BIOL VEHICLE POLICY

Authority to drive BIOL Vehicles

To be authorised to drive a BIOL University Vehicle a driver must have

- The written authority of the BIOL Head of School
- Completed a BIOL Vehicle Safety Induction
- Hold a current Queensland (or Interstate *see note below) Drivers Licence appropriate for the vehicle to be driven. (NB It should be noted that the Queensland Government has placed restrictions on the use of “P” licences in Queensland. Reference should be made to Queensland Transport for information on these restrictions – see link) http://www.tmr.qld.gov.au/Licensing/Getting-a-licence/Car-licence.aspx

Interstate Licenses

- Drivers with Interstate licenses will be given authority to drive BIOL vehicles provided they meet the Queensland Government criteria on the use of interstate licences in Queensland. Reference should be made to Queensland Transport for information on these restrictions – see link below http://www.tmr.qld.gov.au/Licensing/Visitors-and-new-residents/Interstate-drivers.aspx

International Licences

- Drivers with International licenses from some countries (*see note 2 below) will be given authority to drive BIOL vehicles provided you meet the following Queensland Government criteria on the use of International licences:

  1. That you are NOT an Australian citizen and you have been residing in Queensland for three months;
  2. That you are not an Australian citizen, but before you took up residence in Queensland you were given a resident visa (*see note 1 below) and you have now been residing in Queensland for three months;
  3. That you are not an Australian citizen, but after you took up residence in Queensland you were given a resident visa (*see note 1 below) and you have now been residing in Queensland for three months since getting the visa.
  4. That you have an English translation of your licence

Note 1: A resident visa means a permanent visa or a special category visa under the Migration Act 1958 (Commonwealth). These visas allow a person to stay indefinitely in Australia. Other visas, for example a temporary, business or student visa, that allows a person to stay in Australia for a limited time, or until a certain event happens or while they have a special status, is not a resident visa.

Note 2: Queensland Transport has provided a list of prescribed countries that hold similar driving laws to Queensland Transport and therefore any driver with a licence from one of these countries listed below will be given authority to drive BIOL vehicles provided they meet criteria 1-4 above.

Prescribed Countries

The following countries are recognised by the Department of Transport and Main Roads as prescribed countries, as defined in schedule 4 of the Transport Operations (Road Use Management – Driver Licensing) Regulation 2010 - (external territories of recognised countries are excluded):

Austria, Belgium, Canada, Croatia, Denmark, Finland, France, Germany, Greece, Guernsey, Ireland, Isle of Man†, Italy, Japan, Jersey, Luxembourg, Malta‡, Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland, United Kingdom, United States of America.

† Isle of Man is prescribed only in relation to driver licences granted on or after 1 April 1991.
‡ Malta is prescribed only in relation to driver licences granted on or after 2 January 2004.

Drivers with licences from countries not on the list above will not be authorised to drive BIOL vehicles unless they convert it to a QLD licence.
Driving Safety & Training for the University of Queensland

NB: This is for drivers using both University & privately owned vehicles

i) Vehicle selection
Fieldwork may involve driving vehicles on: sealed roads in the metropolitan, country, or remote areas; or on dirt roads, bush tracks, sandy shore lines, and inland waterway and estuarine locations in country or remote areas. Vehicles may be used for a variety of field work activities and may carry any combination of passengers, equipment, foodstuffs or animals. (OH&S Unit 11 Field Work Safety Guideline, approved by Senate 15/4/99)

Accordingly, the vehicle should be selected to suit:

• the road surfaces or terrain travelled
• the general environment of the field work destination
• the type of work being carried out in the field
• the amount and type of equipment, passengers and animals being carried

ii) Licence, skill and experience of the driver
Motor vehicles may only be driven by people who are qualified, trained, authorised and insured to do so. All drivers of vehicles must have a current vehicle licence that covers the vehicle being used for the field work.

A risk assessment should be completed by the field work supervisor to determine the level of skill required to safely drive the vehicle chosen for field work, and to assess whether the nominated driver meets the skill requirements.

No vehicles should be used for purposes that are contrary to the user manual as supplied by the manufacturer.

No vehicles should be used for purposes that are contrary to UQ OH&S and P&F Transport Vehicle Policies.

BIOL Vehicle users fall into the following categories:

• General Users – No off-road use

The vehicle users under this category must have completed a BIOL Vehicle safety induction and have signed authorisation to drive a BIOL Vehicle.

• Off-road use – 2WD only.

This is for users who do take the vehicles off-road but only on tracks and roads where 4WD is not required. The vehicle users under this category must have completed a BIOL Vehicle safety induction and have signed authorisation to drive a BIOL Vehicle.

• 4WD Users – Off-road and beach use

The vehicle users under this category must have completed a BIOL Vehicle safety induction and have signed authorisation to drive a BIOL Vehicle. In addition, any driver who will drive on tracks, dirt roads and beaches where 4WD in the vehicle is engaged must have also completed and passed a competency based 4WD course as approved by the BIOL WHSO. Risk Assessments, Field Work Plans & Travel Forms for the field work involved must be submitted to the BIOL WHSO before departure.

• Towing & launching boats

The vehicle users under this category must have completed a BIOL Vehicle safety induction and have signed authorisation to drive a BIOL Vehicle. Any driver towing & launching boats in the course of their work using a BIOL or any other vehicle should have demonstrated competence in towing and reversing with trailers. A short, in-house safety induction will be required as well as a test with the boating & diving officer before one of the faculty boat trailers can be taken.
iii) Emergency breakdown and maintenance

BIOL vehicles are covered for breakdown emergency service by RACQ Fleetcare irrespective of the location of travel. RACQ Fleetcare guarantees a rapid response within 30 minutes of the request for assistance and the contact number is provided on all vehicle key tags.

University owned vehicles should be maintained and serviced by the Property & Facilities Garage for a minimum of every 10,000 kms, as specified by notification sent to departments from the Garage.

In case of emergency or the need for assistance, fail-safe communication should be ensured for all vehicular travel, and this is of particular importance for remote work.

Strategies to minimise the risk of accidents and breakdowns include the following:

- Those whose functional capacities are impaired to a dangerous extent by fatigue, injury, illness, alcohol or drugs must not drive a vehicle. (OH&S Unit 12 Field Work Guideline, approved by Senate 15/4/99)
- Vehicles must not be driven in a careless, reckless or dangerous manner and drivers must always adhere to State Transport regulations.
- Vehicles must be maintained in a safe and reliable condition.
- All vehicles should carry appropriate tools and emergency equipment as defined by an approved Risk Assessment.
- All vehicles must be equipped with the appropriate vehicle user’s manual as supplied by the manufacturer.
- All vehicles travelling outside the metropolitan area must carry appropriate spare parts commensurate with the remoteness of and facilities within the area of operation.
- Seat restraints must be used at all times.
- Loads must not be excessive or dangerously distributed. They must be properly secured.
- Cargo nets should be fitted to vehicles carrying loads in the back compartments.
- If dangerous substances are carried, they must be safely packed and loaded with appropriate warning signs displayed. Relevant legislation and regulations must be complied with.

Infringements

BIOL accepts no liability for traffic or parking infringements related to the use of its vehicles, and payment of any associated fines must be met by the driver in charge of the vehicle at the time of the infringement.