

WS Safe Long Distance Driving Checklist

Water Services is committed to ensuring that employees are safe from foreseeable risk whilst at work. This includes duties whereby employees may be required to drive, particularly for long distance, to various regional and remote locations for work.

Long distance driving is defined as *driving a distance for more than 3 hours continuously*.

Supervisors and Coordinators in consultation with the employee/driver shall complete the below checklist prior to undertaking all Long distance driving.

<i>Actions to be undertaken prior to long distance driving</i>	<i>Completed</i>
Conduct a risk assessment prior to all long distance travel. Consider all risks associated with the trip and appropriate controls are identified and implemented to minimise the risk .e.g. safe/unsafe for employees to be working / travelling alone, overnight accommodation etc	Yes / No
Assess the vehicles suitability is matched to the operational requirements of the trip.e.g. driving off road	Yes / No
Has the vehicle been maintained to the standard required for safe operation?	Yes / No
Prior to undertaking any long distance travel, the driver must complete a safety check of the vehicle. The PWC Vehicle checklist has been completed. The driver is responsible for all aspects of preparation, maintenance of the vehicle and equipment. (fuel, water, tyres etc)	Yes / No
Drivers must be made aware of the Safe Driving handbook and PWC Remote travel by Road procedure requirements	Yes / No
Is the driver authorised, trained and deemed competent (licenced) to drive the particular vehicle required for the travel? (check licence class and expiry)	Yes / No
If the driver is going to be in an off-road situation or remote location, ensure local authorities are informed (e.g. police) of the planned driving regime and obtain appropriate permit prior to entering Aboriginal lands	Yes / No
Obtain as much information as possible about the road conditions that are likely to be encountered during the trip and making provision for them .e.g. NT Roads 1800 246 199 or http://www.ntlis.nt.gov.au/roadreport/	Yes / No
Drivers must not be under the influence of drugs, alcohol or any medication that may affect their capacity to drive safely	Yes / No
Drivers must maintain regular contact with a responsible person during and at the completion of the trip. Hudson Creek System Control (HCSC) shall be used for after hours driving to record trip details and for follow up in the event the person does not arrive. (Ph: 89246506)	Yes / No

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A mobile phone must be carried and if accessing remote areas, a satellite phone and/or HV Radio and EPIRB shall be available to drivers.	Yes / No
Enough food and water for the trip for any unforeseen delays is to be carried	Yes / No
Is the vehicle equipped with a first aid kit and fire extinguishers?	Yes / No
Where loads are to be transported, are cargo barriers or restraint anchors fitted and the load secured correctly?	Yes / No
Advise employees night and twilight (dawn and dusk) driving should be avoided as much as possible. However, if night driving is necessary, the vehicle shall be checked to ensure its lights are adequate	Yes / No
Advise employees if driving for lengthy periods, they shall take rest breaks at least every 3 hours for a minimum of 10 minutes at a time.	Yes / No
If the driving time is 6 hours or more, it is recommended 2 persons complete the trip sharing the driving	Yes / No
Drivers shall not drive for periods longer than 10 hours in 1 day	Yes / No
Enter travel details into the log book in the vehicle.	Yes / No

Driving for extended periods - Fatigue

When driving, the immediate responsibility for managing driver safety is with the driver. The driver should stop driving before signs of fatigue are present. Examples of fatigue include:

- Repeated yawning;
- Impaired concentration;
- Driving mistakes;
- Changes in vision;
- Wandering off the road;
- Nodding off momentarily;
- Feeling tired;
- Lack of concentration;

Where driving for extended periods is to be undertaken, the following shall be observed:

- No more than 10 hours in a 24 hour period should be taken up with driving. The total time spent travelling, inclusive of breaks, should not exceed 12 hours, even where the driving is shared;
- A rest period of 10 minutes shall be taken on the completion of each 3 hour period of driving, or as required. Where driving is shared, each driver shall drive no longer than 3 hours in succession;
- Ordinary duty (which does not involve driving duty) combined with driving duty shall not exceed 12 hours in any period for 24 hours.