UNIVERSITY OF TASMANIA

DRIVING AUTHORISED VEHICLES POLICY

OVERVIEW

This policy aims to establish a framework which (i) promotes the health and well being of employees whilst driving vehicles authorised for University activities, and (ii) maximises safety for employees (as drivers or passengers) and other road-users. This policy has been based on research and programs that are known to be effective in reducing the number and severity of road accidents and therefore applies to all situations in which vehicles are authorised for University use. As part of this policy framework, the University is committed to a vehicle replacement program based on purchasing vehicles with the maximum available active and passive safety features for the class of vehicle in order to maximise safety and minimise environmental impact at the lowest possible cost.

DEFINITIONS

Accountable Person:

All management and supervisory staff (including staff with responsibility for the supervision of students) are deemed to be Accountable Persons for the purposes of the *Workplace Health and Safety Regulations 1998.* This recognises their responsibility for the health or welfare of other persons in the workplace through the provision of instruction, direction, assistance, advice or service.

Attachment:

Attachment means any attachment that is not a standard part of the vehicle such as roof racks or trailers and which may necessitate a change in driving practices. Such changes may include a change in braking characteristics when towing a heavy load or taking into account wind conditions with loaded roof racks.

Authorised Vehicle:

Authorised vehicle means a vehicle that is supplied by the University to an employee from the University's car pool, by a School/Section, as part of a salary package, hired from an agency external to the University, or a private vehicle authorised for use for official University business. Whilst in charge of, or undertaking associated activities in relation to, an authorised vehicle all activities shall be deemed to have occurred in the workplace.

Average on-road vehicle:

Average on-road vehicle means a vehicle which is used primarily on major or minor formed roads and includes sedans and wagons, but excludes such vehicles as sports utility vehicle, van or off-road vehicles. Average on-road vehicles shall have the features as detailed in Appendix 1.

Driver:
The driver is an employee in charge of a vehicle.

Employee:
For the purposes of this policy, employee refers to any staff member, student or visitor approved to drive an authorised vehicle.

Long trip:
A long trip is defined as travel using an authorised vehicle where the time spent driving is one hour or longer.

Mid-Sized Car:
A vehicle with a curb weight of 1300-1700 kg, for example a Subaru Liberty, Holden Vectra, Mazda 626.

Off-Road Driving:
Off-road driving means being in charge of a vehicle which is not being driven on a major or minor formed road or access way.

Ordinary Duties:
Refers to duties undertaken in association with the employee's normal work routine, such as attendance at meetings, conducting lectures/tutorials, field activities etc.

RACT:
The Royal Automotive Club of Tasmania.

Remote Driving:
Remote driving means being in charge of a vehicle:

- More than 5km from a road or access, residence or other facility from which assistance can be summoned; and
- At a location where traffic is infrequent or where topographic features would make summoning assistance difficult or unlikely.

Responsible Officer:
Deans, Heads of Division, Heads of School and Administrative Sections have been designated as Responsible Officers for the purposes of the *Workplace Health & Safety Act 1995*.

Short trip:
A short trip is defined as travel using an authorised vehicle where the time spent driving is less than one hour's duration.

University Vehicle:
A University vehicle is defined as any vehicle authorised for use for University purposes, whether purchased by the University for the car pool, for use within a School/Section or as part of an employee's remuneration package or otherwise.

RESPONSIBILITIES

Responsible Officers should ensure that:

All driving activities within their area of responsibility are undertaken in accordance with this policy. They should also ensure that where additional School/Section procedures are necessary that they are consistent with the information contained within this policy. Where relevant, Responsible Officers should ensure that:

- University vehicles are safely equipped (see Appendix 4), are appropriate for the specific tasks they are used for and are maintained in a safe condition;
- Appropriate vehicles are purchased, leased and used as University vehicles (see Appendix 1);
- Staff are nominated to issue keys for vehicles, to log faults and ensure that they are corrected, and to maintain kits (eg first aid kits);
- Teaching timetable, meetings etc are scheduled so as to enable driver rest periods and meal and rest breaks;
- Driving safety programs (that may include induction, training, information sessions, the provision of literature etc) are implemented as required to prevent incidents involving authorised vehicles; and
- Incidents involving motor vehicles are promptly reported using the University "Notification of Accident / Incident Report" form.

Accountable Persons should ensure that:

- Only employees with appropriate licences, and where relevant having completed accredited specialised driving courses, are permitted to drive University vehicles;
- Recommended driving and rest regimes are drawn to the attention of employees and realistic work schedules are planned that allow for appropriate driving and rest regimes;
- Wherever reasonably practicable the need for vehicle travel is minimised by rescheduling activities, using video conferencing facilities, utilising computer based learning etc;
- Employees who are specifically employed as drivers and those who undertake long trips or regular driving complete the Driver Medical Disclosure Form (see Appendix 2). Any employee who requires a medical assessment shall be referred to the University's Occupational Health and Safety Unit;
- Employees are provided with information, instruction, training and supervision as required to safely use the vehicles they are expected to drive (eg defensive/advanced driving, off-road and 4WD training); and
- Driving requirements are assessed as part of the University's "Field Work Policy".

Drivers should ensure that:

- They have a current and valid licence for the vehicle which is to be driven, and that this is carried at all times whilst in charge of an authorised vehicle;
- University vehicles are not driven whilst the driver is disqualified from driving;
- Their immediate Accountable Person is advised of any loss of licence if regular driving is undertaken;
- All statutory laws governing the use of vehicles are complied with, including the consumption of alcohol;
- They are at all times fit to drive;
- The vehicle is maintained in a safe condition and any faults/defects are reported to the Vehicle Fleet Office or relevant School/Section nominee as soon as practicable;
- Where an employee is in possession of an authorised vehicle for an extended period, regular checks of tyres, oil, water etc are undertaken (see Appendix 3);
- They complete the Driver Medical Disclosure Form prior to travel or as determined by their Accountable Person where long-trips or regular driving is being undertaken;
- They advise of any changes to medical/other conditions in accordance with the Driver Medical Disclosure Form;
- They minimise the risk of driver fatigue by taking rest breaks as necessary for this purpose;
- Vehicles are always driven having regard to the driver's skill and experience and the prevailing weather conditions;
- Mobile phones are not to be used without a hands-free kit;
- Mobile phone usage is minimised whilst driving by pulling over and stopping if required to dial or talk for any length of time (even whilst utilising a hands free kit);
- There is no smoking in University vehicles;
- Driving is undertaken in a courteous manner with particular regard to pedestrians and others using the road; and
- Incidents involving authorised vehicles are reported promptly to their immediate Accountable Person, Employees' Safety Representative, and to local authorities as required without any admission of liability.

VEHICLE FEATURES AND OTHER SAFETY ISSUES

Vehicle weight:
The University is committed to purchasing vehicles that have a weight close to the average weight of the vehicle population. This offers protection to both occupants of University vehicles as well as occupants of other cars on the road.

A recent study of a number of makes and models of Australian cars has revealed that, after taking a number of assumptions into account, different cars do vary with respect to the likelihood of injury to occupants of the vehicle upon an accident occurring. One feature that has such a bearing is the weight of the vehicle. This has a number of implications for the occupant safety of that vehicle as well as for the occupant safety of other vehicles on the road. Weight is primarily important in relation to collisions involving more than one vehicle. The safest scenario is one in which all vehicles on the road have close to equal weight.

There is also much evidence demonstrating large differences in crash protection depending on the design of the car, and crashworthiness ratings can be used to identify the safest types of cars. Newer cars offer greater protection than do older cars. The potential safety gains in choosing the best car are therefore substantial.

Vehicle fittings:
The University aims to supply average on road vehicles to staff which comply with the basic mandatory requirements set out in Appendix 1. These include anti-lock brakes (ABS), which are designed to improve the manoeuvrability of a vehicle when braking. They are believed to be beneficial in preventing accidents through improved braking and thus avoiding an accident.

The University will gradually purchase vehicles with features which promote safer driving such as intelligent speed adaption, alcohol interlocks, seat belt reminder systems and daytime running lights as they become more readily available and affordable.

For off-road driving and specialised tasks (for example towing and plant transport) an assessment shall be conducted of the tasks to be undertaken and appropriate safety features identified prior to purchasing or using a vehicle for such purposes. Advice should be obtained from professional motoring bodies (for example the RACT) as appropriate.

Private vehicles may be authorised for University use with the consent of the employee. If private vehicles are used for University work, then they must have a driver side airbag and be at least a mid-sized car. A University employee has the right to use a University vehicle or rental car rather than using their own vehicle. Where available rental cars should be of at least the same standard as required by the University's average on road vehicle.

In addition to safety features that are standard requirements (see Appendix 1), University vehicles should be fitted with appropriate non-standard safety features when the nature of the work or good practice requires the safety feature (eg load lifting equipment).

Employees should note that a well-positioned head restraint has been shown to provide some protection to vehicle occupants from serious soft tissue neck injuries, often called whip-lash, which are one of the main causes of long term injury following road trauma.

Spare parts and on-road service:
Essential spare parts should be carried in each authorised vehicle. Essential spare parts are determined by the nature of the vehicle and the driving task which is to be undertaken (refer to the University's "Field Work Policy" and Appendix 4).

Securing loads:
Loads must be secured. Equipment carried in the back seat of an authorised vehicle may become airborne in the event of sudden braking if it has not been carefully secured using straps or nets fixed to anchoring points. A fitted cargo barrier, complying with AS4034 should also be used to protect the driver and other occupants when they share an internal space with loads which have the potential to become airborne.

Dangerous Goods and Hazardous Substances (as defined in the University's Dangerous Goods Handling Policy and Hazardous Substances Policy):
Dangerous goods must be stowed in or secured on a vehicle so that they will remain in position notwithstanding vehicle movements of starting, stopping, jolting or swaying (refer to "Australian Code for the Transport of Dangerous Goods by Road and Rail", section 9.3 "Safe Stowage"). It is usually best to store hazardous substances in rigid containers. However, some containers cannot be sealed and the contents are likely to alter the atmosphere inside the vehicle. Hazardous substances should therefore be carried outside the cabin. This will prevent a harmful atmosphere developing in the cabin should the container leak (eg cryogenic liquids may evaporate or spill and displace oxygen from the interior of the vehicle).

Visibility:
Daytime running lights (DRLs) are weak headlights that are illuminated during the day in order to make vehicles more conspicuous and thus reduce their involvement in accidents. It is possible to fit vehicles with a device that will automatically activate DRLs when the ignition is switched on but can be overridden when full strength headlights are utilised. Research indicates that the ability of drivers to see other cars on the road during normal daylight conditions is not as effective as expected. Previous in-depth accident studies have found that 50% of daytime accidents are the result of one driver failing to see another vehicle. For accidents at intersections this increases to 80%. Daytime running lights have been found to influence the timely peripheral perception of vehicles making conflicting movements. Also, cars with daytime running lights are better identified as cars and their distances are estimated more safely. If the vehicle is not equipped with DRLs then it is recommended that authorised vehicles be driven on the open highway with dipped headlights.

Driver training:
Employees need to be appropriately trained to safely perform tasks required of them which have safety risks. Employees required to drive for work purposes may sometimes require training in addition to standard motor vehicle driver licensing requirements.

Research suggests that greatest benefit is from courses which focus on the following:

- Driver attitude and safety awareness;
- Hazard perception;
- Vehicle maintenance and trouble shooting;
- Use of ABS brakes;
- Wet weather and low visibility driving.

In addition, courses are available for specific driving tasks such as four wheel driving and vehicle recovery.

Driving regimes and driver fatigue:
Drivers and their supervisors should plan realistic schedules and drivers should stop for rest breaks as necessary to minimise driver fatigue. The health and safety of drivers and passengers is paramount and takes precedence over all other considerations.

Research has shown that fatigue can cause the same level of impairment to driving skills as alcohol consumption equivalent to .05 and above. This increase in risk may be through fatigue reducing driving skill, or it may be due to drivers falling asleep at the wheel and subsequently losing control of the vehicle. A number of studies investigating driver fatigue have found that it plays a significant role in accident occurrence. Driving when fatigued can be as dangerous as driving under the influence of alcohol. A rest break every two hours, or at some stage within the two-hour period, is generally recommended, however the RACT recommends hourly rest breaks when driving in Tasmanian conditions (open, monotonous roads).

If drivers feel sleepy they should stop somewhere safe, have a drink and if necessary, take a power nap of between 10 and 30 minutes. This however, will only bring temporary relief and sleepiness will return within an hour or so. Research has found that there is no benefit in listening to the radio or turning up the air conditioning or opening windows.

Drivers should not attempt to drive while fatigued and should stop if they feel sleepy. Feeling sleepy means that drivers are likely to eventually fall asleep at the wheel unless they stop. It is not possible to fight sleepiness for a long period. Research shows that people often fall asleep more quickly than they realise or expect.

Drivers should be aware that insufficient sleep (less than six hours) the night before a journey is likely to cause impairments to driving the following day. Under no circumstances should drivers attempt to drive when ill or taking medications which cause drowsiness.

Driving during normal sleeping hours should be avoided. It has been calculated that drivers are 50 times more likely to fall asleep at the wheel at 2.00am, than at 10.00am and that sleep related accidents peak in the early hours of the morning at 2.00am and then again at 6.00am. There is also a peak of sleepiness between 3.00 and 4.00pm when the risk of falling asleep is three times greater than at 10.00am.

Whenever possible, drivers are encouraged to stay overnight rather than attempt a three to four hour drive home after a day's work. Where not possible, it is advised that drivers have a travelling companion with whom they can share the driving.

Under no circumstances should employees drive if they have not slept within the previous 17 hours, as research has found that the impairment to their performance is equivalent to having a blood alcohol concentration above 0.05.

Drivers should take all reasonable measures to minimize driver fatigue. Examples of such measures include:

- Planning realistic schedules that allow for appropriate rest breaks;
- Spending no more than 10 hours travelling during a 24 hour period (even when combined with ordinary work, meal and rest breaks during the trip);
- Taking a rest break of 15 minutes where the trip is of two hours duration or more (even if not feeling tired). Drivers should note that a power nap of between 10 and 30 minutes is the only way of dealing with serious fatigue;
- Rotating driving every two hours when vehicle driving is shared;
- Avoiding driving during normal sleeping hours;
- Where driving on consecutive days is required, organising their workload so that each day includes non-driving activities, and that where they have been the sole driver of a vehicle for three consecutive days, the fourth day is a non-driving day;
- In hazardous situations, such as poor weather and road conditions, taking appropriate action to ensure safety is maintained and adjust driving according to the conditions; and
- Taking account of climatic and other conditions, such as sun angle, road conditions, type of vehicle, attachments (as described in "Definitions") and driver fatigue when determining what can be reasonably travelled in one day.

Alcohol:
As a minimum, all legislative requirements associated with driving and alcohol consumption shall be adhered to. It is further recommended that the consumption of alcohol prior to driving, or in between periods of driving, be avoided entirely.

Consuming alcohol, or alcohol in conjunction with other drugs, is known to increase the risk of accident. Studies have found that consuming moderate amounts of alcohol can impact on skills necessary for driving.

Seat Belts:
Seatbelts must be used at all times and drivers must ensure that passengers do the same.

Seatbelts are a proven means of reducing injury to vehicle occupants in the event of an accident. Many studies have demonstrated the effectiveness of seatbelts in saving lives and preventing serious injury. Research indicates that seatbelts may reduce fatalities by up to 50%. In some States within Australia, despite having very high seatbelt wearing rates (approximately 95% of drivers and front seat passengers), about 20% of car occupants killed are not wearing seatbelts. There is, however, evidence indicating that violent contact with seatbelt hardware during an accident could cause injury. New seatbelt designs may reduce the likelihood of sustaining seatbelt injuries and have been included in Appendix 1.

Speeding:
As a minimum, all legislative requirements associated with speed limits shall be adhered to.

Drivers should drive at speeds that are safe for the conditions, recognising that, in some circumstances, this may be below the posted speed limit. When considering what is a 'safe' speed, drivers are expected to give consideration not only to weather and road conditions, but also to the potential impact of a collision on road-users who are inherently vulnerable, such as pedestrians and cyclists.

Current research suggests that as speed increases (and the road environment remains the same):

- the possibility for road users to communicate and perceive the intentions of other road users in time to react appropriately decreases, as does the ability to detect hazards;
- stopping distances increase and other manoeuvres to avoid accidents become more difficult; and
- the severity of outcome of an impact increases.

Reducing speed is probably the best means of minimising the number of vehicle accidents and the severity of those accidents.

Accident or Fault/Defect Reporting:
Accidents must be reported to local authorities as required by State, Territory and Commonwealth laws.

Accidents and near misses must be reported to the employee's Accountable Person as soon as is reasonably possible. Responsible Officers must then ensure that the University's "Notification of Accidents / Incident Report" is completed and lodged promptly. In the event of an accident, employees should exchange only the information required by local authorities and should not make any admission of fault or liability.

Drivers are required to report any faults/defective operations to the Vehicle Fleet Office or nominated staff member responsible for the vehicle within their School/Section.

Ergonomic needs:
Back pain is a common problem amongst drivers who spend a lot of time driving. Adjustment of the headrest, seat and driving position should be made to minimise the risk of pain associated with driving. Ergonomic features such as a fully adjustable driver's seat, lumbar supports and a moveable steering column should be considered when a vehicle is purchased or leased for use on long trips or extensively by a particular driver.

The ease with which objects can be loaded and unloaded should also be considered. Problems are often created when the person loading or unloading must lift over a high sill or into deep boots that necessitate stretching. Manual handling is a hazard that must be assessed in connection with driving activities (refer to the University's Manual Handling Policy).

Head restraint position is important in helping to prevent whiplash in rear impact accidents. Whip-lash is caused by the head extending back from the torso in the initial stages of a rear impact, and then being thrown forward. To prevent whip-lash, the head rest should be at least as high as the head's centre of gravity (eye level and higher) and as close to the back of the head as possible. A low head rest can act as a pivot that will cause the head to extend even further backwards. If the head rest is too far away from the back of the head, it will be ineffective in minimising movement. Research indicates that a poorly positioned head rest can cause up to six times the incidence of whip-lash injury compared to one that has been safely positioned.

Mobile Phones:
The use of mobile phones while driving should be minimised and if possible avoided all together, as the use of mobile phones while driving increases the risk of being involved in a vehicle accident. It is recommended that drivers pull over to dial and when engaged in lengthy calls. The use of hand-held mobile phones is illegal and must not be used under any circumstances whilst driving.

Recent studies indicate that talking on a mobile phone while driving quadruples the risk of having an accident. This risk equates to driving with a blood alcohol concentration at the legal limit. The study also found that hands-free devices offer no advantage over traditional hand-held devices.

Trip plans:
Trip plans should be developed and lodged with the Accountable Person before any remote or off-road driving commences. The plan should include nominated call-in times and expected arrival times for each stage of the journey together with the names and contact details of people who will be contacted at call-in times and actions to be taken when a call-in is not received.

Licences:
All drivers using authorised vehicles are required to hold a licence appropriate to the vehicle being used eg light vehicle, public vehicle etc.

Traffic Infringements:
In the event of an employee in charge of an authorised vehicle being involved in a traffic infringement resulting in a fine and/or demerit points, the driver:

- shall supply the University with details, if known, of any infringement placed upon him/her; and
- shall be wholly responsible for the payment of any fine and/or demerit points associated with any infringement.

Disciplinary Action:
Responsible Officers will be required to counsel staff who receive speeding or other serious traffic infringement notices while driving an authorised vehicle. The University will instigate appropriate disciplinary procedures for those convicted of drink-driving or other serious traffic offences whilst using an authorised vehicle. Such procedures may lead to termination of employment.

Off-Road/Remote Driving:
All drivers required to drive off-road or carry out remote work must complete a four-wheel drive course or similar accredited course with a recognised institution before driving a vehicle off-road. Schools/Sections are to organise and fund any training requirements. It is the driver's responsibility if going off-road or to remote locations to ensure that the appropriate trip plans have been lodged and contacts informed of departure, arrival, return and communication details.

Drivers should be particularly careful when off-road. They should not attempt to use vehicle recovery techniques involving the use of towing, winches or snatch straps unless they have been properly trained in the use of such techniques.

Overnight Accommodation:
The School/Section must meet reasonable accommodation costs in the event of unscheduled and valid overnight stops.

Vehicle Maintenance:
Authorised vehicles must be maintained so that they are in a safe condition and roadworthy at all times when they are available for use. The manufacturer's service schedule should be adhered to. The Transport Office is responsible for general pool vehicle maintenance. In circumstances where an authorised vehicle is permanently allocated to a School/Section the School/Section is responsible for general maintenance, however this may be organised through the Transport Office. Where an employee is in possession of an authorised vehicle for an extended period, daily checks of tyres, oil, water etc are expected (see Appendix 3). All private vehicles authorised for University use must be maintained in a safe condition.

Courteous Driving:
It is expected that employees using authorised vehicles will at all times be courteous whilst undertaking driving activities. Aggressive driving is unacceptable and may cause accidents.

REFERENCES
This Policy has been developed using information from:

- *Workplace Health and Safety Act 1995*;
- *Workplace Health and Safety Regulations 1998;*
- *The Monash University Accident Research Centre Fleet Safety Policy and background information (November 1999);*
- *CSIRO Motor Vehicle Driving Guidelines;*
- *The RACT;*
- *CCH;*
- *Australian Transport Safety Bureau;*
- *Land Transport Safety Policy Branch, Department of Infrastructure, Energy and Resources*
- *TAC Safe Driving Policy and TAC Vehicle Purchasing Policy*

Approved by OH&S Committee on 5 September 2002.

Disclaimer
This Procedure was designed for use within the University of Tasmania. The University makes no guarantee and assumes no responsibility as to the absolute correctness for all circumstances or for the adaptation outside the University of Tasmania environment.

Appendix 1

UNIVERSITY AVERAGE ON-ROAD VEHICLE *PURCHASING* REQUIREMENTS

The University will aim to purchase vehicles which rank high in consumer tests like NCAP (New Car Assessment Program or similar) and, if available, gain a high rank in statistical safety rating. If there is an inconsistency in results from crash test based rating and real life statistical rating, good real life statistical accident rating is preferred.

In relation to specific features:

Mandatory requirements, passive safety:

- Dual front airbags;
- Three point seat belts at all positions, at least in the front seat with pretensioners;
- Adjustable head restraint for all positions. (At least for four positions for passenger sedans/wagons/hatchbacks);
- Curb weight preferably 1300 – 1700kg for passenger sedans/wagons/hatchbacks; and
- If the vehicle is a station wagon or hatchback, there shall be a cargo barrier installed.
- Fire extinguisher, first aid kit, torch.

Highly desired, passive safety (not currently mandatory requirements):

- Anti whiplash system, at least in the front seat;
- Load limiters for seat belts;
- Seat belt reminder system;
- Well proven good pedestrian protection; and
- Side airbags, at least in the front seat, including head protection (separate or integrated).

Mandatory, active safety:

- ABS; and
- Speed alert system.

Highly desired, active safety (not currently mandatory requirements):

- Intelligent speed alert system;
- Alcohol interlock;
- Automatic head-lamps;
- Automatic daytime running lights;
- Cruise control; and
- Radio/music system controls on steering wheel.

Environment:

- Most fuel-efficient engine option (normally smallest engine) for the vehicle chosen.

Appendix 2

DRIVER MEDICAL DISCLOSURE FORM

The University is committed to minimising health and safety risks to its employees, visitors, students and the public. In order to meet its duty of care obligations the University requires fitness for driving.

Prior to the first intended usage of an authorized vehicle for University purposes, drivers are required to complete this form. Drivers are obliged to advise of any changes to their medical or other condition as soon as they are known.

To be completed by person intending to drive:

Full Name:	**School/Section:**
Date of Birth:	**Email Address:**
Contact Number:	**Campus:**

Licence Number:	**Licence Expiry Date:**
Class:	**Conditions: (eg visual aids)**

Are you aware of any condition (medical or other) that may affect your capacity to drive? (excluding visual aids)

Yes ☐ No ☐ Details (Optional) _____

Are you currently taking any medication or substances that may affect mental alertness and/or co-ordination (e.g. medication labelled with a warning sticker alerting the user not to drive a motor vehicle or operate machinery.)

Yes ☐ No ☐ Details (Optional) _____

Have you suffered seizures, fits, convulsions, epilepsy, blackouts, fainting, double vision, sleep disorders, sleep apnea or narcolepsy within the last 5 years?

Yes ☐ No ☐ Details (Optional) _____

If you answered yes to any of the questions above you must ensure that this form is forwarded to the Strategic HR Unit PRIOR to you undertaking any driving activity using an authorised vehicle. Any further details you wish to provide (eg documentation or fitness to drive certification from your doctor, explanations and condition details) should be attached to this form and forwarded to Strategic HR, Bag 1309, Launceston. Whilst this form will be retained within each School/Section, it should be noted that the Strategic HR Unit will hold all medical documentation confidentially and that employee medical data will not be disclosed to Schools/Sections without your consent. If you would like to discuss your condition or circumstances further please contact the Strategic HR Unit on 6324 3275 or 6226 7509.

Personal Declaration:
I declare that I have read this form and that I have completed it to the best of my knowledge and ability, disclosing all relevant facts as they are known. I also undertake to advise my Supervisor/Course Co-coordinator should my circumstances change during my employment/study/contract that would change the answers provided above.

_____ _____
Signature **Date**

To be completed by Accountable Person

- ❒ No further action is required (form to be filed within School/Section
- ❒ To be forwarded to Strategic HR (if any of the above questions have been answered yes)

_____ _____ _____ _____
Signature **Name** **Date** **Contact Number**

Appendix 3

INSPECTION CHECKLIST

Whilst it is the responsibility of the University to provide vehicles for authorised use in a safe and roadworthy condition, drivers should check that:

- Fuel, water, oil and battery charge levels are adequate;
- The windscreen is undamaged;
- Lights and indicators are functional;
- Windscreen wipers are functional;
- The tool kit contains essential items;
- The first aid kit contains essential items; and
- The vehicle contains a fire extinguisher.

Where an employee is in possession of an authorised vehicle for an extended period, regular checks of tyres, oil, water etc should be undertaken.

If authorised to use a vehicle other than a University vehicle, the driver should, in addition to checking the above, also check that the vehicle has:

- A current registration sticker;
- A service sticker which is not overdue;
- Tyres (including a spare tyre) which have adequate tread and inflation; and
- No missing fittings or body damage that may be unsafe.

Appendix 4

VEHICLE SAFETY FEATURES/EQUIPMENT

Airbags significantly reduce severity of injuries in potentially serious accidents.

Anti-lock brakes (ABS) maximise the effectiveness of steering and brakes by preventing locking and reducing potential to skid.

Bull-bars should not be fitted to vehicles used primarily for "on-road" driving as research shows that they significantly increase the risk of fatality and serious injury for pedestrians and riders of two-wheeled vehicles. Bull bars are only of use when it is likely that animals will be encountered while driving off-road vehicles only. Bull-bars must be airbag compliant if airbags are fitted.

Communication equipment such as radio sets may be required for journeys in remote areas.

Fan belt: In addition to the fan belt, spares for power steering, air-conditioning and alternator should be carried on long journeys and in remote areas.

Fire extinguisher**:** A CO_2 or dry-powder extinguisher (of at least 1 kg) should be carried inside the cabin, preferably on the front, passenger side, kickboard panel or behind the driver's seat. The extinguisher should be housed in a quick-release clamp.

First-aid kit: A portable first-aid kit should be carried in the vehicle.

Hazard warning lights should be fitted to all vehicles and audible-reversing alarms should be fitted to all vehicles other than standard sedans, wagons and utilities.

Power steering is desirable for vehicles with heavy steering. It improves control and reduces driver fatigue.

Safety barrier: Safety barriers complying with AS4034 (1998) should be installed in station wagons and open cabin vehicles to prevent unrestrained objects from striking drivers or passengers in the event of a collision or sudden braking.

Seats: Anti-vibration seats can prevent back injury and minimise aggravation of existing back problems. They are advisable for long distance driving.

Spare tyres must be carried, must be in good condition and regularly checked for proper inflation.

Tool kit: A tool kit with items to allow basic, emergency repairs including tyre changing, belt replacements etc should be carried.

Torch: A torch should be carried for long trips and trips to remote locations.

Vehicle information on registration, insurance and roadside service should be carried.

Water: Spare water should be carried in a suitable container for use on trips in remote locations.

Winches should be fitted to or carried by off-road vehicles where the task assessment identifies it as necessary.