



ADM 1.3 DUTY STATEMENT - DRIVERS

CHAIN OF RESPONSIBILITY: Drivers are responsible for ensuring that:

- They adhere to all company policies and procedures;
- They cooperate with their employer to ensure compliance with legislative requirements;
- Induction materials and other training materials are conscientiously adhered to with an acknowledgment that these play a significant part in fulfilling your duty & uphold your position in the Chain of Responsibility. A pre-employment Driving Competency period will be undertaken.
- All relevant equipment & documentation is carried in the vehicle as has been requested: licenses, permits, PPE, safety equipment, reference documents.

NHVAS MASS COMPLIANCE: Drivers are responsible for ensuring that:

- Axle and gross load limits are not exceeded
- Regular tare and axle distribution split weigh verifications are carried out as requested.

NHVAS MAINTENANCE COMPLIANCE: Drivers are responsible for ensuring that:

- A daily vehicle inspection is carried out in accordance with NHVAS procedures and any vehicle faults must be recorded on the Fault Reporting Slip (HM2.1) and the Director/Workshop/NHVAS Administration advised.
- Vehicles are brought to the workshop for Services Due as directed by Management. You will be supplied with a means to get home if applicable.
- All mechanical defects are to be reported to Management/Mechanic via the Fault Reporting Slip upon return to the workshop

SAFETY COMPLIANCE: Drivers are responsible for ensuring that:

- They present fit and ready for work with **zero blood alcohol** and not under the influence of drugs (other than prescription, if applicable);
- Consent to undergo a Commercial Driver's medical assessment and/or drug & alcohol test if requested. This medical examination is to meet the criteria for an unconditional licence, contained within the "Assessing Fitness to Drive"
- They take reasonable steps to prevent risks to health and safety at work by notifying their supervisor of any matter that may affect same;
- if they become unfit for duty due to a medical ailment, Management is to be informed and the employee is to seek medical advice. (Ignorance of the legal and safety issues related to medical ailments will not be accepted as a defence);
- all procedures for taking legislated breaks to minimize **fatigue** are followed and are recorded on the daysheet
- all incidents, near misses and accidents or hazards are reported.

INITIAL: _____



SAFETY COMPLIANCE: Drivers are responsible for ensuring that:

- All loading is conscientiously supervised
- pre-existing medical ailments are declared prior to employment which may impact upon:
 - the ability to drive long distances or
 - for long periods of time or
 - may impact upon their ability to safely undertake tasks associated with the loading or unloading of a heavy vehicle;
- provide the company with a driver traffic history from the relevant authority upon request
- Report any breaches of any Transport Legislation during employment to Management.

SPEED COMPLIANCE: Drivers are responsible for ensuring that:

- Abide by all applicable road rules and regulations and speed limits as designated; Fines from these breaches will not be paid by the Company and will be the Driver's responsibility.

RECORD KEEPING: Drivers are responsible for ensuring that:

- NHVAS documents are kept in the truck at all times – current Accreditation Certificate and Approval letter; legible NHVAS stickers on prime mover & trailer
- The Driver Daily Worksheets/ Runsheets are effectively completed and a weighbridge docket is obtained
- All vehicle load details are recorded on the Daily Work Sheet/relevant run sheet, and reported to the Director in accordance with the Standard of the NHVAS Management Systems as detailed in induction & refresher NHVAS training;
- The Interception Report Book is produced to an authorised officer upon interception and request that the interception report is completed. The authorised officer will keep the top copy and the driver is to hand the second copy to the Director with all other paperwork;
- **TIMESHEETS AND DOCKETS:** All paperwork is to be in your folder every week in the Driver Desk area by **no later than 5pm on Saturday afternoon**. The collation of timesheets and data relating to Mass & Maintenance Management is done on Sunday. Please do not send photos of your daysheets and dockets - this has become unmanageable in terms of timing, sorting & digital storage.

INITIAL: _____

PROFESSIONALISM: Is it expected that drivers:



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- Be punctual & productive.
- Be honest in recording work hours for payment
- Do not use fuel cards/tags, etoll transponders or company vehicles for personal use unless permission has been granted by Management.
- Treat other company members with respect & consideration.
- Speak, behave & present yourself professionally.
- Will not use social media to upload images or comments relating to Hawgood Haulage without permission.
- Refrain from chatter on truck radio work channels that is of a personal nature or opinion.
- Maintain company privacy in respect to structures, work contracts or rates.
- Give Management appropriate amount of notice if you require leave or need to resign.
- Communicate with Management maturely & professionally if you have a grievance
- Contact Geoff on last load of each day's work to see if you able to assist anyone else.
- Will acknowledge that the reading of training documents is a commonplace expectation of all current workplace environments & that these need to be addressed in a timely fashion and with a conscientious attitude. 😊 If you require assistance with technology, please ask.

INITIAL: _____



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VEHICLE AND WORKSHOP PREMISES CONSIDERATIONS: Is it expected that drivers:

- Treat all vehicles, equipment & property with care - this includes:
 - keeping cab free of dust & rubbish
 - Avoid spillage of drinks and clean this up if it does occur.
 - Exterior cleaning regime as directed by Geoff
- Assist in workshop if needed: cleaning; minor repairs/general maintenance
- Return tools to appropriate workshop storage place
- Will seek permission from Management to borrow tools/materials for home use
- Clean up after themselves when using HH bathroom facilities
- Ensure vehicles are fuelled in the afternoon to be ready for the next day's work
- Park & lock vehicles as has been directed by Management
- Ensure workshop gates/doors are locked if you are the last to leave - if you are not sure of this, please contact Charlie or Geoff upon departure.
- Ensure you follow all procedures as directed regarding keys, fuel tags/cards, parking of personal vehicles.
- Be aware that damages caused to company vehicles or equipment through gross negligence may be costed to the employee that caused the damage.

Employee's Name: _____

General Manager: Ross G Hawgood

Signature: _____

Signature:

Date: