

# Motor Vehicles and Travel Fatigue Procedure

## 1 Purpose

Informs Employees of the reasonable steps required to ensure a safe environment when driving vehicles on approved University travel.

## 2 Scope

Applicable to all Employees driving vehicles on approved University travel (refer to Travel Policy for further details).

Such travel may involve the use of a University vehicle, hire car paid for by the University or an Employee's own vehicle where the Employee has obtained written consent prior to the commencement of the trip by the Delegate. University travel does not include travel to and from an Employee's normal place of work and home.

## 3 Procedure Overview

To meet its legal obligations under the *Work Health and Safety Act 2011* (Qld), the University is required to take all reasonable steps to provide Employees, Students and visitors with a safe place to work, study and visit.

The University's obligation in this regard also extends to providing a safe environment for those Employees driving vehicles on approved University travel.

## 4 Procedures

### 4.1 University obligations

When the University provides a vehicle for an Employee to use on directed or assisted travel, it undertakes that that vehicle:

- will have been regularly serviced and maintained to ensure that it is in a sound roadworthy condition; and
- is comprehensively insured.

In addition to the above undertakings, the University will aim to provide a vehicle that:

- is equipped with instructions for drivers in the event of emergency;
- has a means of communication (i.e. mobile telephone) if the trip is longer than 50km from the home campus\*; and
- is equipped with ABS brakes and twin air bags.

\*In Faculties/Sections where Employees regularly travel to, or via remote locations (where mobile phones are not operable), an examination of the types of communication that are available both en route and at the final destination should take place, and consideration be given to the purchase or hire of an alternate means of communication, e.g. satellite phone. Alternatively, a minimum of two individuals should travel together on remote location trips for safety reasons where possible.

Employees in receipt of salary-packaged vehicles will be encouraged to include facilities in their vehicles as listed above. All University vehicles purchased by the University will aim to include the facilities stated in 4.1.

The University will not require Employees to drive under conditions which are unsafe and/or likely to create an unsafe environment causing emotional or physical distress or fatigue (refer to 4.3).

## 4.2 Employee obligations

Drivers of vehicles on University travel will:

- not drive without a current and valid driving licence for the vehicle which is to be driven, and ensure that this is carried at all times whilst in charge of the vehicle;
- not drive University vehicles whilst disqualified from driving, and advise their immediate Supervisor of any loss of licence if regular driving is required as part of their duties;
- comply with all statutory laws governing the use of vehicles, including the consumption of alcohol and drugs;
- familiarise themselves with the vehicle assigned to them before commencing a journey, as each make of vehicle has different controls;
- report any damages or defects to a University vehicle to the Fleet Coordinator, Facilities Management;
- promptly report incidents involving authorised vehicles to the appropriate authority as required without any admission of liability;
- not use mobile phones without a hands-free kit whilst driving, and ensure that mobile

phone usage is minimised whilst driving by pulling over and stopping if they are required to dial a number or talk for any length of time;

- be aware that the University will not pay any traffic fines or parking fines incurred by University Employees while in charge of an authorised University or hire vehicle;
- not carry a load or passengers in excess of the manufacturer's specifications;
- ensure that a log book is filled out accurately at the time of use for University vehicles, if required;
- follow the University Policy of no Smoking in University vehicles; and
- drive safely and legally at all times in a courteous manner with particular regards to pedestrians and others using the road.

It is recommended that drivers:

- take regular and adequate rest breaks;
- stop when fatigued;
- plan the journey, taking into consideration factors such as pre-journey work duties, the length of the trip and post-journey commitments;
- travel a reasonable distance during a day's driving taking into account factors such as type of vehicle, roadway and traffic conditions, terrain, legal speed and driving times;
- avoid where possible driving in risky hazardous situations i.e. heavy rain, fog, frost, flood, etc.;
- make themselves aware of Insurance coverage, including circumstances which are not covered by Insurance, situations where an excess applies to drivers, and when and if the University would require drivers to pay either an excess or full liability.

#### **4.2.1 Drugs and alcohol**

Employees must observe the relevant statutory laws regarding the consumption of drugs and alcohol at all times.

Employees must give due consideration to the use of legal or prescribed drugs that may cause drowsiness or the loss of attention.

Employees must also give due consideration to any contraindications of prescribed medications.

## 4.3 Travel limitations

For safe driving, the following must be complied with:

- driving time plus non-driving duties must not normally exceed a total of twelve (12) hours in any twenty-four hour period;
- the total time spent driving, inclusive of breaks, must not normally exceed ten (10) hours in any twenty-four hour period. This applies to a single driver or where the driving is shared by two (2) or more Employees;
- where the combined period of working and driving is likely to exceed twelve (12) hours, the Employee should arrange accommodation with the Delegate prior to the commencement of the journey;
- Employees should take a rest break of at least twenty (20) minutes away from the vehicle for every two (2) hours of driving;
- where Employees are sharing the driving responsibility, a change of driver should take place at least at these two (2) hourly breaks;
- a distance of no more than 800 kilometres should normally be driven per day in any ten (10) hour period;
- if any Employee has been the sole driver of a vehicle for a period of three (3) consecutive days, the fourth (4th) day must normally be a non-driving day.

## 4.4 Incidents

Where an Employee driving a University vehicle is involved in an incident, the advice and guidelines provided by the *Traffic Regulation 1962* and Queensland *Transport Operations (Road Use Management) Act 1995* (see Attachment A) must be complied with.

Employees must reasonably try to gain the following Information:

- details of all vehicles and drivers involved including:
  - registration number;
  - name and address of the other vehicle owner and the driver, including drivers licence;
  - name and address of any witnesses to the accident;
  - names of the other parties Insurer/s.

The driver of the University vehicle must report as soon as reasonably possible to the nearest police station if:

- an injury has resulted, or
- the damage to the vehicles and property may reasonably exceed \$2,500.

If the vehicle/s involved in the incident are not obstructing the flow of traffic, they should remain in position until police arrive. If the vehicle/s are obstructing traffic, the point of impact should be agreed upon, marked and noted and the vehicles then moved out of the way of traffic.

Employees must:

- not admit liability to police, other driver or witnesses;
- not offer to pay damages;
- report the incident to their immediate Supervisor as soon as possible.

If use of a privately owned vehicle is approved for University travel the vehicle must have current registration and be roadworthy. Employees who use their private vehicles for University business are responsible for any damage whatsoever that might occur to the vehicle during this use. University Employees should be aware that their compulsory third party or comprehensive Insurances may not cover the use of their vehicles for business purposes and are advised to check with their Insurance company prior to travel.

## **4.5 Driving between campuses**

Where Employees from one campus are required to travel to work for a full or part day at a different campus, the requirements in Section 4.3 Travel Limitations must be discussed with the Delegate prior to the commencement of the journey. Any resultant accommodation arrangements must be made prior to the journey commencing.

## **4.6 Flight and work duration**

Upon arrival in Australia from a return flight, no Employee will be required to drive from the Airport to a University campus where the arriving flight time exceeds 8 hours, or where the combined period of work and flight time exceeds 12 hours in the previous 24 hour period. The appropriate alternate option below will be utilised in these circumstances.

An Employee may, at their own request, elect to waive access to these provisions and drive back to the relevant University campus immediately following a return flight. However, all Employees on University travel are under an obligation to consider and protect the health,

safety and welfare of members of the public and to protect the reputation of the University and therefore must give due consideration to all health and safety risks, and ensure compliance with the travel and driving limitations contained within Section 4.3 (particularly in relation to the maximum combined period of work and driving time).

For early morning to mid afternoon arrivals, the University will arrange for the Employee to be collected at the airport and transported to the relevant University campus. For late afternoon or night arrivals, the Employee may stay overnight in motel accommodation, or be collected at the airport and transported to the relevant University campus. If staying overnight in Brisbane, transport will be organised for the following day, or the Employee may drive themselves to the relevant University campus.

The Employee must make arrangements for any accommodation with their Supervisor prior to the commencement of their journey and gain approval from the Delegate.

## **5 Attachment A**

### **5.1 Road incidents (crash)**

The Traffic Act provides that the driver of a vehicle involved in a crash on a road resulting in injury or death of any person or damage to property must:

1. Immediately stop their vehicle at the scene of the crash or as close thereto as possible. This must be done without obstructing traffic more than is necessary;
2. Render all reasonable assistance to any injured person;
3. Give their name and address, the name and address of the owner of the vehicle and particulars of the vehicle to any person involved in the incident, or having reasonable grounds for requiring such Information;
4. Where damage is caused to an unattended vehicle, affix thereto a Notice in writing showing particulars as in (3) above;
5. Where death or injury is caused to any person, the driver shall:
  - a. remain at the scene and immediately give assistance to the injured person.
  - b. endeavour to obtain medical aid for the injured person. The driver may leave the scene PROVIDED it is solely for the purpose of obtaining medical or other aid.
  - c. report the incident to a member of the Police Service as soon as practicable.
  - d. where the total property damage apparently exceeds \$2,500.00\* this also must be reported to the Police Station that is nearest the scene of the incident as soon as possible.

- e. exhibit respect to any person who is or appears to be dead, by taking the necessary steps to move the body to an appropriate place.

\* Subject to change

(from Queensland Transport's Guide for Drivers)

## 6 References

Nil.

## 7 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

## 8 Procedure Information

<b>Accountable Officer</b>	Chief People Officer
<b>Responsible Officer</b>	Director (Health, Safety and Wellbeing)
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	<a href="#">Work Health and Safety Policy</a>
<b>Subordinate Schedules</b>	
<b>Approved Date</b>	29/8/2024
<b>Effective Date</b>	29/8/2024
<b>Review Date</b>	29/8/2029
<b>Relevant Legislation</b>	<a href="#">Traffic Regulation 1962</a> <a href="#">Transport Operations (Road Use Management) Act 1995</a> <a href="#">Work Health and Safety Act 2011 (Qld)</a>
<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	<a href="#">Motor Vehicle Policy and Procedure</a> <a href="#">Travel Policy</a>

<b>Related Procedures</b>	<p><a href="#">Incident and Hazard Reporting and Investigation Procedure</a></p> <p><a href="#">Smoke-Free Procedure</a></p> <p><a href="#">Travel Procedure</a></p> <p><a href="#">Work Health and Safety Management System Procedure</a></p>
<b>Related forms, publications and websites</b>	
<b>Definitions</b>	<p><b>Terms defined in the Definitions Dictionary</b></p> <p><a href="#">Delegate (noun)</a></p> <p>Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.</p> <p><a href="#">Employee</a></p> <p>A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p><a href="#">Information</a></p> <p>Any collection of data that is processed, analysed, interpreted, organised, classified or communicated in order to serve a useful purpose, present facts or represent knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form.</p> <p><a href="#">Insurance</a></p> <p>The equitable transfer of the Risk of a loss from one entity to another in exchange for payment. It is a form of Risk Management primarily used to hedge against the Risk of a contingent, uncertain loss. An Insurer, or Insurance carrier, is a company selling the Insurance. The insured, or policyholder, is the person or entity buying the Insurance policy for a premium. The insured receives a contract (called the Insurance policy), which details the conditions and circumstances under which the insured will be financially compensated.</p>



### [Insurer](#)

A person or company offering Insurance policies in return for premiums.

### [Notice](#)

A Notice from the University is a document, whether physical or electronic. A Notice may be: given by hand to the addressee or delivered to the address provided by the addressee to the University; or sent by registered or pre-paid mail to the address provided by the addressee to the University; or sent by electronic communication to the University-issued email account provided by the University to a Student during the period of Enrolment until the completion of their program; or sent by electronic communication to the email address provided to the University by an addressee not enrolled at the University. A Notice is taken to be received if: given by hand to the addressee or delivered to the address provided to the University by the addressee; or sent by registered or pre-paid mail - three University Business Days after the date of posting; or sent by electronic communication - at the time that would be the time of receipt under the Electronic Transactions Act 1999 or its succeeding legislation. A Notice that would be deemed to have been received out of business hours or on a non-University Business Day will instead be deemed received on the next University Business Day.

### [Policy](#)

A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.

### [Procedure](#)

An operational instruction that sets out the process to operationalise a Policy.

### [Smoking](#)

The inhalation and exhalation of the smoke of burning tobacco, herbs or drugs. Smoking also refers to the use of electronic cigarettes or other devices. Electronic cigarettes include but are not limited to e-cigarettes, e-cigars, vapour pens, or a personal vapour and includes any product where there is a hand to mouth action and/or results in the expulsion of a vapour. Source: Adapted from Queensland University of Technology and the Tobacco and Other Smoking Products Act 1998 (Qld).

	<p><a href="#">Student</a></p> <p>A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.</p> <p><a href="#">University</a></p> <p>The term 'University' or 'UniSQ' means the University of Southern Queensland.</p>
	<p><b>Definitions that relate to this procedure only</b></p>
	<p><b>Supervisor</b></p> <p>Any person responsible for leading the activities of others. In the context of this Procedure, a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.</p>
<p><b>Keywords</b></p>	<p>Motor vehicle, travel, fatigue</p>
<p><b>Record No</b></p>	<p>13/369PL</p>