

# Driving Hours Policy

## Section 1 - Purpose

### Statutory Requirements

(1) The [Work Health and Safety Act 2011](#) requires that:

- a. A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of:
  - i. workers engaged, or caused to be engaged by the person, and
  - ii. workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.
- b. A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking. (Section 19 of the Act).
- c. While at work, a worker must:
  - i. take reasonable care for his or her own health and safety, and
  - ii. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and
  - iii. comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act, and
  - iv. co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers. (Section 28 of the Act).

### Introduction

(2) Driving is an intrinsically dangerous and complex activity. One of the major risk factors associated with driving is fatigue. Research conducted by the Roads and Maritime Services has shown that up to 25% of road accidents are caused by driver fatigue, which may manifest itself in the form of slow reactions to emergency situations or it may result in the driver falling asleep. Fatigue may be caused by the driving activity itself, work undertaken immediately prior to driving, long work days which combine driving and working, sustained periods of long work hours in the days and weeks prior to driving, and disrupted sleep patterns.

(3) Consistent with this Policy and in keeping with the University's duty of care obligations, employees who are required to drive in the course of their duties shall comply with the provisions set out in this Policy and the accompanying guidelines.

## Section 2 - Glossary

(4) Nil.

## Section 3 - Policy

(5) Employees shall not be permitted to drive for more than 10 hours in any 24 hour period.

(6) Employees shall not be permitted to drive where the combined period of driving and working would exceed 10 hours in that working day or in a 24 hour period.

### Implementation of the Policy

(7) Heads of devolved units, Schools and departments, as well as managers and supervisors shall be responsible for implementing the Policy in the areas under their control.

(8) In authorising travel for an employee where a period of driving is involved, the supervisor shall ensure that the driving and accommodation requirements comply with this Policy and accompanying guidelines.

## Section 4 - Procedures

(9) Nil.

## Section 5 - Guidelines

(10) The [Driving Hours Guidelines](#) and statement on Driver Fatigue published by the Australian Road Research Board provide comprehensive information on the procedures to be followed when driving on official business and are to be read in conjunction with this Policy.

## Status and Details

<b>Status</b>	Historic
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