



**Help for non-English speakers** - If you need help to understand the information in this policy, please contact Administration at Ph. 8766 4000

## PURPOSE

The purpose of a work-related driving policy at Barton Primary School is to ensure the safety of staff members and other road users when driving for work-related purposes. This policy should outline the procedures and guidelines that staff members must follow when driving a vehicle as part of their job responsibilities, whether they are driving their own vehicle or a school-owned vehicle.

The policy should address issues such as driver licensing requirements, and the use of seat belts and other safety equipment. It should also provide guidance on how to plan and undertake journeys, including considerations such as journey duration, rest breaks, and the use of mobile phones while driving.

## POLICY

This policy outlines the responsibilities and processes to identify and manage risks associated with work-related driving.

## SUMMARY

- The [Occupational Health and Safety \(OHS\) Act 2004 \(Vic\)](#) requires the department to identify and, so far as is reasonably practicable, to eliminate or minimise risks associated with work-related driving.
- The principal and/or their delegate (as the local management representative) must identify, assess and control risks associated with work-related driving.
- Under the OHS Act 2004, employees while at work must take reasonable care for their own health and safety and the safety of others who may be affected by their actions or omissions.
- Central and regional offices provide a range of supports and services to assist principals and employees to be safe and well, including access to the OHS Advisory Service and local regional officers who can provide free advice on the risk management of work-related driving.
- The [Work-Related Driving Procedure](#) (in the Procedure tab) must be followed, and sets out the practical step-by-step instructions for implementing this policy.
- This policy forms part of the department's OHS Management System, refer to [OHS Management System \(OHSMS\) Overview](#) for further information.
- Where staff are driving school-owned or hired vehicles (such as buses), this policy should be read in conjunction with the policies on Buses – Owned, Hired or Chartered by a School and Vehicles (Excluding Buses) Owned or Hired by a School.

## DETAILS

The principal and/or their delegate, in consultation with the Health and Safety Representative (HSR) and/or relevant employees, must:

- ensure that the employee, who is required to drive, holds a valid driver's licence and has completed the [Application to drive authorisation form \(DOCX\)](#) and Section 1 of the [Work-Related Driving Checklist – Schools \(DOCX\)](#) on an annual basis or as required for a planned journey.
- identify the hazards associated with work-related driving using the [Work-Related Driving Safety Checklist – Schools](#)
- authorise employees as competent to drive for work purposes, so far as reasonably practicable (for example, sight the conditions of their drivers' licence)

- review and endorse travel plans with specific regard to fatigue management (Section 2 of the Work-Related Driving Safety Checklist - Schools) — noting that approvals for similar driving patterns can last for 12 months.

### Employees must, when planning work-related driving:

- seek endorsement to drive (on at least an annual basis) using the Application to Drive Authorisation Form and Section 1 of the Work-Related Driving Safety Checklist -Schools — including showing a valid driver's licence
- consider how to avoid fatigue, including alternatives to driving where possible
- consider if any medication they are using is likely to affect their alertness or driving performance and consult with their medical practitioner if in any doubt.

### Employees must, prior to commencing driving for work:

- consider expected weather and road conditions when planning the route
- ensure the vehicle is safe to drive.

### Employees must, when driving for work:

- manage fatigue
- avoid other risk factors on the road, including speeding and other traffic offences, use of drugs, alcohol and medications, use of mobile devices, and distractions while driving
- wear a seatbelt, and ensure passengers are wearing seatbelts
- report any accident or safety-related incident on [eduSafe Plus](#) (staff login required).

### Driving school owned or hired vehicles (such as buses)

Where staff are driving school-owned or hired vehicles (such as buses), this policy must be read in conjunction with the policies on [Buses – Owned, Hired or Chartered by a School](#) and [Vehicles \(Excluding Buses\) – Owned or Hired by a School](#).

### DEFINITIONS

#### Accident

An unintended incident which resulted, or could have resulted in, the injury or exposure to a substance or contagious disease, of one or more persons.

#### eduSafe Plus

The department's online hazard and incident reporting and management application, accessible on the intranet. Employees log on using their employee number and password.

#### Incident

An event that has led to or could have led to an injury. Incidents include near misses, accidents, and injuries.

### Related policies

- [Buses – Owned, Hired or Chartered by a School](#)
- [OHS Management System \(OHSMS\) Overview](#)
- [Private Vehicle Use](#)
- [Reporting and Managing School Incidents \(including emergencies\)](#)
- [Travel and Personal Expenses – Teaching Service](#)
- [Vehicles \(Excluding Buses\) – Owned or Hired by a School](#)

## Relevant legislation

- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- Road Safety (Drivers) Regulations 2019 (Vic)
- Road Safety (General) Regulations 2019 (Vic)
- Road Safety Road Rules 2017 (Vic)
- Road Safety (Vehicles) Regulations 2009 (Vic)

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	09/05/2023
Approved by	Principal
Next scheduled review date	09/05/2026