****

**Road Safety and Fatigue Policy template**

**Application**

|  |  |
| --- | --- |
| **Effective date** | **Programme application** |
|  |  |

**Approved / Reviewed**

|  |  |  |
| --- | --- | --- |
| **Approved by** | **Date** | **Review date** |
|  |  |  |
|  |  |  |

**Document Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue** | **Date** | **Author** | **Change Description** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Contents**

[APPLICATION 1](#_Toc207884830)

[BACKGROUND 1](#_Toc207884831)

[POLICY STATEMENT 1](#_Toc207884832)

[RESPONSIBILITIES AND VEHICLE SUITABILITY 2](#_Toc207884833)

[Responsibilities 2](#_Toc207884834)

[Vehicle Suitability 2](#_Toc207884835)

[Employee Responsibilities 2](#_Toc207884836)

# **APPLICATION**

The following Road Safety and Fatigue Policy is applicable to all permanent full-time and part-time employees and casual and volunteers.

A vehicle used for business is considered to be a workplace.

# **BACKGROUND**

In NSW, almost 30 per cent of workplace fatalities are a result of road crashes, and around one in four deaths on NSW roads are people driving for work.

Road safety risk can be reduced by eliminating travel through flexible working, such as workingfrom home, or substituting driving through the use of public transport.

The best way to avoid driving tired is to make sure you have enough sleep before driving, regardless of the length of your trip. Drivers can avoid fatigue crashes by recognising the early warning signs e.g., yawning, poor concentration, sore/tired eyes, drowsiness, slow reactions and oversteering.

Include rest breaks for every 2 hours of driving and plan to stay overnight if driving/working long days e.g., in regional areas.

Do an online test: [www.testyourtiredself.com.au](http://www.testyourtiredself.com.au)

Rest areas allow drivers and motorcyclists to park safely, walk around and refresh themselves before continuing their journey. Service centres, petrol stations, parks and country towns are other places you can stop and take a break from driving. Pull over and stop when it is safe to do so, as soon as you experience any of the warning signs. Have a nap (20 minutes works best) or stop for water or a hot drink if you are on a short trip.

# **POLICY STATEMENT**

All vehicles used for work purposes are to comprehensively insured and have up to date registration and maintenance, be subject to pre-start checks and contain tyre changing equipment and fully stocked first aid kit.

Payment is available for food and accommodation when the worker is required to undertake regional work and work long hours in a single day, subject to prior discussion with manager.

Drivers will stay alert, take regular rest breaks and be capable of operating a vehicle to keep themselves and others safe.

# **RESPONSIBILITIES AND VEHICLE SUITABILITY**

## Church Responsibility

* Develop, implement and maintain this Road Safety and Fatigue Policy
* Maintain safe and roadworthy vehicles
* Monitor and supervise work-related travel
* Pay for overnight accommodation if employee is required to drive long distances and work long hours e.g., to regional areas. This is to be discussed by Manager and employee prior to travel.
* Ensure as far as possible that workers are competent to travel and are not impaired
* Schedule work to account for driving within speed limits and managing fatigue
* Ensure workers are not expected to make or respond to calls when driving
* Review and address all crashes and near misses relating to work-related travel
* Hold workers accountable for breaches of our Road Safety and Fatigue Policy

## Vehicle Suitability

All vehicles used for off-site work purposes will hold comprehensive insurance and have up to date registration and maintenance.

It is recommended that vehicles used for work purposes have the latest safety features:

* Seatbelt reminders and pre-tension devices
* Driver, passenger and side curtain airbags
* Electronic Stability Control (ESC)
* Brake Assist Systems (BAS)
* Autonomous Emergency Braking (AEB)
* Lane support systems such as Blind Spot Monitoring, Lane Keeping Aid and Lane Departure Warning
* Reverse collision systems such as reversing camera, Rear Cross Traffic Alert (RCTA) or parking sensors
* Ensure maintenance and safety checks are carried out regularly.

## Employee/Volunteer Responsibilities

**Drivers will:**

* Stay alert and be capable of operating a vehicle to keep themselves and other workers safe.
* Avoid driving when tired and avoid being distracted
* Not hold and use a mobile phone when driving.
* Travel on the safest route
* Not drive while affected by alcohol or drugs
* Travel at safe speeds
* Take care around heavy vehicles.
* Maintain a healthy work life balance
* Check with their doctor about their medications with regards getting behind the wheel of a car and longer trips
* Share driving where possible
* Take regular rest breaks and check self for signs of fatigue
* Ensuring access to suitable facilities for rest/sleep and plan to stay overnight if working in regional areas (discuss prior with Manager)
* Contact Manager to secure funding for accommodation/food if they find themselves fatigued and unfit to drive home.
* Report all accidents, incidents, near misses and hazards and undertake maintenance and mechanical as required.

**Pre-Start Check:**

As a driver, you should:

* Always inspect the vehicle before starting any work
* Complete any required pre-start checklist and confirm the vehicle is safe and roadworthy
* Check the vehicle is equipped with appropriate equipment (tyre changing etc) and they are in good working order
* Check the vehicle has appropriate first aid supplies
* Check to ensure previously identified and reported maintenance issues have been actioned
* Have the contact details for approved repairers and roadside assistance in the vehicle
* Document and report any safety or mechanical issues immediately to your supervisor and/or company representative.
* If attending a remote or isolated location, ensure you have an effective means of communication.

**Breakdowns and Unscheduled Maintenance**

* Where possible park the vehicle off the road on a flat hard surface in a designated parking bay, rest stop or other safe area.
* Turn on the vehicle’s hazard lights
* Immobilise the vehicle with the park brake
* Ensure the ignition is turned off and the keys are removed from the vehicle
* Where possible, ensure high visibility clothing and PPE are worn
* Consider the use of wheel chocks if the vehicle is on a slope

### **Vehicles and Mobile Phones**

NSW Centre for Road Safety (see roadsafety.transport.nsw.gov.au) provides information on mobile phone use (visited 3 July 2025)

|  |  |  |
| --- | --- | --- |
| **Use or Function** | **Unrestricted License holders** | **Learner and provisional License holders** |
| Hold and use phone while driving, stationary at traffic lights or stuck in traffic | No | No |
| Make or receive a phone callUse music or audio functionsUse as a driver's aid (e.g., navigation) | Yes, you can touch your phone only if the phone is secured in a cradle fixed to the vehicle. It must not obscure your view of the road (in front and to each side. | No. This applies regardless of whether phone is being handled, secured in cradle, or used hands-free. |
| Passenger sitting in front seat to use their phone | Yes, however if a passenger is using a mobile phone, the screen of the phone must not be visible to the driver from the normal driving position. |
| Access a Digital Driver License | Yes, only after a police officer has asked you to do so. It is illegal to touch your phone before a police officer instructs you to do so. |
| Use wallet functions (make a transaction, show a coupon or voucher, or to access an area) | Yes, only if the vehicle is:-Stationary; and-Off the road (such as in a carpark, driveway or drive thru) |

## **Flooded Crossings**

Never drive through floodwater. Stay safe and avoid any unnecessary travel.

During heavy rainfall or flooding, roads can quickly become hazardous. Roads or crossings that may have looked safe a short time ago can quickly become dangerous. Roads and the ground beneath them can wash away and this may not be visible from the surface. It only takes a small amount of water to move a car.

Floodwater can be deeper than it looks and contain pollutants and other debris. It can trap your car and put you and your passengers at risk. Never drive through floodwater.

Driving through flood waters can damage your vehicle. If your vehicle has been affected by flood waters, take it to a mechanic to assess the level of damage. The safety of your vehicle could be compromised. It could also be deemed unrepairable.

Police have the power to close a road to traffic during any temporary obstruction or danger under the Road Transport Act 2013. You may be fined up to $2200 if you fail or refuse to comply with the closure. Other offences such as negligent, reckless or dangerous driving may apply.

#### Before you leave:

#### Only travel if it is essential to do so. If you're safe, stay where you are and avoid any unnecessary travel.

#### If you need to travel or evacuate, visit Live Traffic NSW website: <https://www.livetraffic.com/> to check road conditions and closures and adjust your route accordingly.

#### Investigate alternate routes of travel.

#### For real-time flood, severe weather and tsunami warnings in NSW, download the Hazards Near Me app: <https://www.nsw.gov.au/emergency/hazards-near-me-app> or visit the NSW SES website: <https://www.ses.nsw.gov.au/>

#### If you see floodwater:

#### Turn around and find a safer way to go.

#### Don't attempt to drive, ride or walk through floodwater.

#### Help keep you, your passengers and SES workers and volunteers safe.

#### Contact people who may be waiting for you to advise of your delay.

#### What to do if you’re trapped:

#### In an emergency call **Triple Zero (000)**.

## **Wet or Icey Roads**

You must take extra care driving on wet or icy roads. Travelling on wet or icy roads increases the risk of a crash, even for experienced drivers on routes they know well. Remember to:

* slow down and drive to the conditions
* keep a safe distance from the vehicle in front
* brake gently to avoid skidding and losing control. Brake early and accelerate slowly
* turn on your low beam headlights if it starts to rain
* use your fog lights if driving in fog, mist, or other conditions that restrict your visibility. Follow warning signs and speed advisory signs. If you encounter ice, slow down to maintain control of your vehicle and reduce the force of impacts that might occur.

**Black Ice**

You especially need to take care when driving at night or at dawn/dusk, when surface moisture and dew can freeze into black ice. Difficult to see, black ice can remain on the road even during fine days in shaded or low-lying areas.

Take notice of variable message signs with up-to-date information about the weather and road conditions.

Visit the Live Traffic Website for details on road and weather conditions.

**Driving in Snow**

**Before You Go:**

* **Get a National Park pass.**  Find details about buying passes on the NSW Government Environment and Heritage website: <https://www.nationalparks.nsw.gov.au/passes-and-fees>
* Check alpine conditions on the Live Traffic NSW website: https://www.livetraffic.com/
* **Have your vehicle checked.**  Snowfield conditions may highlight existing faults in your vehicle, particularly in the electrical system. Have your tyres, battery, brakes, cooling system, engine and windscreen inspected.
* **Add anti-freeze** to your engine radiator. You’ll need to match the amount of anti-freeze to the capacity of the coolant system. If the coolant freezes, the engine block and radiator may crack. Most modern vehicles use coolant with wide temperature capabilities, but you should check with your service provider if special coolant is needed. Adding anti-freeze to your windscreen washing fluid will prevent it from freezing on the windscreen when driving.
* **Use cold-weather diesel**. Diesel ‘waxes’ at low temperatures, which will block the fuel system and immobilise the vehicle. If you drive a diesel vehicle, ensure you use fuel that's formulated for use in cold conditions, such as ‘Alpine Diesel’. This is usually only available close to the snow fields, so plan your journey to arrive with plenty of room in your fuel tank for this fuel.
* **Allow enough time for your trip**. Ensure you allow enough time for the trip. Weather can change quickly in the mountains and make progress slow. If authorities order a ‘snow chain day’, you may face delays at snow chain bays to fit and remove chains.
* **Prepare for emergencies**. Carry a torch, blanket, dry clothes, tow rope, spade, wheel chocks and first aid kit.

**On the Road:**

* Watch your speed. Adjust your speed to the weather. Slow down when conditions deteriorate and drive with caution, particularly in fog, snow, or ice conditions.
* Daytime running lights. Ambient light in the mountains can be poor, especially in winter. Drive with your headlights on low beam during the daytime so other road users can see you. Make sure you turn on your vehicle’s fog or headlights when the weather turns bad.
* Obey traffic signs. Always obey the speed limit and other traffic signs, especially wildlife warning signs. Many road accidents in the alpine areas involve native animals crossing roads, particularly at night. Take notice of variable message signs with up-to-date information about the weather, road conditions and if snow chains must be fitted.
* Snow poles and road edges. Don’t drive if you can’t see the edge of the road or the next snow pole. These are painted orange and are tall enough for drivers to find their way in heavy snow.
* Black ice. Take care when driving at night or at dawn/dusk, when surface moisture and dew can freeze into black ice. Difficult to detect, black ice can remain in shaded or low-lying areas even during fine days.
* Snow chains. Snow chains are recommended when driving in bad conditions to help drivers and reduce accidents. As an alternative to snow chains, 4WD vehicles not fitted with winter tyres may be fitted with snow traction devices, such as items made from textiles, that comply with the Austrian Standard ONORM V5121.1. Yellow lane line markings and signs identify possible ‘snow and ice’ risk sections. National Park regulations require all vehicles (except four-wheel drive vehicles) in the National Park to carry chains between the June and October long weekends when driving through designated ‘snow and ice’ risk sections. These risk sections are identified by black and yellow signs within the Kosciuszko National Park. The current designated ‘snow and ice’ risk sections are: Alpine Way – Thredbo to Tom Grogin, Kosciuszko Road within the National Park boundary and Guthega Road within the National Park boundary.