

## 4. RESPONSIBILITIES

Specific responsibilities for carrying out certain actions required by the CCES, have been allocated to position holders within the organisation. Such responsibilities are consistent with the obligations that the legislation places on officers, managers, supervisors, workers, and others in the workplace.

Responsibility, authority, and accountability processes have been defined in [Responsibility, Authority & Accountability Procedure \(12\)](#), and summarised in:

- [Responsibility, Authority & Accountability Matrix – Workers \(025G\)](#);



- [Responsibility, Authority & Accountability Matrix – Managers & Supervisors \(023G\)](#);
- [Responsibility, Authority & Accountability Matrix – Officers \(024G\)](#); and
- [Work Health & Safety and Injury Management Policy](#).

You are required to familiarise yourself with this procedure in order to understand the obligations that you may have in relation to its implementation and to carry out your assigned actions and responsibilities.

This Procedure is to be read in conjunction with your Organisational Policies and / or Procedures.

## 5. PROCEDURE

The Manager shall ensure, in consultation with workers required to drive as part of their work, that the risks associated with the driving task are effectively managed and comply with the following.

### 5.1. Drivers Licence

Each driver who drives as part of their work duties must:

- hold a current driver's licence for the class of vehicle(s) being driven.
- comply with all legislative requirements relating to operating a motor vehicle.
- inform their workplace immediately of loss of licence.

Worksites must visually check licences at least annually and document expiry date if not using AutoCheck app.

### 5.2. Fitness to Drive

Workers must:

- not drive whilst under the influence of alcohol or illegal substances.
- inform the workplace immediately if their ability to drive a vehicle may be affected by injury, illness, or treatment (prescribed medication).

### 5.3. Driver Fatigue

Drivers should stop driving if any signs of fatigue are present and should have a rest break at least every two (2) hours for at least fifteen (15) minutes. The risk of an accident increases by continuing to drive.

Examples of signs of fatigue include:

- repeated yawning.
- impaired concentration.
- driving mistakes.
- changes in vision.
- wandering off the road.
- experiencing a micro sleep (nodding off momentarily).
- feeling tired.



## 5.4. Long Distance Driving

Plan and prepare for travel and respond to incidents and events.

Prior to travel:

- ensure the vehicle is roadworthy and safe.
- have an appropriate vehicle for the journey.
- check first aid kit and support equipment.
- be aware of road warnings, closures, or detours prior to travel.
- be aware of bushfire ratings during season.
- comply with the worksite's long-distance travel requirements.
- notify relevant authority if travelling in the outback, providing estimated time of arrival and departure.
- ensure adequate supplies are available (food, water, spares, and fuel).

During travel:

- maintain communication with the worksite.
- notify the worksite of unforeseen circumstances (sickness, road conditions).
- schedule a break from driving every two (2) hours, for at least fifteen (15) minutes.
- a driver must not drive for any cumulative time which exceeds eight (8) hours within a workday.

## 5.5. Maintenance

Vehicles must:

- be comprehensively insured.
- be registered.
- be serviced to the manufacturer's schedule.
- Passenger vehicles (other than CarCenta fleet) used for work purposes must complete at least a quarterly vehicle inspection using [Vehicle Safety Checklist \(089F\)](#) or equivalent.

## 5.6. Vehicle Breakdown

Drivers should:

- if possible, pull off the road into a safe place, clear of traffic.
- initiate vehicle warning lights.
- contact roadside assistance (lease / dealer roadside assistance, RAA, CarCenta).
- be aware of personal safety (environment and conditions).

## 5.7. Vehicle Accident

- ensure all persons are safe and not in harm of further injury.
- report any accident / damage to a vehicle as soon as practicable to your manager.
- report the accident to SA Police (SAPOL):
  - [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)



- accident reporting can be completed online at [www.reportacrash.police.sa.gov.au](http://www.reportacrash.police.sa.gov.au)
- if an accident occurs on private property, reports must be made at a police station
- obtain a police report number.
- 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.
- enter onto Incident Database.

## 5.8. Specific Vehicles

For vehicles with operational equipment (hydraulic tailgate) all users must receive information, training, and instruction in the use of the mechanical component.

Buses must:

- be registered.
- comply with legislation for such passenger transport and specifically the [Code of Practice for Buses SA 2016](#).
- have monthly, quarterly, and annual inspections completed in-line with the First Schedule Parts 1, 2, 3 and 4 as detailed in the Code of Practice for buses.

Tractors / Gators etc must:

- comply with AS1636 Tractors – roll-over protective structures (if required).
- be fitted with a seat belt.
- be registered if travelling on a public road.

Quad bikes must:

- be fitted with a Roll Over Protection (ROP).
- have a warning label alerting riders to the risk of a rollover.

Forklifts:

- drivers must have completed competency-based training and hold a High-Risk Work licence.
- forklifts must be fitted with overhead and load protective guards.
- drivers must wear seatbelts (where fitted).
- safety guidance material, including checklists are available [here](#).

### 5.8.1. Information, Instruction and Training

- inform workers of this procedure at induction.
- provide training specific to workers defined roles, vehicle use and travel requirements (e.g., defensive driving training).



## 5.9. Grey Fleet

If a worker is or may be required to use their own vehicle for work purposes, it will be stated within their Position Description. Those workers will be required to comply with the Sectors / Site Grey Fleet policies and guidelines.

Workers are encouraged to seek the use of a fleet pool car where available, and if practical, prior to using their own vehicle for work purposes.

Where a worker is going to be using their private vehicle for work purposes the conditions for Fleet Vehicles above must be considered when developing the Grey Fleet policies and procedures and communicated to the worker but as a minimum the vehicle must be:

- registered.
- roadworthy.
- comprehensively insured.
- regularly maintained.

The worker must also hold a current driver's licence for the class of vehicle(s) being driven.

## 5.10. Records

Documents used to manage Drivers Safety and as prescribed by this procedure will be produced in a format that allows tracking for verification and review and be in accordance with requirements detailed in [Document Control Procedure \(22\)](#).

- all servicing records must be retained.
- licencing records expiry dates must be retained by the worksite and reviewed annually.

## 5.11. Review

This procedure will be subject to a planned review by the document owner in accordance with the requirements outline in [Document Control Procedure \(22\)](#).

# 6. RELATED SYSTEM DOCUMENTS

## 6.1. Policies & Procedures

Document Control Procedure (23)

Responsibility, Authority & Accountability Procedure (12)

## 6.2. Forms & Tools

Driver Safety Process Flowchart (026T)

Vehicle Safety Checklist (089F)

# 7. REFERENCES

Legislation and other requirements related to this procedure are defined in [Group Legal Register \(010T\)](#) which can be accessed via the Catholic Safety & Injury Management website.



## 7.1. Internal Resources

Responsibility, Authority & Accountability Matrix – Managers & Supervisors (023G)

Responsibility, Authority & Accountability Matrix – Officers (024G)

Responsibility, Authority & Accountability Matrix – Workers (025G)

## 7.2. External Resources

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

Code of Practice for Buses 2016

## 8. AUDITABLE OUTPUTS

The following examples of records will be used to verify implementation of this procedure:

- Driver declaration forms
- Drivers licence expiry dates
- Vehicle maintenance records
- Vehicle inspection checklist





## 9. VERSION CONTROL & CHANGE HISTORY

Version	Approved by	Approved Date	Reason for Development of Review	Next Review Date
V1	Executive Manager CSHWSA	20/04/2017	Procedure Consolidation	2020
V2	Executive Manager CSHWSA	22/01/2021	Procedure review and change of name and format	2023
V2.1	Executive Manager CSHWSA	05/07/2022	Updated with information on Code of Practice for Buses, Vehicle Checklist added, reference to Gators.	2025
V3	Executive Manager CSHWSA	10/07/2023	Link in 3.1 updated. 5.5 Maintenance dot point four added (other than CarCenta Fleet). Deleted reference to service records and visual inspection. 5.6 dot point three added CarCenta. 5.10 dot point one removed in the vehicle. 6.2. Added Driver Safety Process Flowchart (026T).	2026
V3.1	Director CSaIM	24/07/2024	Updated procedure numbers	2026

Approved for Publication:

*DNation*

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Debbie Nation