

Driving Hours Guidelines

Section 1 - Purpose

Introduction

(1) These Guidelines are part of the Charles Sturt University (the University) Occupational Health and Safety Program and reflect the University's commitment to the health and safety of employees. The Guidelines specify driving and duty hours to promote safe work practice.

(2) Research has indicated that up to 25% of road accidents are the result of drivers being tired or falling asleep. These Guidelines specify procedures to minimise the chances of motor vehicle accidents resulting from fatigue and drivers falling asleep. They should be read in conjunction with the Driving Hours Policy statement.

Section 2 - Glossary

(3) Nil.

Section 3 - Policy

(4) Refer to the [Driving Hours Policy](#).

Section 4 - Procedures

(5) Nil

Section 5 - Guidelines

Part A - General Principles

(6) Safe driving practices should be actively encouraged at all times.

(7) Staff should not be required to drive under conditions in which fatigue is likely to arise.

(8) The taking of regular and adequate rest breaks during a long motor vehicle journey is of fundamental importance in avoiding driver fatigue.

(9) The distance which can be reasonably covered during a day of driving will be governed by the type of vehicle that is used, the type of terrain involved, the road, weather and traffic conditions, the prevailing speed limits and the maximum time that should be spent driving (see Part B).

(10) Any driver who feels fatigued should stop as soon as practicable and take an adequate rest break. This may mean 20 minutes away from the vehicle or a night of sleep, depending on the time of day and the preceding period of

driving.

(11) In planning official journeys involving a period of driving, an employee and the supervisor authorising such travel shall take the following considerations into account:

- a. how long a employee will have been on duty prior to commencing driving and of the duration of any work duties at the end of the journey;
- b. the time at which the journey is to be undertaken, the duration of the journey and the distance to be covered. Particular care should be taken when the timing of the journey interrupts normal sleep patterns;
- c. the provision of adequate rest breaks before, during and after the journey;
- d. the avoidance of any unusual accident risks during the journey; (e.g. frost, flood);
- e. any need for the employees to perform other duties immediately after the journey (this may require limitation of the duration of the journey); and
- f. the possibility of more than one driver travelling in the vehicle to share the driving on long journeys or journeys undertaken in isolated areas or under hazardous environmental conditions.

Part B - Specific Practices and Procedures

(12) The following practices and procedures shall be complied with as far as practicable:

- a. No more than 10 hours of driving, including rest breaks, in a period of 24 hours should be undertaken. In circumstances where the driving is shared by two or more employees, the total time spent travelling, inclusive of rest breaks, should not exceed 10 hours in any twenty-four hour period.
- b. When driving alone an employee should take a rest period of at least 20 minutes on completion of each three hour period of continuous driving. Where staff members are sharing the driving, a change of driver should take place at least every three hours.
- c. An employee who has been the sole driver of a vehicle for three consecutive days should ensure that the fourth day is a non-driving day. A day of driving is defined as the maximum hours as outlined in clause 12a of these Guidelines. Where work commitments include driving on consecutive days (e.g. practicum, field work) an employee should attempt to structure their program so each day includes non-driving activities.
- d. The combination of work time and driving duty should not exceed 10 hours in any period of 24 hours.
- e. With regard to the consumption and use of alcohol and drugs, the relevant State driving laws must be observed at all times. Employees must be cognisant of their ability to drive when taking legally prescribed drugs or consuming moderate amounts of alcohol as the effects of both can cause drowsiness and/or impede driving performance.
- f. Where an employee drives half an hour or more to or from their place of residence to attend work, such time shall count as travelling time when observing any of the above procedures.

Part C - Responsibilities of Drivers

(13) Employees who drive University vehicles have a responsibility to be familiar with and observe University regulations and procedures concerning the driving and servicing of vehicles and the reporting of accidents.

(14) These responsibilities include the daily checking of:

- a. tyres for inflation and tread damage;
- b. body for accident damage and missing fittings;
- c. radiator for correct water level;
- d. oil level;

- e. battery condition;
- f. spare wheel;
- g. tool kit for essential items; and
- h. service sticker to ensure that servicing is not overdue.

(15) NOTE: Drivers should familiarise themselves with the vehicle assigned to them before commencing a journey. It is important that each driver read the notes in the vehicle folder.

Status and Details

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