# MAD Driving and Journey Management

## 1. Purpose
This procedure specifies requirements for vehicles and drivers. Management of long journeys including maximum travel times are specified.

## 2. Scope
This procedure applies to MAD team members where driving is a task undertaken as part of work related activities in company provided or private vehicles approved for use on company related tasks.

Formal journey management requirements including scheduled call-ins apply to non-metropolitan one driver journeys exceeding 2.5 hours in length. Scheduled call-ins relating to isolated site work are covered in **GCWHSE401 Site Work**.

## 3. Reference and Related Documents
- GCWHSE201.1 Legislation Register
- GCWHSE401 Site Work
- GCWHSE307 Incident Reporting and Investigation Procedure
- GC Travel Policy

## 4. Definitions
Nil

## 5. Responsibilities

<table>
<thead>
<tr>
<th>Group/Role</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td><strong>Group Managing Director</strong></td>
<td>▪ Provide sufficient resources to ensure implementation of this procedure and monitor outcomes.</td>
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| **Board of Trustee (or equivalent)** | ▪ Allocate responsibility within the region for collecting and managing driver licence and training records.  
▪ Implement more stringent region specific journey management guidelines if deemed appropriate as per section 7.3.  
▪ Provide sufficient resources to implement this procedure and monitor outcomes. |
| **Team / Group / Project Manager** | ▪ Use options that eliminate or minimise driving where practicable (section 7.1)  
▪ Review driving risks as part of project planning  
▪ Implement formal journey management as per section 7.3  
▪ Monitor adherence to this procedure  
▪ Check drivers licences annually  
▪ Provide training where required for specific tasks |
| **Team Member** | ▪ Check vehicle and drive as per this procedure  
▪ Comply with requirements relating to scheduled calls where applicable  
▪ Immediately report to their manager if their licence is suspended or a medical or other condition impairs their ability to drive |
| **Nominated** | ▪ Receive scheduled calls as per section 7.3 |
6. Procedure–Vehicles and Competency

6.1 Type of Vehicle
The type of vehicle to be used shall be determined as part of project planning and factored into job costing. Consideration should be given to whether to use private or hire vehicles and whether a special vehicle such as a four wheel drive is required. Vehicles shall be fitted with appropriate safety features such as ABS, air bags, cruise control and luggage barriers in station wagons. Manual handling considerations shall be taken into account (e.g. flat tray may be most appropriate for loading equipment).
When purchasing company vehicles, **GCWHSE305.1 Pre-Purchase Checklist** shall be completed.
The following situations shall require a task specific risk assessment:
- Four wheel drive vehicles used off bitumen
- Use of quad bikes
- Towing (e.g. trailer)
- Vehicles requiring a licence that is not a standard driver’s licence (e.g. boat, bus or truck licence)

Additional vehicle equipment (e.g. additional spare tyres, MaxTrax retrieval equipment) shall be provided for remote travel in Indigenous communities. No additional retrieval equipment (i.e. snatch straps) is to be used without the operator demonstrating competency and appropriate equipment being available. Refer also **GCWHSE401 Site Work** for more information on isolated site work.

6.2 Smoking
Smoking and the use of other tobacco products is prohibited in MAD rented, owned or leased vehicles.

6.3 Use of Private Vehicles
Team members may use private vehicles for work purposes as approved by their manager on the basis that the vehicle is:
- roadworthy and mechanically sound;
- registered; and
- covered by current insurance.

Team members using their own vehicle may be requested to produce evidence of road worthiness, insurances or a vehicle condition appraisal from a qualified assessor.

6.4 Driving Licences
If driving is included in a team member’s work activities, they shall provide a copy of their driver’s licence annually to their manager. Each region shall determine how records are kept (e.g. in training records or employee records). It is the team member’s responsibility to maintain a current and valid driver’s licence in the state or territory in which they reside. Team members required to drive as part of their work duties must advise their manager immediately if they are unable to drive eg:
- their licence has been revoked or suspended;
- they have a temporary or newly diagnosed impairment (eg broken collar bone); or
- they are required to take prescription drugs which affect their ability to drive.
or any other reason that renders them legally or medically unfit or unable. The team member is not required to divulge why they cannot drive. Any information shall be kept strictly confidential. MAD reserves the right to check the status of drivers’ licences on-line. When on company business team members must drive within the law at all times. If fines or penalties are imposed while on company business, these are the responsibility of the team member.

6.5 Driver Competency and Training
Driver competency and training shall be considered in job planning including:
- Conditions on team members’ licences (e.g. probationary, automatic vehicle)
- 4 wheel driving in sand, tracks, river crossings etc
- Use of retrieval equipment
- Driving in snow
- Driving in an unfamiliar city

Learner drivers shall not undertake work related driving. Hire car companies and certain clients may not allow driving by probationary licence holders. Being under the influence or in possession of alcohol or drugs whilst driving a motor vehicle for MAD is prohibited and may be grounds for disciplinary action. Passengers also are not permitted to possess or use any drugs (controlled substances) or alcohol while in transit.

6.6 Adherence to this procedure and the law
MAD will accept no liability for any damage to a company owned/leased/hired vehicle, injury to any person, or damage or injury to any third party, incurred where the driver of the company owned/leased/hired vehicle is in breach of this procedure or the law. All liabilities shall rest with the driver concerned.

7. Procedure - Journey Management

7.1 Minimise Driving
Driving shall be avoided or minimised where feasible. The following options shall be considered during project planning:
- Complete activities over the phone or via email where possible
- For multi-site projects, reduce the amount of travel by grouping nearby work sites together
- Utilise public transport, particularly for appointments in CBD areas when equipment is not required and driving and parking is not time effective
- Fly instead of driving. Note journeys to and from the airport at each end need to be taken into account
- Have two or more drivers.

7.2 Journey Durations and Breaks
Journeys for a single driver shall be planned so that:
- There is a minimum 20 minute rest every 2 hours of continuous driving
- A maximum of six hours driving per day is allowed
- Projects shall be planned on the basis that total working time, including driving, food and rest breaks, and project/client time will not exceed 12 hours
- There must be a minimum 10 hour break between work shifts
- Driving shall be avoided during normal sleeping hours and at dawn and dusk where wildlife is present.
Team members shall discuss this with their manager whenever there are variations, such as a task is likely to take longer than planned. Options to avoid excessive driving include providing overnight accommodation or allocating another person to assist with the activity. Team members required to drive for long distances or long periods of time shall undergo an awareness programme on the hazards of driver fatigue and on the measures to prevent the adverse effects of fatigue. In addition, such drivers shall record their driving, working and resting times (‘working’ shall include time spent loading and unloading, refuelling, inspecting the vehicle, etc).

7.3 Appointment of Journey Manager and Scheduled Safety Calls
As a minimum, every one driver journey in a non-metropolitan area exceeding 2.5 hours shall be subject to a formal journey management process. Each region may impose stricter requirements to ensure extended drives in less populated areas are covered.

Journey arrangements including safety call procedures are to be determined by the project/team manager and driver and distributed to the nominated safety contact before the driver departs. Note: it is the safety contact’s responsibility to take calls and respond, however overall planning and management of the journey remains the responsibility of the project manager and driver. The safety contact may be the project manager, team manager or an administration person.

The safety contact must be available to take scheduled safety calls, and must understand they are responsible for implementing the emergency response plan. The safety call schedule shall be determined on a job by job basis to limit the number of calls being made, especially in cases where isolated work calls also need to be made. Calls shall be made at least every 4 hours.

Drivers are required to make scheduled call-ins on time. If no call is received after one hour (or shorter time if project manager so determines) the emergency response plan shall be activated and steps taken to locate the person. A missed scheduled call is considered an incident and is required to be reported even if the driver is safe. Arrangements may be included in the job risk assessment or on GCWHSE406.1 Journey Management Form.

7.4 Pre Start Vehicle Check
Drivers shall familiarise themselves with a vehicle before starting a journey. This shall include:
- Inspect tyre condition
- Inspect exterior condition
- Store loose equipment in the boot or behind a cargo barrier
- Inspect interior condition
- Locate and check indicators
- Locate and check headlights
- Locate and check windscreen wipers
- Adjust seat. Use the driver’s seat lumbar support lever where fitted (to avoid lower back pain and disc injury)
- Set the head-rest at head level, NOT neck level (to avoid whiplash injury)
- Adjust mirrors
- Familiarise yourself with gearshift
- Familiarise yourself with radio
- Familiarise yourself with other electronics
7.5 Driving to Survive
- Allow time to get to the destination safely. If road conditions are extending planned travel time contact the client, don’t speed
- At site locations follow traffic management rules
- Don’t drive when affected by alcohol, prescription or other drugs or when fatigued
- Stretch whenever you take scheduled stops and more often if you are feeling uncomfortable
- Maintain a minimum 2 second gap between your vehicle and the vehicle in front
- When stationary, maintain about a car length in front (as a guide, you should be able to see the rear tyres of the vehicle)
- Drive to match the traffic, road and weather conditions
- Headlights should be turned on during the daytime when driving on country roads, or when visibility is poor and should always be on when driving at dusk, early morning and during the night
- Be aware of wildlife especially during dawn and dusk periods
- In rural areas often there is only one lane of bitumen that is shared between both directions of traffic. When encountering another vehicle on these roads, slow to an appropriate speed, and manoeuvre to allow the other vehicle to pass
- Keys should not be left in vehicles unless a requirement of a client’s site, and all vehicles should be parked in a safe and secure manner and locked while parked
- Consider the area where you are parking and ensure that the surface is stable and not on a steep incline. If this is not the case, look for alternative points of access that are safe. If possible, park the vehicle in a stable, flat area as close as possible to the access point, ensure the handbrake is fully engaged, the gear lever is in park (automatic), the vehicle is switched off and walk to the access point and back to the vehicle.

7.6 Mobile Phones and visual display units
Using a mobile phone or a visual display unit as you drive may be distracting and could create potentially dangerous situations. For this reason using a mobile phone while driving is prohibited except when:
- The driver is making or receiving a phone call on a hands free unit
- The phone is secured in an approved commercially designed holder fixed to the vehicle
- The phone can be operated by the driver without touching any part of the phone

All other functions including video calls, texting and emailing are prohibited. Holding the phone whether or not engaged in a phone call is also prohibited. Holding includes resting the mobile in the drivers lap.
Probationary drivers are not permitted to use a mobile phone at all while driving.
A driver can use a drivers aid such as a GPS but it must be an integrated part of the vehicle design or secured in an approved commercially designed holder which is fixed to the vehicle.
If these features do not exist in the vehicle you are driving on company business then ensure the vehicle is stationery and switched off before you make or receive calls or use your GPS.
If pulling over to take a call, the vehicle should be well off the road in a safe place (e.g. side street or rest area). Stopping in motorway emergency lanes to take phone calls is illegal.
7.7 Passengers
Under no circumstances should team members give rides to unauthorised passengers (hitchhikers, friends or relatives) or animals when engaged in business activities for MAD.

7.8 Vehicle Incident Management
MAD team members involved in motor vehicle incidents whilst engaged in work related activities which cause damage to any other vehicle, damage to roadside property, injury to an animal not in the vehicle, or injury to any other person, or a ‘near miss’ incident whilst at work must notify their Direct Line Board of Trustee Manager immediately.

They should not discuss or admit negligence or liability with any other parties, nor should they agree to pay for anything or sign any papers. Team members should only discuss incident details or give statements to police officers. As much information should be obtained about the incident as possible, including full names and addresses of other driver(s) and witnesses, registration number and make of other vehicle(s), other driver(s) insurance company and policy number, extent of damage to the other vehicle(s) or person(s). Team members must then complete the MAD Incident / Injury Report and relevant claim forms within 24 hours. It is the driver's responsibility to report the incident to a police officer/station and then complete a police report, explaining all incident details.

In the Event of Serious Bodily Injury
During work hours, contact your manager by mobile if necessary, and if you are able to. If this is not possible at the time of the incident, contact your manager as soon as possible following the event, or have a relative contact them. Investigation into the injury will occur immediately.

Major Injury/Death
In the event of major injury or death of a team member the manager will liaise with the HR manager to determine the most appropriate person to inform next of kin and relevant government authorities. The manager will then arrange an immediate investigation into the incident.