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| Operating Vehicles and Mobile Equipment Off-Site Driving Requirements and Training |  |

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| **Name:** |  | **Date:** |  |
| **Job Description:** |  | **Location:** |  |

# Performance Metrics

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| Drivers of vehicles and mobile equipment are legally licensed, in accordance with local regulations, for the vehicle being driven. |  |  |  |
| Drivers of specialised vehicles and mobile equipment (e.g. MMU, forklift truck) are trained and assessed competent in the operation of the vehicle, including local and / or OTML rules and requirements. |  |  |  |
| Driving hazard awareness campaigns and programs are in place (e.g. speed, drugs / alcohol and fatigue awareness, defensive driving etc.) and vehicle drivers participate in the campaigns and programs. |  |  |  |
| Vehicle driving activities are resourced and scheduled to manage driver fatigue (e.g. long journeys, driving during normal sleep periods etc.). |  |  |  |
| Hand-held, personal communication devices, including mobile phones and radios, are not used in moving vehicles unless specifically required by safety procedures. |  |  |  |
| Journey / route plans are in place and followed for specific high risk journeys (e.g. remote areas, unusual road conditions, dangerous goods routes etc.). |  |  |  |
| Seat belts are fitted for, and worn by, all vehicle occupants. |  |  |  |

# Supervisor Task Requirements

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| Verify drivers of vehicles and other mobile equipment are licensed for the type of vehicle driven. |  |  |  |
| Verify a Journey / route plan is in place if the journey is high risk (e.g. remote area, unusual road conditions, dangerous goods route etc.) and that the driver is aware of its requirements. |  |  |  |
| Provide resources, and schedule driving activities, to manage driver fatigue. |  |  |  |
| Schedule driving hazard awareness campaigns and programs for vehicle drivers. |  |  |  |

# Operator / Maintainer Requirements

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| Drive vehicles and other mobile equipment only if trained and licensed for that type of vehicle. |  |  |  |
| Do not use personal communication devices, including mobile phones and radios, in a moving vehicle unless specifically required by safety procedures. |  |  |  |
| Verify seat belts are worn by all vehicle occupants. |  |  |  |
| Comply with the requirements of local and / or OTML driving rules and any applicable Journey / route plan. |  |  |  |
| Identify locations for rest breaks and take breaks for at least 10 minutes every 2 hours. Do not drive if fatigued (e.g. immediately following extended travel). |  |  |  |
| Participate in scheduled driving hazard awareness campaigns and programs. |  |  |  |

# Comments/Actions