

Driver safety guidelines

FURTHER INFORMATION

- Detailed [driving in remote locations](#) guidelines.
- Safety and Health [driver training](#).

The University of Western Australia provides vehicles for use by employees for work-related activities, and these vehicles are defined as a workplace under the WA Occupational Safety and Health Act 1984.

The University acknowledges its responsibility to provide safe vehicles and to ensure that they are adequately maintained.

Schools/sections must ensure that their staff, students and others driving their vehicles or operating vehicles on their behalf are competent to handle such vehicles.

Vehicles must be selected and used only for the purposes intended. Vehicle safety features must be included in the criteria on which purchasing decisions are made. Cargo barriers are required to be fitted to open vehicles where there is a risk of unrestrained objects striking the driver in the event of a collision.



1. [Driver responsibilities](#)
 2. [Driver training](#)
 3. [Driving vehicles on campus](#)
 4. [Incident reporting](#)
-

Driver responsibilities

Preparation

- Driver must hold a current licence (recognised by WA Police) for the type and class of vehicle.
- The vehicle is only to be used for the purposes for which it was designed and licensed.
- The vehicle and any towed appliances such as a trailer or boat must be roadworthy prior to use and the driver must be familiar with full operation, making all necessary adjustments to seats, steering and mirrors prior to the start of the journey.
- Check the condition of tyres (visual inspection of inflation and tread conditions), radiator (water level), oil level before departure and occasionally during a protracted trip.
- Obtain information about likely conditions that may be encountered during the trip and ensure provision are in place as needed.
- The Supervisor or Manager of the driver must be informed to planned driving arrangements prior to the journey.
- In all cases where driving 'off-road' or in remote locations is planned, local authorities (normally police) are to be informed.

Adverse conditions requiring reduced driving speeds

- When driving on dirt or gravel roads where the road holding capabilities are reduced and stopping distances become extended. Be aware that if the vehicle has an anti-lock braking system it will not be as effective on loose surfaces.
- When it rains after a dry spell, bitumen road surfaces do not offer as much grip since oil and fuel deposits float on top of the water.
- Heavy rain or fog can reduce visibility and ability to brake effectively in the event of an emergency stop.

During the trip

- Speed limits must be observed at all times and reduced under adverse driving conditions.
- Headlights are to be turned on while driving at all times on country roads to improve vehicle visibility.
- Drivers may only use mobile phones if a suitable 'hands-free' kit is used.
- There is to be no driving under conditions which could lead to fatigue such as overnight or whilst unwell.
- Driving for more than 10 hours in a 24-hour period is not allowed.

- Regular breaks must be taken at least every two hours to walk and stretch (note driving can be shared between multiple authorised drivers).
- Regular 'call-in' schedules may be appropriate and should be arranged in advance in consultation with the local authorities and/or a responsible UWA Supervisor or Manager.
- Upon return, any defects with the vehicle are to be reported.
- University policies including [Smoking policy](#) and [Children in the Workplace policy](#) are to be followed.
- The [Road Traffic Act](#) and all other relevant legislation is adhered to.

Further information is available at [Driving in remote locations](#)

[Back to top](#)

Driver training

Drivers are required to hold an appropriate licence for the type and class of vehicle and have sufficient knowledge, skills and experience to safely control the vehicle. Driver training should be provided if drivers are not confident or are required to drive in inherently hazardous conditions, such as on gravel roads.

A [Four wheel drive training course](#) can be arranged if necessary.

[Back to top](#)

Driving vehicles on campus

[Drivers of vehicles on campus](#) must give way to pedestrians at all times and not exceed the maximum speed limit of 25 kilometres per hour, unless otherwise indicated.

If authorised to drive a vehicle on the inner campus, the maximum speed is 5 kilometres per hour (walking pace) and your vehicle's hazard lights must be switched on whilst in motion. Vehicles are only permitted onto the inner campus to deliver and collect goods and are not to remain parked on the inner campus for extended periods.

Radios are not to be used at any time for vehicles on the inner campus unless for authorised University communications.

[Back to top](#)

Incident reporting

All incidents and injuries involving vehicles is required to be reported to the University and thoroughly investigated.