



WHS-62 Safe Driving Handbook



Document Control	
Territory Generation document number:	WHS-62
BDOC No:	BDOC2014/277
Document release date:	Date 16/06/2014 – Version 1.0
Review period:	3 Years
Next review date:	June 2017
Document Owner:	WHS Specialist
Document Sponsor:	Chief Executive Officer

1. Foreword

This Safe Driving Handbook provides guidelines in relation to the safe use of Territory Generation vehicles in varying driving situations.

In addition to familiarising yourself with the information provided in this handbook, it is also the responsibility of all drivers of Territory Generation vehicles to be aware of and comply with the NT Fleet Driver’s Handbook.

The NT Fleet Driver’s Handbook is located in the glove box of all Territory Generation vehicles. It is also available on the NT Fleet Intranet, and at NT Fleet offices.

For more general information on safe driving see the Department of Transport *Road Users’ Handbook* available via

http://transport.nt.gov.au/data/assets/pdf_file/0020/38108/handbook.pdf

Table of Contents

1. Definitions	2
2. Relevant Procedures:.....	2
3. Driver General Responsibilities.....	2
5. Breakdowns.....	4
6. Accidents.....	5
7. Driving within Generation sites.....	5
8. Urban driving.....	6
9. Inter-regional travel (between Generation sites)	6
10. Off Road Travel.....	7
11. Load Restraint	7
12. Driving Manners.....	8
13. Contact Details	9

1. Definitions

Urban travel: Means travel on sealed roads in urban areas

Inter-Regional travel: Means travel on sealed roads between Generation sites

Off road travel: Means travel on unsealed roads between Generation sites

Vehicle Booking System (VBS): means the system used to record reason for travel, date and time of travel and odometer readings etc.; found under the 'System' tab on the intranet.

Shall: Means a mandatory requirement

Should: Means an advisory requirement

2. Relevant Procedures:

- OHS-02A *Safe Travel between Generation Sites*
- OHS-02B *Vehicle Inspection Checklist*

3. Driver General Responsibilities

(See NT Fleet Driver's Handbook, page 7-12)

- It is the driver's responsibility to comply, at all times, with the Traffic Act, Australian Road Rules, and Laws and Regulations which apply to vehicles being used in particular areas. Drivers must hold a current and applicable drivers licence for the class of vehicle being driven.
- If your licence is suspended you must notify your Line Manager/Supervisor of your inability to drive.
- Employees who are unlicensed are strictly prohibited from driving any Territory Generation vehicle.

- If you are new to the Northern Territory you must apply to the Motor Vehicle Registry to transfer your interstate or overseas licence to a Northern Territory licence.
- Accurate odometer readings must be given each time the vehicle is refuelled.
- Seat belts must be worn at all times and any cargo within the vehicle must be secured.
- Use and load the vehicle according to its purpose, design specification and agreed capacity. This also applies to any trailer being towed. See also Section 9, Load Restraint
- It is the driver's responsibility to pay all Traffic Infringement Notices (TINs) and fines that have resulted while the vehicle is in their use. This includes all parking fines and TINs arising from speed and red light camera fines. The fines generated from these sources are individual fines and the responsibility of the driver to pay them. Late payment of fines will incur additional penalties.
- As a driver, you need to account for the time you spend driving any Territory Generation vehicle. All drivers should book the vehicle and complete the online Vehicle Booking System (VBS) requirements, times, destination and distances travelled.
- Not all vehicles are the same. Before starting any journey familiarise yourself with the controls and adjust the seat and mirrors before moving off.
- Secure personal effects and take responsibility for lost or stolen personal items.
- Smoking is not permitted in any Territory Generation vehicle.

- Unauthorised or misuse of a Territory Generation vehicle may result in penalties being imposed on the driver. The penalties for driving under the influence of a drug or intoxicating substance or exceeding the prescribed percentage or concentration of alcohol in the blood are severe.

3.1 Home Garaging of NT Government Plated Vehicles

- The only person permitted to drive an NT Government plated vehicle when it is home garaged is the Generation employee. The vehicle is to be parked off the street.
- Only Territory Generation employees are permitted to travel in a Territory Generation vehicle. No family member or friends are permitted to drive a Generation vehicle.
- If an NT Government plated vehicle is home garaged it must be driven to and from work only, with no private use whatsoever.

3.2 Home Garaging of Generation Private Plated Vehicles

- If a Territory Generation private plated vehicle is home garaged, it is part of an executive contract (Executive Contract Manager or Executive Contract Officer 1 and above) and can be used by family members out of hours.
- If a non-contract officer takes a private plated vehicle home this vehicle is not to be used as a general family vehicle. It should only be driven by the staff member.
- If the vehicle is used for private purposes outside the urban area in which the employee lives, fuel must be purchased by the employee (OCPE ref 1999/703).

3.3 Keeping your vehicle roadworthy

- The person who drives the vehicle is responsible for the following service checks:

a) Daily Checks

- Ensure windscreen is clean and clear

- Visual tyre check, and
- The fuel level must have be a minimum ¼ full.

b) Weekly Checks

- Use the OHS-02B *Territory Generation Vehicle Inspection Checklist* to complete weekly checks at minimum, and before undertaking long journeys.

c) Servicing your Vehicle

- Monitor the 'next service' via the vehicle booking system (VBS) under the servicing tab. Unless otherwise arranged, the vehicle custodian will receive a automatic notification generated from the NT Fleet VBS that the vehicle requires a service. Contact details are in the NT Fleet Driver's Handbook located in each vehicle. (phone 89364042)
- The sticker attached tom the top corner of the windscreen is placed there by the servicing agent and is an indicator only of the next service.

3.4 Bad Weather Conditions

- Storms and rain change road conditions. You should allow additional time to complete your journey in bad weather and be aware of the following:
 - Braking times will increase with water on the road.
 - Steer and brake with a light touch, braking hard or locking the wheels could result in a skid.
 - Slow down where water is on the road to prevent aquaplaning.

3.5 Cruise Control on wet and slippery roads

If cruise control is fitted:

- Drivers should refer to the vehicle manual for specific guidance on the use of the vehicle's cruise control system in varying road conditions.
- Most manuals recommend not using cruise control in heavy or varying traffic, or on winding, slippery or rough roads. Severe accidents have occurred when vehicles aquaplane in cruise control, if the cruise control system's low traction feature does not activate, it may cause the vehicle to accelerate rapidly.

3.6 Parking

- Take care when parking, driving around car parks and negotiating turns such as three-point turns.
- Be aware of where other stationary or moving objects are, such as cars, poles, walls and curbs;
- Ensure you have enough room to complete the action you are planning to do;
- If the car is unfamiliar to you, allow additional room to complete actions; and
- Be aware that different vehicles have different turning circles.

3.7 Other People

- Travel exposes employees to others on the road. You can control what you do whilst driving however if you see others driving dangerously, take steps to ensure you do not drive near them. Take note that there may be others on the road apart from vehicles such as cyclist and pedestrians

4. Servicing and Fuel

Prior to departing, drivers should check the NT Fleet Drivers Handbook, page 11, for information on the availability of fuel and vehicle repair outlets such as opening times, distances and location. Ausfuel have provided a booklet of service stations where their fuel card can be used.

4.1 Fuel Supplies

Before starting travel, ensure you can make fuel purchases on your fuel card along the route you are taking.

The NT Government has a contract with an approved supplier to supply fuel for its vehicle fleet. If the Generation vehicle you are driving requires fuel, you will find a fuel card in the vehicle (usually on the keychain). Fuel is paid for by using this **card and is subject to a mandatory common use contract**. Fuel should only be purchased from suppliers who accept the fuel card supplied with the vehicle. It is the driver's responsibility to ensure that the correct type of fuel (eg unleaded petrol, diesel etc.) is used when refuelling.

Ausfuel cards can only be used in the Ausfuel outlets. Discuss with your Line Manager/Coordinator re: processes to obtain fuel when travelling to locations where there is no Ausfuel station, for example Yulara.

4.2 Odometer Readings and Vehicle Registration

The current odometer reading must be provided to the service station attendant when refuelling. Accurate odometer readings and a clear signature must be provided on manual Fuel Card Dockets, V Forms and any other fuel records.

The provision of accurate odometer readings at each refuel is essential for NT Fleet to efficiently manage the vehicle fleet.

Drivers are reminded that it is a **serious offence** to use fuel purchased for Government use in unauthorised vehicles.

5. Breakdowns

If your vehicle breaks down it is recommended that you:

- a) Turn on the hazard lights to alert other traffic;

- b) Move the car to the shoulder of the road if possible to allow traffic to pass freely;
- c) Call the Fleet dedicated roadside assistance number 8202-4937. Details are in the NT Fleet Drivers Handbook located in each vehicle;
- d) Contact your Line Manager/Supervisor and/or staff at your intended destination and advise of your situation; and
- e) Keep clear of the roadway and approaching traffic.

6. Accidents

6.1 Actions to be taken

The following actions are to be undertaken in the event of being involved in an accident:

- a) Stop immediately in a safe place. Make sure you're not in any danger, and if it's safe, apply First Aid to any victims of the incident.
- b) If you consider the emergency requires police, fire or ambulance, call 000 or 112 on mobile and satellite phones.
- c) Contact your Line Manager/Supervisor and advise them of the situation and if 000 has been called.
- d) If the vehicle is drivable, move to a safe area and ensure hazard lights are switched on.
- e) For any asset damage at all, it is a requirement to report the accident to Police within 24 hours;
- f) If another vehicle is involved, take down the following details:
 - Full name of driver;
 - Contact details of driver and any passengers (address and phone numbers);
 - Licence details of driver;
 - Registration number, make, model and year of other vehicle; and
 - Exact location of accident, street names.
 - Date and time of accident
- g) If the vehicle is not drivable arrange with NT Fleet to have it towed. Contact details are in the NT Fleet Driver's Handbook located in each vehicle.
- h) Enter the event into GRACE under the Motor Vehicle Accident (MVA) category
- i) Notify the Fleet Coordinator so that an accident report can be raised in the Vehicle Booking System.

6.2 Duties of driver after an accident

- If the accident results in injury or damage to a person or property (vehicle or animal), the driver of a vehicle involved in the accident must:
 - Stop for a sufficient time to allow any necessary enquiries to be made by or on behalf of the person injured or whose property has been damaged; and
 - Render assistance at the scene of the accident.
- If police do not attend the scene of the crash and take particulars of the driver's name and address, then the incident must be reported to the nearest police station within 24 hours. (Reg 19, NT Traffic Regulations)

7. Driving within Generation sites

When driving within Generation sites you must:

- Abide by the posted speed limit. At most sites this will be 20 kilometres per hour.

- Wear your seat belt until the vehicle has stopped and the journey is completed. Do not take your seat belt off as you enter a Generation site; you are still bound by the Traffic Act.

8. Urban driving

- All Generation employees must abide by the speed limits. Generation vehicles are not emergency vehicles and there is no excuse for speeding.
- Employees need to take care in noting where speed limits change as there are a number of zones. It is your responsibility as a driver to note the speed limits and abide by them.
- Day time lights should be used where available. If daytime lights are not available, low beam headlights should be used during operation of a vehicle to provide an extra degree of visibility and safety.

9. Inter-regional travel (between Generation sites)

For more information see G-OHS-02 *Safe Travel between Generation Sites*

9.1 Vehicle Suitability

Things to consider:

- Is the vehicle suitable for the route to be travelled;
- Is it capable of safely carrying the required load and/ or number of passengers;
- Is it equipped with sufficient spare parts/wheels, first aid kit, water and emergency provisions for the journey;
- Is it equipped with a means of communication in the event of a breakdown; and

- Has the vehicle been maintained to a suitable standard that will provide reliability?

9.2 Road trains

- Road trains are common in the Northern Territory and can be up to three trailers (50 metres) long. They are not confined to the bitumen and will be encountered on dirt roads. Always give them plenty of room and when overtaking, allow at least 1km of clear road ahead.
- Pull over where safe to do so if a road train is approaching you on a dirt road. Never attempt to overtake a road train if your vision is obscured by dust.

9.3 Wandering Stock and Wildlife

- The majority of Northern Territory roads are not fenced. Cattle, horses, kangaroos, donkeys, buffaloes and camels may be found crossing the roads, particularly early in the morning and late in the afternoon. They may also be found standing in the middle of the road at night. Drivers should slow down and treat all animals on the road or roadside with caution. Do not expect animals to automatically move out of the way. Birds may also be a problem especially if they are feeding on the bodies of other animals killed on the road.

9.4 Night Driving

- Night driving should be avoided where possible. However, if night driving is necessary, check the vehicle to ensure its lights are adequate. A driver required to travel at night should reduce speed to assist in stopping safely.

9.5 Driver Fatigue

- Driving creates significant stress to the neck and the upper and lower back and can contribute to back pain.

- To reduce this risk:
 - It is recommended to take a 15 minute break for every 2 hours of driving. Get out of the car, go for walk or carry out small stretches. Do not carry out any sudden intense physical activity such as lifting without warming up first.
 - Even good posture can result in discomfort if maintained for long periods of time. Adopt a range of comfortable postures and frequent changes between these postures to help delay the onset of discomfort in driving.
- If you feel tired or drowsy stop driving and have a break. Breaks of fifteen minutes or more should be taken every two hours. Driver fatigue is one of the most common causes of single vehicle accidents.

9.6 Floods

- Do not attempt to cross flooded bridges or causeways until water recedes. Be aware of the danger that swift flowing water presents. Most flash floods recede within twenty four hours. Listen to radio reports in the Wet Season. Heed all road reports and signage displaying road warnings and closures.

9.7 Breakdowns in rural areas

- In the event of a breakdown in a rural area you must stay with the vehicle. A missing vehicle is much easier to find than a missing person. Also temperatures in the Territory can be in both extremes, making it important to stay in the shade or under shelter.
- All drivers shall ensure that prior to starting their journey there is an ample supply of water in the vehicle and they have followed all requirements as per G-OHS-02A *Safe Travel between Generation Sites*.

10. Off Road Travel

For more information see G-OHS-02 *Safe Travel between Generation Sites*

- Generation employees shall not travel off road (on unsealed roads) unless they have been given authorisation to do so by the Manager Generation North or South.
- In the event that off road travel is approved the following the communication protocol listed in G-OHS-02A *Safe Travel between Generation Sites* shall be implemented.
- Any additional requirements such as the carrying of additional water, fuel, satellite phones etc. shall be identified and initiated prior to travel.

11. Load Restraint

- To prevent accidents and injury from unrestrained or shifting loads:
 - ✓ Always restrain the load being carried.
 - ✓ Use a vehicle appropriate for the type of load you are carrying.
 - ✓ Position the load correctly.
 - ✓ Use suitable restraint equipment, in good condition, for the load being carried.
 - ✓ Use good quality restraint equipment, in good condition.
 - ✓ Check your load restraint immediately before leaving and during the trip.
 - ✓ Be aware you are driving under different or more difficult conditions when you are carrying certain types of loads.
 - ✓ Unload safely.

- ✓ Failure to restrain a load correctly on a vehicle may result in legal action being taken against any persons involved.

12. Driving Manners

Do Not Tailgate

Tailgating is **dangerous!** It can make the driver in front nervous and gives you **less time to react** if the vehicle in front slows down or brakes suddenly. Keep a safe following distance. Do not harass the vehicle in front by tailgating.

Be Patient

Never lose your **'cool'** on the road and display provocative gestures and language when others cause you inconvenience. Avoid direct confrontation.

Do Not Road Hog

This is probably one of worst offences road users can commit. Most people want to get to their destinations in the shortest possible time, even if you may not be in a hurry. Keep to the left unless overtaking.

Use Horn Correctly

Beep only to warn others of danger. Expressing your frustration through your horn will only alarm or anger other road users into making unpredictable moves which may lead to accidents.

Signal Early

Indicating late or worse, not at all, is **dangerous!** Most accidents can be avoided simply by alerting other road users of your intentions **early**. Remember to turn off your indicator after use.

Do Not Jump Queue

This causes unnecessary frustration especially in a traffic jam and only worsens the situation. Give way to oncoming vehicles turning on and off the main road.

Forgive and Forget

It is polite to apologise when you make a mistake. If the other party apologises, please acknowledge it.

Watch Out for Children, Aged and Handicapped

Give way to the young, aged or handicapped even though they may not always have the right of way.

Driving on Shoulders

Never drive on road shoulders. They are strictly meant for emergencies only. Innocent lives have been lost due to irresponsible motorists using road shoulders.

Do Not Always Insist on the Right of Way

This can be especially helpful if the other party is experiencing some difficulty for example coming in and out from a side road, changing lanes or leaving a car park.

Reciprocate

Wave 'thanks' to other motorists who give way and reciprocate courteous acts. Returning courteous gestures creates a more pleasant environment for everyone. Remember you do represent Territory Generation.

Be Helpful

Help other motorists in distress. It may be you next time.

13. Contact Details

Name	Phone
NT Fleet Darwin	893 64030
NT Fleet Alice Springs	895 15598
PWC Fleet Co-ordinator	892 45085 0401 114 451
NT Fleet roadside assistance	820 24937