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COMPANY
Safety Management System

Doc No: LONGHAUL

Initial Issue Date: Insert Date

Revision Date: Initial Version

Revision No. 0

Next Revision Date: Insert Date

LONG DISTANCE TRUCK DRIVING

Preparation: Safety Mgr

Authority: Director

Issuing Dept: Safety

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Complete Document Control

Purpose

This program is written to be in compliance with regulatory requirements and provide directives to managers, supervisors, and employees about their responsibilities in the operations and management of COMPANY vehicle safety as regards to long distance truck driving.

Key Responsibilities

COMPANY Safety Manager

- The Safety Manager is responsible for developing and maintaining this program and related procedures.

Site Manager

- Responsible for the implementation and maintenance of the program for their site and ensuring all assets are made available for compliance with the plan.

Employees

- All shall be familiar and follow the requirements of this procedure and shall follow all requirements, report unsafe conditions and follow all posted requirements.

Vehicle and Transportation Related

Driving Requirements

COMPANY must not cause or permit any of its employees to transport freight long distance unless:

- COMPANY has assessed the risk of harm from fatigue to the employee's health or safety in doing so and
- To the extent to which activities of COMPANY contribute to that risk:
 - COMPANY has eliminated the risk or
 - if elimination of the risk is not reasonably practicable, COMPANY has controlled the risk.

Drivers will be appropriately assessed, licensed and trained to operate the vehicle they have been authorized to operate.

Backing is prohibited whenever practicable. Where backing is required, drivers, when parking, should make every effort to park the vehicle in a manner that allows the first move when leaving the parking space to be forward.


Passenger compartments are to be free from loose objects that might endanger passengers in the event of an incident.

Signs, stickers or labels are to be fitted in such a manner that they do not obstruct the driver's vision or impede the driver's use of any controls.

Employees driving vehicles are required to follow safe driving practices:

- Obey all driving laws or regulations as well as requirements of clients;

Easy to Search and Replace

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- Immediately report any citation, warning, traffic violation, collision, vehicle damage or near miss associated with company or client vehicle operation or while driving on company duties to the supervisor;
- Immediately report any restriction or change to their driving privileges to the supervisor.
- Seat belts shall always be worn by all occupants whenever the vehicle is in motion.
- Defensive drivers continually assess conditions and hazards and remain prepared for any challenge that may approach them;
- When speaking with a passenger, always keep your eyes on the road;
- Both hands on the wheel;
- No use of cell phones, radios or other electronic devices while driving any vehicle - vehicle must be safely parked prior to using a mobile phone or 2-way radio.
- Drive for conditions, not just the speed limit;
- Alcohol or illegal drugs are not allowed to be in a company, client or leased vehicle at any time;
- Drivers shall not operate a motor vehicle while under the influence of alcohol, illegal drugs, or prescription or over-the counter medications that might impair their driving skills.

Drivers are to be prepared before leaving:

- Perform 360 walk around – report new damage;
- Check windshield for cracks that could interfere with vision;
- Inspect for vehicle damage and immediately report any damage to the supervisor if not previously observed;
- Make sure dirt or mud is removed from lights on all sides of the vehicle;
- Brush or clean off all windows to ensure clear vision;
- Check fuel level to be certain the driver has enough fuel to complete the trip;
- Check to ensure the license plates are legible and correct;
- Ensure driver is rested and alert for the trip.

Consistent formatting throughout the entire document giving a complete professional appearance.


Vehicle Requirements

- All vehicles shall be fit for the purpose, and shall be maintained in safe working order.
- Vehicles are to be fitted with a spare wheel and changing equipment to safely change a wheel, or a suitable alternative.
- Loads shall be secure and shall not exceed the manufacturer’s specifications and legal limits for the vehicle.
- All light vehicles shall be equipped with a securely stowed first aid kit.
- All drivers of light vehicles shall carry a high visibility jacket for use in case of emergency stops.

Transportation

COMPANY must not enter into a contract with a self-employed carrier under which the self-employed carrier undertakes to transport freight long distance unless:

- COMPANY has assessed the risk of harm from fatigue to the health or safety of any driver who transports freight long distance under the contract and
- To the extent to which COMPANY activities contribute to that risk:
 - COMPANY has eliminated the risk or
 - if elimination of the risk is not reasonably practicable, COMPANY has controlled the risk.

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A consignor or consignee must not enter a contract with a head carrier for the transport of freight long distance unless the consignor or consignee has satisfied itself on reasonable grounds:

- That any delivery timetable is reasonable as regards the fatigue of any driver transporting freight long distance under the contract, taking into account industry knowledge of a reasonable time for the making of such a trip (including loading, unloading and queuing times) and
- That each driver who will transport freight long distance under the contract is covered by a driver fatigue management plan.

Fatigue Management Planning

COMPANY must prepare a driver fatigue management plan for all its employees who are drivers who, in the course of their employment, transport freight long distance.

If COMPANY enters into a contract with a self-employed carrier under which the self-employed carrier undertakes to transport freight long distance COMPANY must prepare a driver fatigue management plan for all drivers who transport freight long distance under the contract.

A consignor or consignee that enters into a contract with a self-employed carrier under which the self-employed carrier undertakes to transport freight long distance must prepare a driver fatigue management plan for all drivers who transport freight long distance under the contract.

The COMPANY driver fatigue management plan must address each of the following matters to the extent to which they may affect driver fatigue:

- Trip schedules and driver rosters, taking into account the following:
 - times required to perform tasks safely;
 - times actually taken to perform tasks;
 - rest periods required to recover from the fatigue effects of work;
 - the cumulative effects of fatigue over more than one day; and
 - the effect of the time of day or night on fatigue.
- Management practices, including the following:
 - methods for assessing the suitability of driver schedules;
 - systems for reporting hazards and incidents;
 - systems for monitoring driver’s health and fitness.
- Work environment and amenities;
- Training and information about fatigue that is provided to drivers;
- Loading and unloading schedules, practices and procedures;
- Accidents or mechanical failures.

Of course there is more to Long Distance Truck Driving than this but you’ve seen how we don’t put a lot of fluff in the procedures – just compliance language in a manner that is easy to customize and quick to submit.

COMPANY may amend or replace the plan at any time.

- Must consult in accordance with Division 2 of Part 101 of the Road Transport Act 2001 and at each time COMPANY proposes to amend or replace the plan (except if the proposed amendment or replacement would only change the effect of the plan in a minor way);