

Driver Breach Demerit Points System

APD processes and work flow

Driving Demerit Point System

In essence should an OTML employee or contractor accumulate 12 or more demerit points over any 12 month period for a breach of OTLM standards or PNG Road rules, the employee or contractor will have their OTML driving permit suspended for a period of 3 month

In the case of a Trakpro speed breach (where a driver is unknown at the time of report) the demerit points will accrue to the vehicle's Manager / Custodian in the first instance. In the unlikely event a vehicle driver is unable to be identified by the custodian or manager the demerit points will accrue to the vehicle itself. Should any vehicle accrue 12 or more demerit points over a 12 month period the vehicle will be grounded for a period of the 3 months from the date of the offence when the last demerit points were accrued

Demerit Points will expire 12 months after the date on which each incident occurred

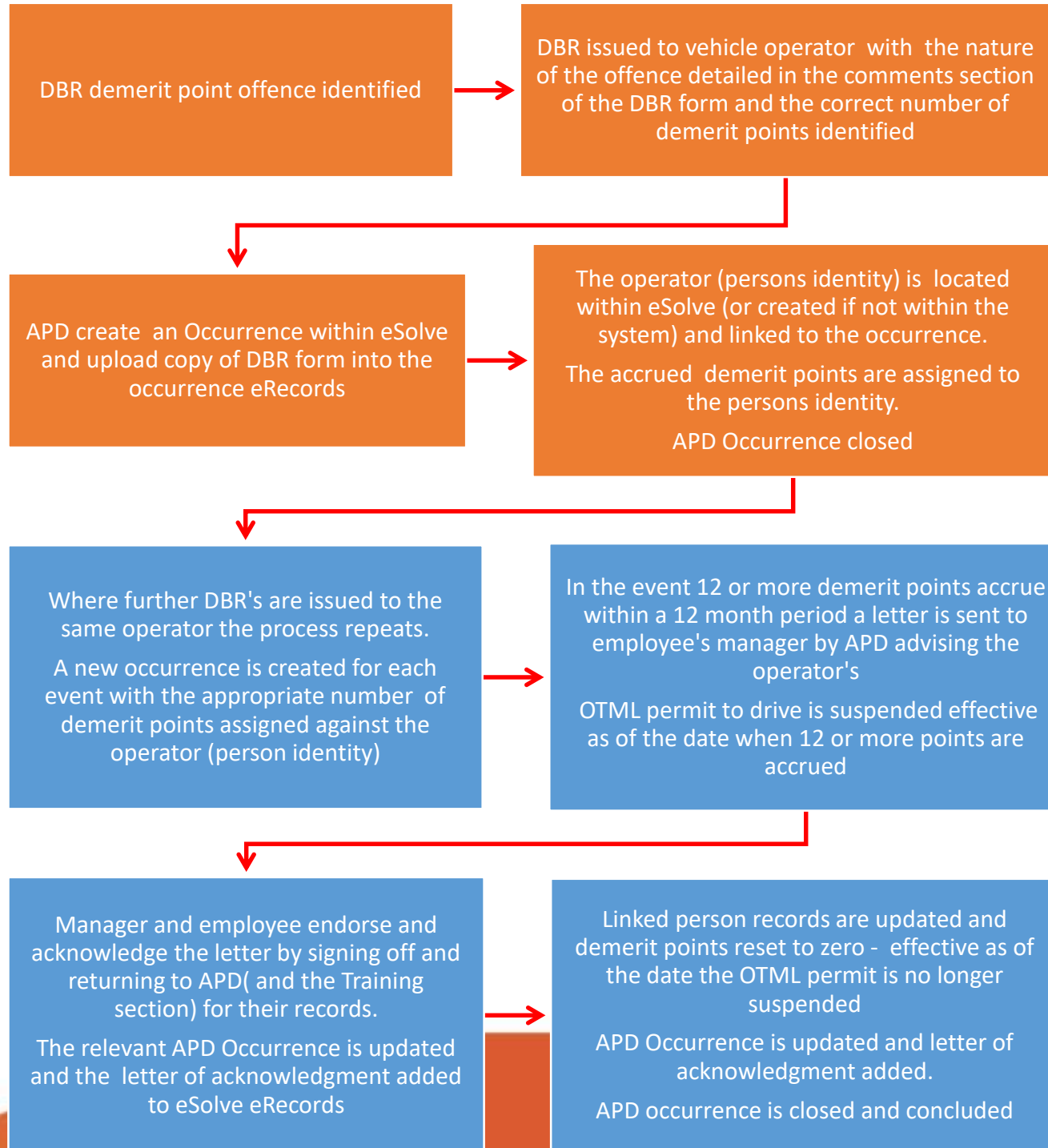


APD processes and work flow

Demerit point offences and the points accrued are detailed below

Nature of Non-Compliance	Points
Driving without valid OTML permit for vehicle class	Termination
Trakpro speeding 20kph or more over the speed limit	12
Trakpro Speeding over 10 but under 20kph over speed limit	4
Failure to comply with applicable standards or road rules	3
Use of vehicle for personal business without authority	2

Driver Breach Demerit Points work flow



APD processes and work flow for DBR Demerit Point event



Trakpro speed event Demerit Point work flow

APD processes and work flow for Trakpro demerit point event

APD Receives a daily Trakpro speed alert Report

Offending vehicle identified and an APD 'Trakpro Demerit Point' Occurrence is created
Vehicle particulars are recorded as are the owner and custodian of the vehicle if available

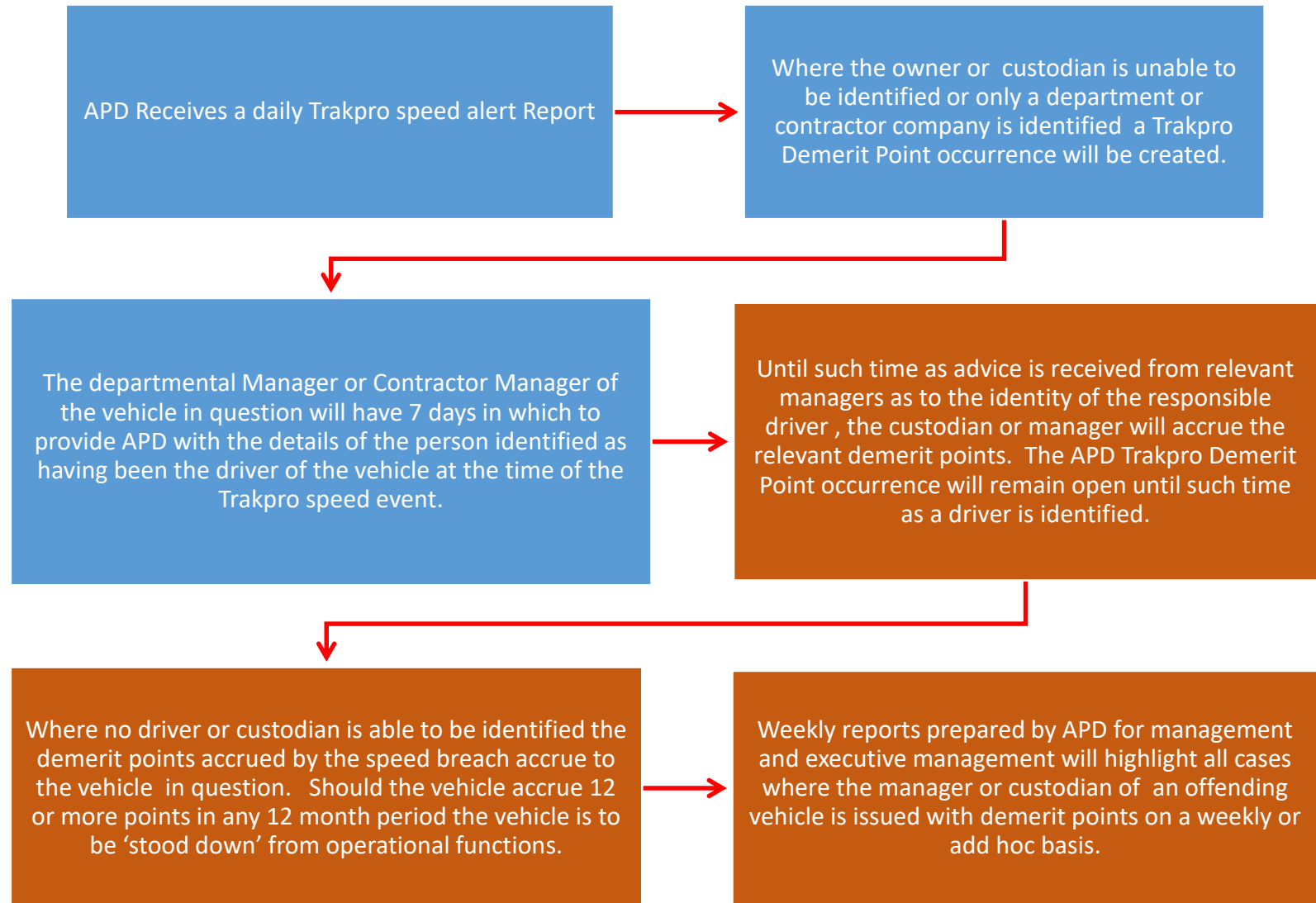
Where the owner custodian is immediately identified through Trakpro records the Occurrence **transitions to a DBR demerit point occurrence**

The process to complete and close the occurrence then follows a Driver Breach Demerit point occurrence.



Trakpro speed event Demerit Point work flow (unknown driver)

APD processes and work flow for Trakpro Demerit Point – unknown driver



Explanatory notes

- Trakpro speeding alerts are received remotely and identify the vehicle, not the driver.
- When a Trakpro speeding alert is received, the details will be sent to the assigned owner of the vehicle.
- The vehicle owner is responsible for advising if another person was driving at the time of the alert so the Demerit Points can be re-directed to the correct Driver's Permit.
- The vehicle owner will have 7 days to advise that another person was driving the vehicle. After 7 days, the vehicle owner will require the approval of their next level of management in order to redirect the Demerit Points.
- If the vehicle is assigned to a group or company, rather than an individual, and they do not advise who was driving at the time of the speed alert, the Demerit Points will be added to the vehicle and the vehicle will be stood down if 12 points are accumulated.



Explanatory notes

The OTML demerit point form below will now replace the old APD DBR form and is to be entered into the eRecords of the relevant Occurrence once created by Tactical Support staff.

Location			
Operator Name	Signature	ID#	
Employer			Registration plate
Date		Time	
Name of operator's manager			
Issuing Officer's name		Signature	
Nature of Breach	Penalty points	Comments	
Driving without valid OTML permit for class of vehicle	Termination		
Trakpro speeding 20kmp or more over posted limit	12		
Trakpro speeding over 10 but under 20kph over posted limit	4		
Failure to comply with applicable standards or road rules	3		
Use of vehicle for personal Business without authority	2		

- **Note that comments regarding breach of road rules or applicable standards may include offences such as failing to stop, failing to wear a seat belt, failing to undertake a prestart vehicle inspection and the like. A comprehensive list will be provided to APD Staff and must be the subject of comment in the comments section of the Demerit point form.**
- **Similarly when entering an occurrence the sub type for a DBR demerit point offence will list all available offences in a drop down box and must be correctly completed.**
- **Any offences committed by a passenger of a vehicle who is not the holder of an OTML permit will be assigned to the OTML or Contractor employee driving the vehicle at the time of the offence (for example if a passenger in the vehicle is not wearing a seat belt the driver will be issued with 3 demerit points.)**