



## Peninsula Outdoors – Transport Policy

### 1.1 Fatigue and Managing driver work hours

‘Work time refers to all driving and any other tasks related to the operation of a heavy vehicle (heavy vehicle as defined as any vehicle with GVM of over 4.5 tonnes or carries greater than 12 passengers). All other time is counted as rest according to the national transport commission. Time is counted in 15 minute intervals and is recorded according to the time zone of the driver’s base (e.g. a 30 minute rest break can be taken as 2x15 minute rest breaks etc but 7 hour or 24 hour rest breaks cannot be split up).

Work is a maximum so is always rounded upwards e.g. a period less than 15 minutes is counted as 15 minutes work, a period more than 15 minutes up to 30 minutes is counted as 30 minutes work etc. Rest is a minimum period so is always rounded downwards e.g. a period less than 15 minutes does not count towards rest while a period of 15 minutes but less than 30 minutes is counted as 15 minutes rest etc.

The Standard Hours option gives drivers more opportunities to take short rest breaks when they feel tired especially later in a shift when fatigue starts to cut in. Drivers must take a minimum 15 minute rest break within any 5 hours 30 minutes period.’

From the National Transport Commission website: <http://www.ntc.gov.au>

Peninsula Outdoors will structure program logistics, travel and field work in the program planning phase to ensure staff are not required to perform unrealistic or illegal hours of work and driving time.

#### Standard Hours – Solo Drivers

Time	Work	Rest
In any period of...	A driver must not work for more than a <b>MAXIMUM</b> of...	And must have the rest of that period off work with at least a <b>MINIMUM</b> rest break of...
5 1/2 hours	5 1/4 hours work time	15 continuous minutes rest time
8 hours	7 1/2 hours work time	30 minutes rest time in blocks of 15 continuous minutes
11 hours	10 hours work time	60 minutes rest time in blocks of 15 continuous minutes
24 hours	12 hours work time	7 continuous hours stationary rest time*
7 days	72 hours work time	24 continuous hours stationary rest time
14 days	144 hours work time	2 x night rest breaks# <u>and</u> 2 x night rest breaks taken on consecutive days

Peninsula Outdoors will follow these same work and rest advice for the driving and operation of non-heavy vehicles. Although a log book is not required to be completed all employees are required to manage their work and rest when driving vehicles.

### **1.2 Modality**

Peninsula Outdoor will endeavour to outsource transport to coaches on any programs where this is possible and the driving requirements may be excessive for staff. Outsourced coaches will help reduce staff driving before and after running activities. Programs still may have staff driving vehicles and busses, loaded and unloaded with passengers. In these occasions staff are to follow all laws and legislation for the driving they are undertaking, along with managing their fatigue and work hours. Safety is of utmost importance for all staff, clients as passengers and other road users.

Where vehicles with 13 or more seats (including the driver) are operated by Peninsula Outdoors, staff are required to undertake a daily vehicle check as per Transport Safety Victoria requirements.

### **1.3 Bus Behaviour**

Peninsula Outdoors staff when driving busses with students are responsible for the safety and behaviour of the passengers. Drivers are to inform and advise passengers of the following:

- The use of seat belts at all times when driving and ensure passengers remain in their seats
- Location of emergency exits
- Location of windows and requirement to keep all limbs and body parts inside the window at all times
- Not to throw any objects what so ever out of the window
- Keep noise down to an acceptable level to ensure driver concentration
- Not to exceed the licensed passenger limit

If these points are not followed or need to be enforced, staff are encouraged to pull over in a safe location and not proceed until these behaviour guidelines are adhered to.

### **1.4 Trailer Use**

Peninsula Outdoors staff may be required to drive with trailers. Staff driving with trailers must have previous experience doing so. The following procedure is to be followed whenever a staff member is about to drive a vehicle towing a trailer:

- Check all indicator, brake and tail lights are fully operational
- Ensure jockey wheel, if fitted, is locked in the horizontal position with the wheel towards the front of the vehicle
- Ensure tow ball is hitched properly and securely
- Ensure chains are attached from trailer to vehicle and will not drag along the ground, especially once loaded with equipment or passengers

It is the responsibility of the driver to check this. Staff are urged not to rely on faith that another staff member has attached the trailer correctly and/or checked. Legally the driver is responsible for the trailer they are towing and any faults that may be present or occur on the road.

### **1.5 Carrying of Equipment on/in vehicles and trailers**

The driver of any vehicle carrying equipment is responsible for the following:

- That all equipment is stored correctly and is not a hazard for passengers of the vehicle
- That all equipment is secured/tied down adequately to ensure it cannot come off during the drive
- That it is not a potential hazard for other road users
- That the equipment is stored in a way that it will not be damaged

The driver may be held liable for any loss of equipment or legal ramifications for not following this procedure.

### **1.6 Driver Certification**

Upon recruitment all new staff are required to present their licence to Management for photocopying and filing. Staff are required to inform Management of any changes to their licence e.g. Loss of, Auto to Manual, Gaining of Heavy Vehicle certification, from probationary to full licence. Staff are only able to operate within the licence type held.

### **1.7 Driver Training**

Peninsula Outdoors staff are encouraged to be licenced for manual vehicles and also heavy vehicle licences. This allows the most flexibility and options with our staff. Peninsula Outdoors will assist staff where and when possible to work on their driving, encourage safe driving practices and also give regular returning staff assistance in gaining official training and registration.

### **1.8 Use of Support Vehicles and Participants**

The use of Peninsula Outdoors owned vehicles to transport clients that are school students, the following guidelines must be followed:

- The vehicle must have/be:
- Current registration
- Current comprehensive insurance
- In road-worthy condition

### **1.9 What to do if you have an accident?**

Ensure everybody is ok. Make sure there is no possibility of further accident or harm. Call emergency services if required. With appropriate regard for staff and passenger safety notify Peninsula Outdoors Management at the earliest opportunity. If applicable note the third parties details (name, number, email, insurance company).