

Frequently Asked Questions (FAQs)

Driver Safety Awareness Training

About the training

What is the training?

The online training course is called Driver Safety Awareness.

It includes a driver safety learning module and driver responsibility compliance actions.

How will it be delivered and how long will it take people to complete?

The course will be delivered via our Engage training platform and should take a maximum of 30 minutes to complete.

You will receive an email in your inbox prompting you to complete the course.

Who needs to complete it?

All Endeavour Foundation staff will need to complete the online training within 30 days of it arriving in their inbox.

Why is it mandatory for everyone?

Driver safety and awareness is extremely important, regardless of how often you are required to drive for work.

The safety of our employees and the people we support is our priority, and this course provides valuable information and reminders about your responsibility as a driver.

What if I don't drive?

You are still required to complete the training even if you do not drive.

Being aware of driver responsibilities and safe driving is just as important for the passenger of a vehicle.

It is important to be aware of what it means to drive safely and take reasonable care for your own health and safety, as well as others.

Understanding and acceptance of driver responsibilities

As part of the course you will need to acknowledge that you have read and understood the *Driver Responsibility Form* and sign to indicate your agreement to comply with the responsibilities as outlined.

You will also be asked to upload a scanned copy of your Driver's Licence to PeopleSoft if this has not already been provided as part of your onboarding process.

How do I check if Endeavour Foundation already has my Driver's Licence?

Some employees were required to provide their current Driver's Licence as part of their onboarding process.

Please check your Talent Profile in PeopleSoft to see if yours is already there.

How do I upload my Driver's Licence

Please scan a copy of the front of your licence. You will be prompted to upload this document to PeopleSoft. For instructions, view this [Guide](#).

What if I cannot fulfill all the requirements of the driver responsibility form?

If you do not feel comfortable or sure about accepting the driver responsibility form, please speak to your leader or to our Fleet Team (fleetadmin@endeavour.com.au). They will be able to work through your concerns and assist you.

Who do I speak to if I have questions or concerns?

Please speak with your leader in the first instance, or you can email peopleexperience@endeavour.com.au

Further Information:

For more information about Driver Responsibilities, please review the [Safety Bulletin](#).