



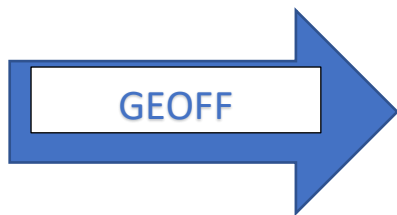
Training & Education

SM 4.2.1 DRIVER OPERATIONS: ON ROAD...

4.2 Other Policies & Procedures

COMMUNICATION: with Management Staff needs to be regular & informative, but succinct. A reduction in the amount of time spent talking on mobile phones is of benefit to all in terms of health, distraction and productivity. Drivers are requested to keep this in mind when deciding when to make calls. Important calls relate to:

- Work instructions
- Mechanical/safety issues
- Health issues
- End of day instructions



• ToonClips.com #8408 service@toonclips.com

MOBILE PHONES:

must only be used in accordance with Qld TMR Legislation. Fines for incorrect use will not be paid by Hawgood Haulage and will be the responsibility of the offending driver.

Queensland

Law: Drivers can use a smartphone only if it's in a fixed holder/cradle or by using a hands-free or Bluetooth system. A fixed phone holder "must not obscure your view of the road" according to Queensland Government, but "these mobile phone rules do not apply to CB radios or any other two-way radios."

Drivers in Queensland will also be fined if they have their phone on speaker setting — it must be a "wireless headset" or "hands-free".

LICENCES & QUALIFICATIONS:

Keep these current and carry with you at all times. Provide the office staff with updated copies.



PERMITS & ACCREDITATION:

You are required to *carry any PBS permits and NHVAS Accreditation certificate & approval letter* in your vehicle at all times.

TMR INTERCEPTION: If you are pulled over by TMR for a vehicle inspection, you are required to offer the *Interception Book* for them to complete. (They may not oblige, however, you must give them the option.). Fines for speeding, paperwork breaches, overloading will not be paid by Hawgood Haulage as we do not condone speeding,

overloading or working out of hours under any circumstances. It is your responsibility as driver, to comply with all laws and regulations.



CHAIN OF RESPONSIBILITY: Every Chain of Responsibility Participant must comply with:

- **all mass, dimension and loading requirements** under Chain of Responsibility Legislation; and all speed and fatigue management requirements under Chain of Responsibility Legislation.
- **doing everything reasonably practicable** to ensure all Heavy Vehicles used in its Transport Activities are roadworthy, safe to operate, well maintained and meet Vehicle Standards
- adhering to procedures to identify, assess, evaluate, and **control risks** associated with transport activities.



SPEED LIMITS: Observe all speed limits. The Company will not pay for speeding fines. Periodic checks will be conducted with compliance to speed policies.



FAULT REPORTING: You are required to carry Fault Reporting Slips in your truck. In the case of a vehicle fault developing whilst on road, contact Geoff by phone and provide as much detail as you can surrounding the issue. Follow the same procedure as the Prestart Check.

- Record faults on the *Fault Reporting Slip* – see below.

- **Notify Management** (Geoff) of any faults and await further instructions

HM10.0 HAWGOOD HAULAGE FAULT REPORT					
DATE	VEHICLE <input type="checkbox"/> Prime Mover <input type="checkbox"/> Trailer	REGO	DRIVER ODOMETER	FAULT	DETECTED DURING: <input type="checkbox"/> Prestart Insp <input type="checkbox"/> Work day
REPORTED TO: <input type="checkbox"/> Geoff <input type="checkbox"/> Charlie <input type="checkbox"/> Zane	MINOR FAULT REPAIRED SAME DAY BY: <input type="checkbox"/> Geoff:- _____ (sign)) <input type="checkbox"/> Charlie: _____ (sign) <input type="checkbox"/> Other: State below		REPAIRS SUMMARY/FURTHER INVESTIGATION		CLOSED OUT BY: DATE

BREAKDOWNS & EMERGENCIES: In the case of Emergency: ring 000 immediately. If a vehicle breaks down, notify Management immediately and await instructions. Refer to training handbook *TEBARS GUIDELINES* for safety during breakdowns.

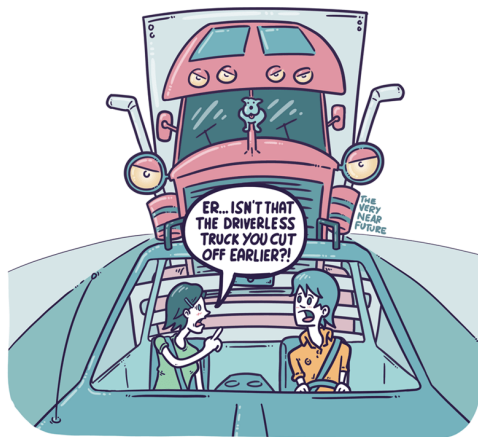


ROADSIDE ASSISTANCE: If a vehicle requires roadside assistance, this will be organised by Management. If within access of an Emergency Breakdown Area, drivers may stay with the vehicle. If roadside, stay behind the barriers away from any danger of oncoming traffic as per *TEBAR GUIDELINES TRAINING*.

ACCIDENTS/INCIDENTS: are to be reported to Management immediately and details recorded using the *“Accident/Incident Report.”* *Ensure you have a form in your document box* in the vehicle and that all details are accurately completed. This is very important for insurance claims.

INJURY REPORTING: Report injuries using the *“Incident Report”* available in the Driver office area or vehicle document box.

ROAD RAGE: You are required to driver professionally at all times. This includes not driving aggressively or retaliating to any immature behaviour of other drivers. At this point in time, we have dashcams fitted to some of the vehicles with the intention to increase the number of these in the future. If you wish to fit your own, please speak to Management.



SEATBELTS: Seatbelts are fitted in each vehicle and are to be worn as per Qld legislation.

SMOKING IN VEHICLES OR ON SITE: Smoking in Hawgood Haulage vehicles and on worksites is not permissible.

 **Training & Education**

ON THE ROAD...

Appendix of Driver Training Articles/Documents

1. Pre Start Inspection Checklist
2. Truck Ready Checklist
3. Medical Assessment
4. HH Drug & Alcohol Policy
5. HH Fatigue Policy
6. Driver Health & Welfare
7. What is in my Driver Reference Manual?
8. How to complete Daily Worksheets
9. HH Speed Compliance Policy
10. Mobile Phone Usage
11. TEBARS: Breakdown Guidelines
12. Accident/Incident Reporting form
13. HH Chain of Responsibility Policy
14. NHVAS guidelines: Mass, Maintenance, Fatigue