**Delete red text before finalising and printing this document**

**Delete or accept (and reformat) highlighted text** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Low to medium risk travel:**

* In many cases the nature of road safety hazards and relevant controls are well established and understood. Many hazards and their associated risks are well known and have well established and accepted control measures.
* In these situations, approval to conduct activity is agreed between the driver and their supervisor e.g. *application to use private vehicle for official duties form* (see app 1 in the [driver safety guide](https://education.qld.gov.au/initiativesstrategies/Documents/driver-safety-safe-driving-guide.pdf)), and the second step to formally assess the risk is not required. If after identifying a hazard you already know the risk and how to control it effectively, you may simply implement the controls.
	+ Use the [existing driving controls](#exisiting_driving_controls_checklist) checklist (below) to verify and record relevant controls to manage the risks associated with your driving activities are in place. Dependant on circumstances, this can be a one-off process e.g. completed during an annual performance and development (PDP) meeting and periodically reviewed as part of the PDP process or be journey specific.
* Examples of medium risk travel include suburban driving and driving less than 2 hrs duration in clear conditions on sealed roads. Examples of activities might include picking up trophies for a sports awards night, attending PD at a nearby venue etc.

**High risk travel:**

* Road safety research indicates that there is a significantly higher risk of death or injury due to crashes on rural or remote roads.
* Examples of high-risk travel include:
* travel through/to rural and remote areas
* driving alone over long journeys
* travel at dusk/dawn and at night
* travel involving transport of dangerous goods
* travel involving adverse weather conditions or poor road conditions.
* **High risk travel requires:**
* [**existing driving controls checklist**](#exisiting_driving_controls_checklist) - completed
* **Safe driver** [**travel plan**](#travel_plan) – completed and approved
* [**work-related driving risk assessment**](#work_related_driving_risk_assessment) -completed and approved
	+ adapt the generic risk assessment in this document to meet your journey needs
* a daily [**pre-drive inspection**](#Pre_drive_inspection), completed at the start of each day.

**Adapting the generic assessment**

Individual high-risk activities: Drivers, in consultation with their supervisors and other relevant persons e.g. travellers, contact officers, are to amend the generic assessment to suit their specific work-related journey circumstances.

Site wide or high frequency high-risk driving activities: Depending on your workplace’s driving activities, you may use the generic template to conduct an assessment for common activities across your site. In such cases, all drivers are to be consulted during the risk management process. Examples might include long journeys to access professional development; long road trip for curriculum activities using school owned vehicles e.g. sport, eisteddfods

Remember: consider the characteristics of the driver, the vehicle and the journey as part of the risk assessment process. Refer to the ‘How to do a risk assessment for driving’ section of the [Driver safety guide](https://education.qld.gov.au/initiativesstrategies/Documents/driver-safety-safe-driving-guide.pdf) for further support.

The assumption used for the generic template is that the inherent risk for work-related driving activities is high, with the likelihood of an incident possible with major consequences for personal injury and financial, property or reputational damage.

* Step 1: identify the hazards - remove non-relevant hazards and add any journey-specific hazards not yet included (see the Driver safety guide for more information on driving hazards).
* Step 2: assess the risks – what could go wrong? Amend the generic risks. These risks must be managed to minimise the likelihood and consequences of an incident occurring during a driving activity.
* Step 3: reduce the risk by identifying how you will control them. Remove non-relevant controls and add any journey-specific controls not yet included.
* Only include control measures and actual actions that you are either implementing now or planning to implement prior to or during the journey.
* Step 4: Once controls are in place, use the risk matrix to establish the residual risk level for your driving activity - identify the likelihood (L) and consequences (C) of something going wrong with your identified controls in place. Record the residual risk level.
* Note that **the residual risk level for remote driving is deemed high** due to isolation, the impacts of distance from emergency response and variable road conditions.
* Record the overall risk level for your driving activity. The highest residual risk for any one hazard in your journey will reflect the overall risk level for your journey. Obtain approval from your supervisor to conduct the activity based on the level of risk.
* Review your assessment prior to travel and ensure you implement all the identified controls to ensure your journey is as safe as possible.
* Step 5: Monitor controls during travel to ensure they are effective. Review controls after the activity and adjust as necessary.

Existing driving controls checklist

**Driver’s name:** Click or tap here to enter text.

**Supervisor’s name:** Click or tap here to enter text.

[ ]  supervisor has sighted licence appropriate to class of vehicle being driven

**Date of travel**: Click or tap to enter a date.

**Journey from:** Click or tap here to enter text. **to:** Click or tap here to enter text.

**Journey length/duration:** Click or tap here to enter text.

Complete the checklist to verify the following **controls** are in place to manage known driving risks.

**Both drivers and supervisors have**:

[ ]  discussed and agreed the journey is necessary and relevant journey approval has been documented

[ ]  have reached agreement on overnight accommodation where necessary

[ ]  read, discussed and understood the driver safety risk management strategies described in the [Driver safety guideline](https://education.qld.gov.au/initiativesstrategies/Documents/driver-safety-safe-driving-guide.pdf)

[ ]  discussed the journey route and likely hazards including driving duration, workload requirements, road conditions, distance, rest and fuel/charging facilities.

[ ]  discussed travel risks and agreed how safe travel will be undertaken

[ ]  confirmed the vehicle (electric or internal combustion) is suitable for the conditions likely to be encountered and driver is familiar with vehicle safety features

[ ]  discussed the process to report the incident to their supervisor and record it in MyHR WHS as soon as practical after an incident

[ ]  confirmed expectations to manage driver distraction by not needing to responding calls while driving

In addition the driver(s):

[ ]  is fit to drive and holds the appropriate and current class of licence for the vehicle being driven i.e. driver is well rested and free from the influence of alcohol and drugs (including prescription medication with drowsiness warnings)

[ ]  adheres to department code of conduct, procedures, local policies and road rules and follows the Queensland Government [driver responsibilities](https://www.forgov.qld.gov.au/mail-facilities-and-vehicles/vehicles/driver-responsibilities)

[ ]  takes time to adjust the vehicle to ensure comfort and safety during the trip

* Where **QFleet vehicles** are used:

[ ]  has completed [driving a vehicle safely for work online induction](https://www.forgov.qld.gov.au/projects-and-initiatives/search-for-projects-and-initiatives/driving-a-vehicle-for-work-elearning) and completes refresher every two years

[ ]  is a [QFleet authorised driver](https://ppr.qed.qld.gov.au/attachment/fleet-vehicle-authorised-driver-agreement.pdf)(s).

[ ]  has reviewed the QFleet glovebox driver companion guide and are familiar with required incident reporting and emergency response processes

* Where **EV vehicles** are used:

[ ]  has mapped the EV route to ensure adequate charging availability

[ ]  has agreed with supervisor about how time when charging will be managed (adequate and appropriate facilities to work safely must be available)

* Where **grey (private) fleet vehicles** are used:

[ ]  the driver(s) has completed the [driving a vehicle safely for work online induction](https://www.forgov.qld.gov.au/projects-and-initiatives/search-for-projects-and-initiatives/driving-a-vehicle-for-work-elearning) and completes refresher every two years (recommended)

[ ]  the vehicle is registered, roadworthy and insured (minimum third party) and the insurance policy has been endorsed to indemnify the Queensland Government

[ ]  where kilometric allowance will be claimed, the vehicle insurance policy includes a Qld Govt indemnity statement and Principal/manager approval has been obtained to claim the allowance (refer to the [Kilometric Allowance Directive 20/16](https://www.forgov.qld.gov.au/pay-benefits-and-policy/directives-policies-circulars-and-guidelines/motor-vehicle-allowances-directive-2016))

* Where heavy vehicles are used (e.g. buses) and heavy vehicle national laws apply (**HVNL)**:

[ ]  the department’s [HVNL requirements](https://intranet.qed.qld.gov.au/Services/facilities/asset-management/fleet-management/Pages/heavy-vehicles.aspx) are followed.

* High risk travel

[ ]  A journey plan has been completed and shared with the nominated contact officer

[ ]  The nominated contact officer is available for the duration of the journey and knows the agreed process for managing an overdue driver

[ ]  A pre start check of the vehicle is conducted daily

Safe driver travel plan

This travel plan, including the existing controls checklist, risk assessment and pre-drive check list records journey details and documents and communicates how risks associated with high-risk travel are managed. High risk travel includes travel through/to rural and remote areas, driving alone over long journeys, travel at dusk/dawn and at night, travel involving transport of dangerous goods, travel involving adverse weather or environmental conditions and travel involving poor road conditions. This planner may be used in conjunction with other travel forms including approval to incur travel expenses etc.

|  |
| --- |
| **Purpose of travel – Work related driving** |
| [ ]  Safe practices identified in the existing controls checklist and in the work-related driving risk assessment below are implemented before/during the journey. |
| Driver name: |  | Email: |  | Phone: |  |
| Work unit: |  | Position: |  |
| Reason for travel: |  |
| Last travel to this destination: |  | Number of travellers: |  |
| **Workplace contacts (non-traveller details)** |
| Travel contact name: |  | Supervisor name: |  |
| Contact details |  | Contact details: |  |
| Agreed contact method e.g. text, email, phone etc. |  | Driver over due after: |  min/hr | ‘Failure to contact’ response agreed and shared |  [ ]  Yes |
| **Travel details** |
| Notes- Planning is to: accommodate a 15 min break every 2 hrs when driving exceeds 2 hrs, allow adequate time to safely arrive at destinations including potential delays leaving work location, prevent more than 10 hrs driving in any 24hr period, ensure workday does not exceed 12 hrs including travel time, and eliminate travel at dusk/dawn in outer regional, rural and remote locations without specific controls. [ ]  A map of the proposed travel route is provided (recommended for remote travel) [ ]  Personal emergency contact details are current in MyHR |
| Date | Travel | Depart from | Est depart time | Destination address/ phone number. | Est arrival time | Travel dist. (km) | Accommodation details | Agreed check in time |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Work related driving risk assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed by:** |  | **Signature:** |  |
| **In consultation with:** |  | **Signature(s):** |  |
| **Date of assessment:** |  | **Last reviewed:** |  |
| **Risk assessment ref:** |  | **Version:** | 1 |
| **Note that instruction and training may be required in addition to this risk assessment.** |
| **Highest level of residual risk for this activity: *(The highest residual risk for any one hazard in the journey will reflect the overall risk level for the journey).***  |
| [ ]  **EXTREME**  | **Journey must not proceed.** Where controls cannot be implemented to reduce the risk level, the task must be reconsidered, or safer alternative travel methods employed. |
| [ ]  **HIGH**  | Supervisor input required. Nominated contact officer required. Travel plan required. Supervisor to review journey planning and approved travel with driver to ensure controls are in place. The journey may proceed, but the driver is to be prepared to reassess the risk immediately prior to, and throughout travel. A contact officer is to be available to support the driver throughout the journey. |
| [ ]  **MEDIUM** | Supervisor input required. Supervisor to discuss controls with the driver as part of journey planning and approved travel. The journey may proceed, but the driver is to be prepared to reassess the risk immediately prior to, and throughout travel. A contact officer may need to be available to support the driver throughout the journey. |
| **Approval:**  | I am aware of the risks for this activity and approve the activity to proceed. |
| Approver Name | Position (Principal/Director) | Signature | Date |
|  |  |  |  |
| **Comments** |
|  |

| **Step 1:** **Identify the hazard/s:** **(What could cause harm?)** | **Step 2: Assess the risks:*****(What could go wrong?)*** | **Step 3: Reducing the risk:** **(In addition to the existing driving controls checklist, what will be done to eliminate or minimise the risk in addition to existing controls)** | **Step 4: Revised risk level with controls in place***(Use* [*risk matrix*](#Risk_management_matrix)*)* |
| --- | --- | --- | --- |
| **L** | **C** | **Risk level** |
| **Road conditions*** Gravel roads
* Dust
* Corrugated surfaces
* Water on road
* Heavy vehicles
 | * Potholes
* Gravel / unsealed road
* Lack of confidence to drive conditions
 | * Driver reviews emerging traffic and adverse conditions information from [QLD Traffic](https://qldtraffic.qld.gov.au/), [BOM](http://www.bom.gov.au/), [QLD government alerts](https://www.qld.gov.au/alerts) and any internal communications to understand suitability to travel.
* Communicate to work location of any expected delays
* Drive to conditions
 |  |  |  |
| **Collision** with livestock or wildlife | * Trauma/Near miss trauma
* Collision
* Vehicle damage
* Serious injury
* Injury when assisting struck animal
 | * Driving at dusk, dawn or night is minimised
* Drivers maintain straight and steady steering while using emergency braking procedures and are aware that swerving to avoid animals when travelling is a common cause of single-vehicle rollover crashes
 | Possible | Major | High |
| **Collision** with another vehicle, road structures, cyclists, eRider or pedestrians | * Trauma / Near miss trauma
* Serious injury
* Vehicle damage
 | * Allow extra space while driving near motorcycles that may need to slow down to avoid hazards such as flying debris, oil slicks or pot holes
* Drivers are aware of road rules and safety issues surrounding cyclists including minimum distance for passing bicycle riders.
* Leave at least 1 metre when passing a cyclist/eRider and 1.5 metres if travelling faster than 60 km/h
* Drivers maintain straight and steady steering while using emergency braking procedures to slow
* Drivers are vigilant around schools. Particularly in the early mornings and afternoons
* Drivers are alert to pedestrian traffic and increased risks when driving EVs (due to quiet operation).
 |  |  |  |
| **Remote travel** * Isolation
 | * Deviation from planned route
* Anxiety from getting lost
* Insufficient emergency resourcing
* Single vehicle accident
* Collision with other vehicles, road infrastructure, animals
 | In addition to controls above:* Long journeys substituted when possible by MSTeams calls.
* Where practical, more than one driver is making the journey.
* A [travel plan](#travel_plan) is prepared and reviewed with all safety concerns addressed prior to departure. The plan is shared with a nominated contact person (non-traveller) who is available to actively check on driver safety and wellbeing at programmed times throughout the journey.
* A [pre-drive inspection](#Pre_drive_inspection) of the vehicle is carried out (lights, mirrors, windscreen, coolant, oil etc and actioned or another vehicle arranged.
* Check that there is adequate phone coverage for the area travelling to. If not, determine other strategies - satellite phone, telematics, additional check ins with contact, advising local police of dates and route of travel etc.
* Navigation programmed prior to starting journey or maps on board. Review navigation regularly to check correct destination and suitable driving conditions. Deviations reported asap to contact officer at rest breaks/destination.
* Identify location of fuel stops before leaving at:

<http://www.raa.com.au/motoring-and-road-safety/fuel-station-locator> * Vehicle is equipped with appropriate first aid and emergency equipment (determined using [first aid risk assessment](https://education.qld.gov.au/initiativesstrategies/Documents/first-aid-risk-assessment-template.docx) and assessment of travel conditions).
* All personnel remain with vehicle if stranded.
* Ensure enough food and water is taken for any unforeseen circumstances e.g. minimum 1 litre of water for every 1 hour of journey per person on board
 | Possible | Major | High |
| **Adverse conditions*** Extreme heat or cold
* Severe storm
* Flood
* Bushfire
* Cyclone
* Inclement weather
 | * Road closures
* poor driving conditions
* Wet / slippery / boggy roads
* Road/traffic hazards
* Travel delayed
* Route deviation / modification
 | * The driver will monitor for adverse weather and only drive when safe to do so
* Driver reviews emerging traffic and adverse conditions information from [QLD Traffic](https://qldtraffic.qld.gov.au/), [BOM](http://www.bom.gov.au/), [QFES](https://www.qfes.qld.gov.au/Current-Incidents), [QLD government alerts](https://www.qld.gov.au/alerts) and any internal communications to understand suitability to travel.
* Driver follows the direction of emergency services personnel as applicable, tunes in to radio for emergency updates (ABC Local Radio)
* Vehicles have fire blankets, first aid kits
* Drivers ensure they take adequate water and have appropriate communication (consider need for satellite phones)
* Driver modifies speed to cater for factors such as weather, traffic, fauna, and road conditions.
 | Possible | Major | High |
| **Driving at dawn or dusk** | * Poor light
* Sun/glare
* Compromised view of road
* Tiredness
* Collision with wildlife/stock
* Trauma/Near miss trauma
* Collision
* Vehicle damage
* Serious injury
 | * Plan trip to minimise driving at dawn and dusk
* Adjust driving style/reduce speed/drive to conditions
* Consider the potential threats on the road and plan how you will adjust the way you drive.
* Ensure alertness by preparing well for long journeys and minimise driver distractions.
* Be mindful of other drivers, and switch to your low beams if there’s oncoming traffic or if you’re following another vehicle.
* Have good sunglasses available to you within easy reach - polarized sunglasses help reduce glare.
* Utilise the sun visor to block out the sun.
 | Possible | Major | High |
| **Electric vehicle operation*** Driver not familiar with vehicle operation
* Range failure
* Almost silent operation of the vehicle
* Immediate acceleration
* Use of inappropriate speed
 | * Distraction caused by range anxiety
* Distraction from regenerative braking
* confusion with unfamiliar dashboard
* Loss of control of vehicle
* Collision
 | * Induction training provided for drivers includes electric vehicle familiarization and regenerative braking
* Journey is planned so charging stops are built in. Planning ensures that charging points on route are compatible with vehicle and sufficient time is available for charging.
* Driver is instructed on strategy of frequent and short charging stops to prevent range anxiety.
* Regular delivery of toolbox talks on electric vehicle topics including battery charging, keyless entry security, cyber security, vehicle breakdown and battery safety procedures.
* Breakdown recovery arrangements are included in glove box companion guide for electric vehicles.
 |  |  |  |
| **Driver competency and behaviour*** Driver attitude
* Driver error
* Driver inexperience
* Unfamiliar route and conditions
* Driver behaviour including road rage
* Distraction
* Insufficient awareness of driving hazards and their management
* Insufficient induction and training
 | * Collision
* Trauma/Near miss trauma
* Road rage
* Injury
* Anxiety
* Poor performance
 | * Appropriate licence for class of vehicle being driven
* Drivers with limited experience or not familiar with country roads are provided with defensive driver awareness training and/or experienced companion drivers
* Supervisors specifically and regularly discussed road safety with L and P plate drivers who undertake driving for their role.
* In car technology is used selected where appropriate e.g. speed control, lane change etc.
* Driver modifies speed to cater for factors such as weather, traffic, fauna and road conditions. Schedules and routes are rearranged where necessary
* Driving in adverse weather conditions, e.g. fog, very high winds, flooding etc is actively discouraged.
* Driver understand risks from distraction whilst driving and in car distractions are minimised.
* Supervisor has confirmed there is no requirement to respond to communications including phone calls, text messages etc while driving, and that delays due to road/traffic conditions do not warrant rushing or speeding.
* Driver and/or passengers familiar with route and conditions
* All goods are secured to minimise the risk of unrestrained objects striking the vehicle occupant/s in the event of a collision
* Driver has completed training identified in the existing controls checklist and/or has refreshed this training in last 2 years
* Driver activities are authorised by supervisor
* Drivers are provided information on safety expectations when driving during discussions with supervisor as per the existing control checklist
* Where drivers are required to undertake long journeys on unsealed roads in remote areas, drivers will complete an accredited 4x4 training course
* Driver is instructed on how to carry out pre-travel vehicle inspection and report defects as appropriate including tyre pressure and wear, windscreen wiper and headlight condition etc.
 |  |  |  |
| **Vehicle condition*** Unroadworthy vehicle
* Lack of maintenance
* Insufficient fuel/charge for journey
 | * Vehicle breakdown/ damage
* Stranded/isolated/delayed
* Insufficient charge
* Misfuelling
* Deviation from route
* Serious injury
 | * Private vehicles must have current registration and appropriate insurance. Approval for travel must be obtained in writing from supervisor.
* Vehicles have manufacturer safety features in place and they are used as intended e.g. seatbelts.
* Consider installation of aftermarket seatbelts in low-speed vehicles (golf carts etc - not currently a compulsory standard fitting).
* Vehicles are maintained as per manufacturer’s recommendations
* Driver is aware of fuel type required for vehicle
* QFleet roadside assist and insurer contact details in vehicle glovebox.
* Driver carries out a visual check of tyres, safety equipment and warning lights before driving and periodically on long trips /remote journeys inc checking tyre pressure, oil and coolant levels at regular intervals
* Driver reports any incidents or vehicle defects or faults as soon as is practicable
* Driver keeps the windscreen, windows and headlights clean in the vehicles they drive to ensure safe clear vision.
* Where required to operate outside the workplace, plant is conditionally registered
* Driver must not transport more passengers than allocated seatbelts in the vehicle
* Ensure vehicle is matched to the operational requirements of the trip e.g. driving off road
 |  |  |  |
| **Psychological*** Fatigue
* Loss of concentration
* Influence of drugs
* Influence of alcohol
* Excessive time pressure / travel / work schedule
* Excessive workload
* Long journeys and long driving hours combined with work activities without adequate rest breaks.
 | * Stress /anxiety
* Musculoskeletal injuries due to sustained static postures
* injury
* EV recharging or power issues
* Loss of control of vehicle
* Collide with vehicle, infrastructure, flora or fauna
 | * Worker must not drive a vehicle where they have been diagnosed as medically unfit
* Drivers are to inform contact person/workplace of their expected travel plans – destination and expected time of arrival
* When driving more than 2 hours, rest every 2 hours for at least 15 minutes to walk and stretch (note driving can be shared between multiple authorised drivers).
* No more than 10 hours in a 24-hour period should be taken up with driving. The total time spent travelling, inclusive of breaks, should not exceed 12 hours, even where the driving is shared.
* Ordinary duty (which does not involve driving duty) combined with driving duty shall not exceed 12 hours in any period of 24 hours.
* If the driver has to perform duty immediately before or after the official journey, the duration of the journey is to be limited accordingly.
* Drivers are not to start a long trip after completing a full day’s work
* Driving at night should be avoided as should driving at dawn and dusk
 |  |  |  |
| **Towing trailers and equipment** | * Collision
* injury
* Lost load
* Trailers or implement not attached securely
* Manual handling
 | * Ensure brake / indicator lights are working properly on the item attached (trailer / float etc.)
* Load must not exceed the capacity of the trailer
* The trailer and its load must not exceed the capacity of the towing vehicle
* The load must be restrained / secured / covered properly to make sure that driving the vehicle is still safe
* The load must not cover number plates, lights and reflectors
* spotter/ second person may be required for reversing
 |  |  |  |
| **Manual Tasks*** Unsecure storage of luggage or equipment
* Loading and unloading
* Static posture
* Sitting for long periods
 | * Sprains / strains
* Improperly secured objects moving during transit
 | * Luggage and equipment to be stored in the boot of the vehicle and / or secured as required.
* Movement of equipment/luggage in and out of vehicles is done in a way that reduces awkward postures, muscular fatigue and strain injuries and minimises slip, trip and fall risks.
* Where SUVs or utility vehicles are used, cargo barriers must be installed or items secured to prevent movement in the event of suddenly stopping
* Workers trained in correct manual handling techniques
 |  |  |  |
| **Other hazards unique to activity:*** Transport of dangerous goods
 |  |  |  |  |  |

**Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (formal review no later than 5 years)**.

Re-assessment is to occur following an incident or near miss to determine what actions are necessary to prevent a reoccurrence.

|  |
| --- |
| **Step 5: Monitor & review***(Refer to the department’s Risk management guidelines)* |
| **Were the controls effective? Yes** **[ ]  No** **[ ]**  | **New controls** |
| **DETAILS** | **DETAILS** |
|  |  |
| **Name:** |  | **Signature:** |  | **Date:** |  |

Risk Management Matrix

The risk matrix is a tool used to assist assessing risk levels. The matrix has been adapted to support driver safety risk management processes.

The inherent risk for specific hazards has been set by the department in this template.

To determine the residual risk level (risk remaining when controls are in place) use the matrix to consider the activity in terms of the likelihood of an incident happening, in conjunction with the consequence (property damage or injury) if the incident did occur. The result of these two considerations is a risk level: low, medium, high, or extreme. The highest residual risk for your journey will reflect the overall risk for your journey.

|  |  |  |  |
| --- | --- | --- | --- |
| **Likelihood** | **Consequence** |  | **Residual RISK LEVEL – Driving activities** |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Critical** | **Low**:  | *Driver* is prepared to reassess the risk immediately prior to, and throughout the travel. |
| **Almost Certain** | **Medium** | **Medium** | **High** | **Extreme** | **Extreme** |
| **Likely** | **Low** | **Medium** | **High** | **High** | **Extreme** | **Medium**:  | *Supervisor input required*. Supervisor to discuss controls with the driver as part of journey planning and approved travel. The journey may proceed, but the driver is to be prepared to reassess the risk immediately prior to, and throughout travel. A contact officer may need to be available to support the driver throughout the journey. |
| **Possible** | **Low** | **Medium** | **Medium** | **High** | **High** |
| **Unlikely** | **Low** | **Low** | **Medium** | **Medium** | **High** |
| **Rare** | **Low** | **Low** | **Low** | **Low** | **Medium** | **High**: | *Supervisor input required. Nominated contact officer required. Journey plan required.* Supervisor to review journey planning and approved travel with driver to ensure controls are in place. The journey may proceed, but the driver is to be prepared to reassess the risk immediately prior to, and throughout travel. A contact officer is to be available to support the driver throughout the journey. |
| **CONSEQUENCE****Insignificant**: No injury requiring treatment**Minor**: Minor injury; first aid**Moderate**: Injury requiring medical treatment**Major**: Serious injury requiring specialist medical treatment or hospitalisation**Critical:** Loss of life; permanent disability or injury | **LIKELIHOOD****Rare**: Probably would never happen**Unlikely**: Would not expect to happen**Possible**: May happen, but you would expect not**Likely**: Expect to happen at some time**Almost Certain**: Probably would happen given the number of times the activity is done |
| **Extreme**: | ***Journey must not proceed***. Where controls cannot be implemented to reduce the risk level, the task must be reconsidered, or safer alternative travel methods employed. |
|  |  |

Pre-Drive InspectionThis pre-drive inspection sheet should be replicated for daily inspection over multiple travel days.

|  |  |  |
| --- | --- | --- |
| **Inspection completion** |  | **Reminders** |
| Completed by (Driver): |  | Date: |  | [ ]  Risk assessment reviewed prior to commencing high risk journey |
| Accompanying travellers: |  | Date: |  | [ ]  Weather and road conditions check on day of travel |
| Comments: |  | [ ]  Driver is fit to drive |
| **Vehicle information**  |
| I am driving: | [ ]  a QFleet vehicle | [ ]  a workplace- owned vehicle  | [ ]  a private (grey fleet) vehicle | [ ]  a hire vehicle | [ ]  Other: |
| Vehicle type: |  | Vehicle Make and Model: |  | Vehicle Registration: |  |
| **Vehicle walk around** | **Comments** | **Inspection – pre-journey** | **Inspection – post journey** |
| Inspect tyres for wear/damage/low pressure |  |  |  |
| Under vehicle check for oil or fluid leaks |  |
| Mirrors - clean and free of damage |  |
| Indicators - clean and functional |  |
| Windscreen - clean and free of damage |  |
| Cargo secured appropriately |  |
| Panel damage (mark on inspection template) |  |
| **Internal check** |  |
| Driver Adjustments made (seats/mirrors/seatbelt) |  |
| Driver assist features identified |  |
| Navigation device adjusted and programmed |  |
| Fuel/charge level appropriate for journey |  |
| **Remote travel** |  |
| Emergency kit (first aid/food/water) |  |
| Telematics functional and active/ mobile/ satellite phone charged |  |
| Spare tyre(s) inflated, jack present |  |
|  |  |