

Safety Bulletin

Edition 147

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Driver Responsibility

If you drive your own vehicle or an Endeavour Foundation Fleet vehicle for work purposes, you are responsible for the safety of yourself and others in the car, when you drive.

Having a current Driver's Licence and driving safely, in a vehicle that is roadworthy and insured, is essential.

Driver Safety Awareness Training

A new mandatory online training program has been introduced for completion by all Endeavour Foundation employees.

The training will be delivered via the Engage Learning Platform and you will be notified via an email to your Endeavour Foundation inbox with links to the training module.

The 30-minute course aims to:

- Provide guidelines related to driving for work purposes
- Raise driver safety awareness by covering the risks associated with driving and how to manage them
- Tips and strategies to help drivers be safer on our roads

The course contains two (2) components:

1. Complete the 20-minute Driver Safety Awareness module.
2. Read through the Driver Responsibility Form (QF 671403) and acknowledge you have read and understood the document.

The course must be completed within 30 days of receiving the Engage notification.

Driver's Licence Upload to PeopleSoft

In addition, staff are required to ensure a copy of their current Driver's Licence is uploaded to their PeopleSoft > Talent Profile. This [Guide](#) provides instructions. Leaders are responsible for reviewing and approving all uploads to ensure the validity of the documentation entered.

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What are the responsibilities of drivers?

1. **Driver's Licence:** Having a valid licence and advising your Manager or the Fleet Manager (Email: fleetadmin@endeavour.com.au) immediately if it is suspended or cancelled
2. **Alcohol and Drugs:** Not driving a vehicle if you have a blood alcohol content greater than the legal limit; are under the influence of illegal drugs; have taken prescribed medications which impair your ability to drive a vehicle.
3. **Vehicle Maintenance:** Not driving a vehicle that is un-roadworthy and ensuring your vehicle is in a roadworthy condition before driving it for work purposes.
4. **Vehicle Cleanliness:** Keeping your vehicle clean and free from any substance or items that may be dangerous, poisonous, or harmful in any way – particularly if you are transporting customers.

Items which may seem generally harmless, could be extremely dangerous for customers and must be removed from your vehicle. These items might include (but not limited to) the following:

- car care products
 - car deodorizer
 - medications like Panadol
 - personal deodorant or perfume
 - tools or sharp objects
 - empty plastic bags
 - all toxic substances.
5. **Fit for purpose:** When using your private vehicle for work purposes, the vehicle must be 'fit for purpose' for its intended use e.g. a 4WD may not be suitable to transport customers with mobility restrictions presenting them with difficulties getting into and out of the vehicle.
 6. **Driving:** Obeying all traffic rules and driving in accordance with local conditions to ensure safe transit. Drivers must ensure all passengers wear seatbelts.

If you are involved in an accident, if safe and able to do so, please obtain the following details from the other driver/s involved. If you suspect criminal negligence, please call the police.

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- Full name and address
- Driver's Licence No and State of issue
- Contact telephone numbers (business, after hours and mobile)
- Vehicle Registration No.
- Insurance details.

7. Insurance (Privately-owned vehicle): If you use your vehicle for Endeavour Foundation business (i.e you transport customers in your car on a regular basis), you must have current insurance that is suitable for business use. Your insurance provider will be able to advise on what insurance is best for you, based on the circumstances in which you use your car for work purposes.

8. Parking and Infringement Notices: All parking and traffic infringement notices are the responsibility of the driver for that vehicle.

Driver Responsibility: Acceptance and Compliance

It is Endeavour Foundation's responsibility to ensure all employees conduct this training; acknowledge and accept their driver responsibilities as outlined; and comply by providing their current Driver's Licence details.

If you feel you are unable to comply with one or more of the requirements, please speak with your Manager or Fleet Manager, who will be able to advise and assist you.

Use of pool Fleet Vehicles

Please ensure you are familiar with and adhere to the following when using a Fleet Vehicle:

- Pool Car Collection Form (QF 6714.12)
- Vehicle Log Sheet (QF 6710.02)
- Fleet Guidelines (QF 6714)

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