

Local form for the Melbourne School of Psychological Sciences

Summary

Staff (continuing, fixed term, and casual) travelling on University business by car, public transport or bicycle are covered by Workers Compensation Insurance. Therefore, this travel should be assessed to ensure that the activity is as safe as reasonably practicable.

Reference has been made to the Worksafe publication 'Guide to safe work related driving' and the University Driving Policy.

With all of the assessments conducted below the implementation of the appropriate and adequate control measures will ensure a LOW Residual Risk. Risk Assessments for travel (car indicates using a University pool car or own vehicle):

SITUATION	RISK LEVEL	CONTROL MEASURES
Travelling by car short distances to/from a university site to another site (business or University)	LOW	Signed Declaration by driver (attached)
Travelling by bicycle from a university site to another site (business or University)	LOW	Wear a bicycle helmet Obey traffic signals
Travelling by public transport to/from a University site to another site (business or University)	LOW	Obey traffic signals Use designated stops only Ensure ticket/fare purchased
Travelling by foot short distances to/from a university site to another site (business or University)	LOW	Obey traffic signals Cross at intersections
Travelling long distances by car to/from a university site to another site (business or University)	MED – HIGH	Signed Declaration by driver No more than 2 hours of continuous driving without breaks No more than 6 hours of driving per day
Travelling by car within metropolitan Melbourne to visit homes	MED	Signed Declaration by driver Guidelines must be in place
Travelling by car within rural areas to visit homes	MED - HIGH	Signed Declaration by driver No more than 2 hours of continuous driving without breaks No more than 6 hours of driving per day Guidelines must be in place

Use of private vehicles on University Business

- 1) Use of private vehicles on University business is discouraged.
- 2) The University will not accept any liability of whatsoever nature which may arise from the use of a private vehicle on University business.
- 3) Use of a private vehicle on University business must not exceed one thousand kilometers in any calendar year by any member of the University without the written approval of the Vice-Principal (Property & campus services), via the School Manager, Melbourne School of Psychological Sciences
- 4) All use of a private vehicle on University business must be approved in advance by the Head of School who has delegated authority to approve to all Level B and above academic staff. Reimbursement, if applicable, must be agreed with the research project manager/coordinator (who will consult with the Resources Manager of the School) in advance of travel taking place. The rate of reimbursement will typically be at the rate prescribed from time to time in Personnel Policy & Procedures.
- 5) In the event of an accident where the staff member and student are both injured in a registered motor vehicle, the Transport Accident Commission ("TAC"), will pay for treatment and benefits. The TAC is a "no-fault" scheme. This means that medical benefits will be paid to an injured person - regardless of who caused the accident.

This form is to be completed to approve driving own vehicle on University business

Name: _____

Date(s): _____ * To be reviewed in 2 years

Area: _____

The above named staff member must provide a photocopy of their current Driver's Licence valid in the State of Victoria (to be attached and filed with this form), and is authorised to use a private vehicle on University business for the period indicated.

Please outline the activity(ies) you will be undertaking including the research project/experiment which has received approval via the School's Human Ethics Advisory Group (please include date of approval of project and name of project):

Please answer the following questions (please circle as appropriate):

- 1) Have risk assessments for all tasks in this activity been completed (typically via approval of the Human Ethics Advisory Group) : Y / N / NA
- 2) Have guidelines been written for this activity (where required): Y / N / NA
- 3) Have you completed the online OHSE for Staff Roles and Responsibilities training: Y / N / NA
- 4) Have you ensured appropriate emergency procedures are in place (typically that you have read and understood all guidelines above and that emergency contact information has been established): Y / N / NA
- 5) I have employed by the Melbourne School of Psychological Sciences (continuing, fixed term, or casual contract)

I certify that the following requirements have been met:

- 1) I have read the policy above for driving on University business.
- 2) I will email my research project manager to record the travel undertaken for every trip within 24 hours of each trip, or if travel is undertaken regularly over a 5 day period, within 24 hours of the end of each week.
- 3) I will carry my licence with me at all times when driving.
- 4) I know the numbers to contact in the event of any emergency.

I am aware that:

- 1) Reimbursement for such use will be at the rate prescribed in the Personnel Policy and Procedures Manual.
- 2) The University will not accept liability arising from the use of a private vehicle on University business.

Signed: _____	Licence number
To be signed by the Supervisor / Head of Area	Expiry date
Name: _____	Comments:
Signature: _____	
Date: _____	