

CONVOY

T R A N S P O R T

CONVOY TRANSPORT PTY LTD

Occupational Health and Safety



Amendment	Safe Driving Plan Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

Safe Driving Plan Policy

Objective:

To develop and implement Safe Driving Plans (SDP) for drivers where the travel distance will exceed 350km in any one shift. Convoy Transport Pty Ltd will endeavour to use the same plans for all driving tasks where possible.

Policy:

Convoy Transport Pty Ltd is committed to providing drivers with a work environment that is safe and without risks, as far as is reasonably practicable. The development of a Safe Driving Plan allows Convoy Transport Pty Ltd to provide information to drivers on the intended route and times allowed to ensure sufficient rest breaks are taken.



Amendment	Safe Driving Plan Procedure	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

Safe Driving Plan Procedure

Safe Driving Plan will include, at least, the following:

- Identify pick-up and drop-off locations;
- Identify the timeframe in which work is required to be performed;
- Identify preferred travel routes;
- Identify how the number of hours and work time will be limited to prevent fatigue and how this will be enforced;
- Detail how work will be performed including rest break times to meet legislative requirements;
- Methods to ensure drivers are not fatigued or under influence of drugs/alcohol;
- Develop journey plans for remote areas, such plans to include ETA at destination, and action to be taken if arrival is overdue.

The Safe Driving Plan will be documented, and a copy of the plan Kept by drivers and dispatch managers. The drivers must ensure they follow the plan at all times. If any deviation from the plan is required, drivers must contact their supervisors.

The Safe Driving plan will be developed in consultation with drivers and be updated/reviewed regularly.