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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. limit long journeys, avoid 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 Management 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 Management 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 Management Plan. |  |  |  |
| Identify locations for rest breaks and take breaks as detailed in the Journey Management Plan. Do not drive if fatigued (e.g. immediately following extended travel). |  |  |  |
| Participate in scheduled driving hazard awareness campaigns and programs. |  |  |  |

# Comments/Actions