

Vehicle use OHS requirements procedures

1 Purpose

To ensure that staff and students at the University of Melbourne exercise due care of themselves and other road users when using University or personal vehicles for University work.

2 Application

This procedure applies to all staff and students who are required to drive a University of Melbourne vehicle, or who use their own vehicle to conduct University work, and for the protection of the general public.

3 Legislation

Occupational Health and Safety Act 2004 (Vic)

Road Safety Act 1986 (Vic)

Road Safety (Vehicles) Regulations 2009 (Vic)

Road Safety (Drivers) Regulations 2009 (Vic)

Road Safety (General) Regulations 2009 (Vic)

Road Safety (Road Rules) Regulations 1999 (Vic)

4 References

[Staff Travel Policy \(Melbourne Policy Library MPF1178\)](#)

[Off-campus Risk Management Procedure](#)

5 Responsibilities

5.1 Heads of division or department

In a division or department where a University vehicle has been purchased, those responsible for the management of the vehicle must ensure that the following requirements are met:

- Vehicle is maintained in a safe and roadworthy condition at all times in accordance with the manufacturer's recommended service schedule by an authorised service provider;
- Vehicle is operated only in accordance with the manufacturer's instructions;
- A register of authorised users is maintained, and the vehicle is only used by those users;

- Only members of the University, or other persons specifically authorised by the head division or department or their nominee, travel in the vehicle;
- Any damage as a result of accidental or deliberate act is reported to the Insurance Office as soon as practicable;
- The vehicle journey log is maintained; and
- Smoking, administration of illicit drugs or consumption of alcohol is not allowed while responsible for the vehicle.

5.2 Supervisors

Where a staff member or student intends to use a vehicle, approval for the vehicle and any accommodation provisions must be provided prior to the activity.

5.3 Employees driving whilst on University business

All staff and students must obey all Australian government, state and territory traffic laws. Authorised users will be required to complete an authorised user authority and undertaking, as amended from time to time, prior to first use of any vehicle.

6 Procedures

6.1 General duties of drivers

Where students or staff use their own cars for University business or activities, approval must be obtained from the head of department. The onus is on the individual to ensure that the vehicle is registered and roadworthy, and has, at a minimum, third party property insurance cover.

6.2 Incidents

If a motor vehicle is involved in an incident where any person is injured or any property (including any animal) is damaged, the driver must immediately stop the motor vehicle and render assistance. Ensure the following is undertaken:

- Exchange names and contact numbers of the involved vehicles
- Collect witness contact details and their description of events
- Obtain any other vehicle's registration and identification details
- Record the time, date, location and other information as required
- Write a circumstantial description of the incident
- Report as soon as possible to the police or other authority (only if a person has been injured)
- Report and record the incident in accordance with [OHS incident, injury and hazard reporting and investigation procedure](#).

6.3 Using University pool hire vehicles

For the use of a University pool vehicle, refer to [University pool hire vehicles](#)

6.4 Insurance information

For insurance information, refer to [Insurance Office](#).

7 Driving requirements

7.1 Driver safety

Where 4WD vehicles are used for activities off-road, a risk assessment of the activity should be conducted, and where necessary appropriate risk control measures such as driver-training programs provided.

7.2 Avoid fatigue

Staff should not drive if working hours including driving could exceed 10 hours in a day, or 14 hours of driving in a 24 hour period. Travel time to and from home should be included in this calculation.

Journeys longer than 3 continuous hours should have more than one driver per vehicle. Drivers should ensure that a 20 minute break is taken after 3 hours. Where there are two drivers, it is recommended that a change of driver should take place every 3 hours.

8 Document Control

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