



Vehicle Maintenance Program & Fatigue Management Program Development Package

Overview & Instructions to be retained by customer

Part A - Vehicle Maintenance Program to be completed and sent to Passenger Services

Part B - Fatigue Management Program to be completed and sent to Passenger Services

Send to Passenger Services Business Unit, GPO Box C102, Perth, 6839

Or email to chartertour@transport.wa.gov.au

Vehicle Maintenance Program

Overview

1. **Daily Safety Inspection**

The operator must show that all licensed vehicles are checked daily for the safety features listed in the daily safety check list approved by the Department of Transport.

2. **Defect Reporting**

The operator must show that there is a system ensuring that all defects are recorded, reported to the person responsible for the repair, and recorded as repaired when the defect is complete.

3. **Vehicle Safety Inspection**

The operator must show that all vehicles with the new open licence undergo vehicle safety inspections at 10,000 km or 3 months (whichever occurs first).

4. **Audit Procedure**

At intervals specified in the Vehicle Maintenance Program the operator needs to conduct a random check on the process to ensure that all procedures have been carried out correctly.

5. **Responsibility**

The operator must define the responsibility and authority of all personnel who manage, maintain, drive or verify work affecting the operation of vehicles with the new open licence.

6. **What to Do**

- Read through the enclosed material.
- If you already have a written system in place, check it against the guidelines and make any necessary changes.
- If you don't have a written system, draw up your own system based on the guidelines or have someone else do it for you, eg consultant or association.
- Keep the original of your written system and send a copy to the Department of Transport.
- We will assess your management system and tell you whether it meets the guidelines or needs change.

If you need more information, or help with your Vehicle Maintenance Program, please call a Compliance Officer at the Department of Transport on (08) 9218 3640 or (08) 9218 3639.

Website: www.transport.wa.gov.au

Fatigue Management Program

Guidelines for Omnibus Operators

Introduction

Under the Occupational Safety and Health Act, the Department of Transport operators must have a safe system of work. The Fatigue Management Code of Practice for commercial vehicle drivers has been developed to help with this requirement. The Code defines standards for work and rest, and is a guide for operators developing a fatigue management system.

With WorkSafe's agreement, for omnibus operators the Department of Transport is now:

- assisting operators to draw up and implement fatigue management systems to manage risk to their business;
- helping operators to address their occupational safety and health 'duty of care' responsibility;
- including a suitable fatigue management system as a condition of licence requirement; and
- assessing operators for compliance with this condition.

The information in this package tells you what driver fatigue is, how to recognise it and how it can be controlled. It also explains what needs to be included in fatigue management systems for various types of operation, and gives a detailed example of a system.

It is likely that you already keep most of the necessary records and carry out many of the required procedures. Simply putting your methods or processes in writing will give you a large part of your fatigue management system.

The Department of Transport will assess your fatigue management system and tell you whether it meets the guidelines or needs change. Also, from time to time we will check to see if your business is continuing to meet the guidelines.

Please call the Department of Transport on (08) 9218 3640 or (08) 9218 3639 if you need help with writing up a fatigue management system for your business.

Website: www.transport.wa.gov.au

What should be in a Fatigue Management System

The Department of Transport operations can be thought of as green, amber or red in terms of risk.

The following information describes these categories and explains what is needed for an effective fatigue management system in each case.

General information – applicable to all operations:

Most businesses will already have records indicating:

- hours worked by drivers (eg wages sheets); and
- medical assessment of drivers (eg F extension requirements).

Where this is the case, no additional effort is required for these parts of a fatigue management system.

If you have a fatigue management system that is part of an overall business system or procedure, all you need to do is make sure it meets the guidelines, then send it to the Department of Transport.

Records are required to demonstrate or confirm that an effective fatigue management system is in place.

Note: 'Drivers' include owner-drivers.

Green Operations (low risk)

Description: Operations are daytime only and involve 12 or less hours a day with weekends or regular days off.

Fatigue management system requirements:

1. Hours of work

A record is to be kept of hours worked (eg pay records, weekly roster).

2. Medical

Drivers are to be assessed as fit to drive and a record of this is to be kept.

3. Education and training

All employees, including managers who prepare driving schedules or allocate work, should be aware of what fatigue is, how to recognise the symptoms and how to manage the risk properly. This requirement can be satisfied in a number of ways:

completion of computer or internet training packages, participation in formal training courses or question and answer workshops.

Knowledge of the Code should be assessed and the results kept for verification.

4. *Fitness for work*

Drivers need to be aware that they must be in a fit condition to undertake their duties when presenting for work (ie that they are not adversely affected by drugs, insufficient sleep, or physical or mental incapacity). Similarly, drivers should be aware of the proper process to take if they become unfit during the course of any duties.

The company should have a documented policy on fitness for work. An example is attached on page 30.

A record should be kept to show that the driver has acknowledged and understands these requirements.

Where practical, drivers should be supervised to ensure that they are fit to work. Where this is not practical, reasonable steps should be taken to monitor drivers in this regard (eg periodic contact with the driver by phone, or through a third party such as passengers).

Non-work factors can also impact on an employee's fitness to do the job (eg personal problems). As a minimum, an employer should provide employees with information on where they may get help with such problems (eg a counselling service with contact details provided).

Amber Operations (medium risk)

Description: Operations involve night work, or more than 12 hours per day or more than 5 days per week. Whether this is mostly the case or it is for a limited time (eg some night shifts or an occasional extended tour), a greater level of management is required to minimise the risk and verify that this is occurring.

Fatigue management system requirements:

The requirements identified above for green operations also apply to amber operations: hours of work, medical, education and training, and fitness for work. The following requirements must be added for amber operations:

- Rosters and trip itineraries should be kept to demonstrate that the risk has been properly managed.
- People in the business who are responsible for compiling shift work rosters or extended tours should be familiar with the added risk these operations bring, and how and what

control measures should be taken to reduce these risks. This knowledge should be assessed and a record of the results kept.

Example

For an extended safari tour of 6 weeks duration, an itinerary should be prepared. It should provide for the driver to make scheduled stops without having to exceed speed restrictions, and to be fit to resume the next leg of the tour. In addition it should provide for, and instruct the driver to take, short breaks from driving (eg to get out and check the tyres, load etc) rather than drive for unbroken periods of 5 hours or more, and a minimum of 6 hours sleep a night. In most instances this will require a continuous 8 hour break from work.

It must be remembered that fatigue management is not just about driving hours but also takes into account other activities – whether those activities are associated with the business or somewhere else – as it all impacts on a driver's fitness for duty.

While the code indicates that 2 days per fortnight should be non-working days, this is not practical on a 6-week safari. A way of compensating for this is to restrict driving time each day to a minimum and during daylight hours – ie to ensure the driver has sufficient rest and sleep at the most effective time so as to be fit to continue the next day. At the end of the 6 week tour, the driver should be given an extended break to allow for recovery before being scheduled for more work (eg a week off before another extended tour).

Red Operations (high risk)

Description: Employees work more than 14 hours on two consecutive days or employees are unable to get a minimum of 6 hours sleep a night. Red operations carry a high risk and should not be scheduled.

Fatigue management system requirements:

Work should be scheduled so that it does not fall into the 'red operation' category.

If a red operation occurs due to a breakdown, accident or other unforeseen event, control measures should be applied urgently. For example, if the driver is unable to get 6 hours sleep, he or she should be given time to make up for this loss or a fresh driver provided.

Drivers should be made aware of what they are to do in these circumstances and a record should be kept indicating this.

What You Need to Do

All you need to do is:

- Read through the material provided.
- If you already have a written system in place, check it against the guidelines and make any necessary changes.

- If you don't have a written system, draw up your own system based on the guidelines or have someone else do it for you, eg consultant or association.
- Keep the original of your written system and send a copy to the Department of Transport.

Fatigue Management Training and Assessment

Suitable training involves reading and correctly answering questions about fatigue to demonstrate understanding of what fatigue is, its symptoms, how it can be controlled and the operating standards for work and rest contained in the Code. A copy of the questions and the answers must be kept.

One way to complete the training and assessment for work schedulers and drivers is to use the WorkSafe Safetyline Internet Training System – safetyline.wa.gov.au. This takes about an hour and produces a certificate immediately via a printer to the user. If you do not have your own access to the Internet, you could ask another business or an educational institution if you may use theirs for this purpose. If use of the Safetyline is not practical, other training and assessment methods can be used, eg trainee reads the “Staying alert at the wheel” handbook and is given questions to be answered in writing.

If operators who drive or schedule work cannot use the Safetyline, they should arrange for someone external to the business to do their assessment.

Operators can ask the Department of Transport to carry out operator and driver assessments – please call (08) 9218 3639 or (08) 9218 3640. Website: www.transport.wa.gov.au

New and casual drivers should be assessed as soon as it is practical to do so.



Part A: Vehicle Maintenance Program
to be completed and sent to Passenger Services

FOR OPERATORS USE ONLY

Please complete blank sections

Vehicle Maintenance Program

.....

Business or Company name

.....

Address

Procedures for
Vehicle Maintenance Program

Daily Safety Inspection Procedure

.....

Business or Company name

.....

Address

1 Purpose

The purpose of this procedure is to describe the procedure for the daily inspection to be carried out each day.

2 Scope

The procedure will apply to all licensed buses owned and/or operated by (business or company name).

3 References

Omnibus Operator Standards Scheme: Vehicle Maintenance Program.

4 Actions

4.1 Follow normal procedures to check oil, fuel and water levels.

4.2 A visual check will be made by following the checklist on the Daily Inspection and Defect Report Log kept in the vehicle for:

- worn or flat tyres
- loose or missing wheel nuts
- loose or projecting body panels
- damaged mirrors
- damaged glass
- damaged light lenses
- obvious oil, fuel leaks

4.3 will start the bus and check:

- gauges
- warning lights/buzzers
- wipers
- lights, indicators and stop lights

4.4 If checks reveal the bus is safe to operate will complete and initial the Bus OK for Service column on the Daily Inspection and Defect Report Log to indicate the check has been done.

4.5 If checks reveal a defect will complete the Defect Found column on the Daily Inspection and Defect Report Log and follow the procedure detailed in the Defect Reporting Procedure document.

4.6 The driver will apply the brakes while the vehicle is in motion, prior to departure.

5 *Responsibilities*

..... is responsible for carrying out the daily check each day and for promptly reporting defects in the prescribed manner.

..... is responsible for ensuring that these procedures are followed at all times.

6 *Documentation*

Daily check lists.

Defect log.

May be photocopied and used for maintaining Omnibus Operator records

Daily Inspection / Defect Report Form

| | |
|-----------------------|---------------------|
| Date | Driver's Name |
| Registration No. | Fleet No. |

Vehicle Type:

| Item | Defect |
|------------|--------|
| Lights | |
| Markers | |
| Mirrors | |
| Tyres | |
| Wheel Nuts | |
| Horn | |
| Wipers | |
| | |

| Item | Defect |
|----------|--------|
| Fuel | |
| Oils | |
| Water | |
| Body | |
| Brakes | |
| Steering | |
| Washers | |
| | |

Report Defects here:

Repairs Done:

| | |
|---------------------------------------|-----------------------|
| Write "none" here if no defects | Action taken by |
| Driver's signature | Date |

Procedures for
Vehicle Maintenance Program

Defect Reporting Procedure

.....

Business or Company name

.....

Address

1 Purpose

To describe the procedure for reporting and repairing defects found during daily inspections or while driving the bus.

2 Scope

The procedure will apply to all licensed buses owned and/or operated by (business or company name).

3 References

Omnibus Operator Standards Scheme: Vehicle Maintenance Program.

4 Actions

4.1 A Daily Inspection and Defect Report Log Book will be available in the vehicle.

4.2 As soon as practicable, but not later than the end of the trip following the discovery of a defect (during the daily inspection or while using the vehicle), the person who found the defect will complete and initial the Defect Found column on the Daily Inspection and Defect Report Log.

4.3 The person who finds a defect will complete the Defect Details Report section of the Daily Inspection and Defect Log and
.....
.....

4.4 If, while the vehicle is in use, a defect develops that the driver believes makes the vehicle unsafe to continue, the driver is to stop the vehicle immediately in a safe place, and contact by phone for instructions on what action to take.

4.5 All vehicles that have a reported defect are to have the do not use this vehicle sign placed on the vehicle and the keys placed

4.6 If the defect is in a safety critical area such as brakes, suspension or steering, will contact to arrange for assessment of defect and appropriate action to repair as soon as practicable. If it is a minor repair, may assess and take appropriate action.

When the appropriate action has been taken to deal with the defect, the repairer will complete and sign the Defect Clearance Report.

Any repair not done immediately will be noted in the vehicle maintenance diary to be done at an appropriate time by or the mechanic. The person making the decision to defer repairing the defect will note the reason on the defect notice and sign it.

4.7 The Defect Details Report and Defect Clearance Report will be filed in the Vehicle Maintenance File for that vehicle.

5 Responsibilities

The is responsible for ensuring that all drivers and staff follow this procedure.

6 Documentation

Vehicle defect report sheets.

Procedures for
Vehicle Maintenance Program

Control Procedure

.....

Business or company name

.....

Address

1 Purpose

The purpose of this document is to show how
(*company name*) will comply with the requirements of the Omnibus Operator Standards Scheme for a Programmed Maintenance System.

2 Scope

This procedure will apply to all licensed passenger vehicles owned/operated by
(*business or company name*).

3 References

Vehicle manufacturer's recommended service and repair standards.

Omnibus Operator Standards Scheme: Vehicle Maintenance Program.

4 Actions

4.1 Daily Inspections

- 4.1.1 Before the first trip each day, the driver will carry out the daily inspection procedure detailed in the Daily Inspection Procedure document.
- 4.1.2 The driver will complete and initial the Bus OK for Service column on the Daily Inspection and Defect Report Log to indicate the check has been done and the vehicle is safe to operate.
- 4.1.3 If a defect is found, the driver will complete the Defect Found column on the Daily Inspection and Defect Report Log and follow the procedure detailed in the Defect Reporting Procedure document.

4.2 Driver Defect Reports

- 4.2.1 As soon as practicable, but not later than the end of the shift after the discovery of the defect, the driver will complete the Defect Found column on the Daily Inspection Defect Report Log and follow the procedure detailed in the Defect Reporting Procedure document.
- 4.2.2 On completion of the last trip of the day, the driver will complete the No Defects Found column of the Daily Inspection and Defect Report Log if there are no defects discovered during the shift.

4.3 Servicing and Scheduled Maintenance

- 4.3.1 The servicing and scheduled maintenance of buses operated by (*company name*) will be based on the manufacturer's standards and specifications, and industry practice.
- 4.3.2 The servicing and scheduled maintenance will be carried out by staff employed by (*company name*).
- 4.3.3 Defects discovered during servicing and scheduled maintenance will be reported and may be cleared by completing the relevant section of the bus safety inspection form.
- 4.3.4 Any defect not repaired at this time will be programmed into the vehicle maintenance diary to be done later. The reason for this and the name of the person making the decision will also be recorded in the diary.

4.4 Safety Inspections

- 4.4.1 Safety inspections (see Vehicle Safety Inspection form) of buses operated by (*company name*) will be carried out at 10,000 kilometre intervals or every three months, whichever occurs first. The inspection will be carried out an appropriately qualified person employed by
...
- 4.4.2 Defects discovered during safety inspections will be reported and may be cleared by completing the relevant section/s of the safety inspection form.

Any defect not repaired at this time will be programmed into the vehicle maintenance diary to be done later. The reason for this and the name of the person making the decision will also be recorded in the diary.

5. Records

- 5.1 The Vehicle Maintenance File will contain a record of all major servicing and repairs; safety inspection forms; inspection certificates; daily inspection forms; and defect reports.
- 5.2 The Vehicle Maintenance File(s) will be accessible to the Department of Transport staff during normal business hours or at another time as agreed.
- 5.3 Records for each vehicle will be kept in a Vehicle Maintenance File in the office.
- 5.4 Records are to be maintained and kept for at least two years.

6. Responsibilities

The managing director or his delegate will be responsible for ensuring that all procedures and actions are carried out correctly.

7. Internal Audit

7.1 The workshop manager will ensure that valid bus inspection certificates are obtained for each bus.

7.2 Random internal audits will be conducted by the office manager and records kept to show the results of audits and actions taken. These audits will be carried out following the procedure detailed in the Internal Audit Procedure document.

8. Documentation

Procedures for Vehicle Maintenance Program.

Daily Inspection Procedure document.

Defect Reporting Procedure document.

Internal Audit Procedure document.

May be photocopied and used for maintaining Omnibus Operator records

Vehicle Safety Inspection Form (page 1 of 2)

Company/Owner Registration No.

Address

Date Odometer Kilometres

The following inspection procedure is to supplement and is in addition to the normal company service and vehicle manufactures specifications.

This is a visual inspection only.

| ITEM | Inspection: Satisfaction | | Rectified | |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------|-----------|--------|
| | Yes ✓ | No ✓ | Date | Signed |
| TYRES & WHEELS | | | | |
| Wheel nuts (visual) | | | | |
| Front wheels & lock rings for condition | | | | |
| Tyres for correct pressure & valves for leaks | | | | |
| Tyre tread for condition & depth | | | | |
| Tyre walls (without wheel removal) for damage | | | | |
| Tyre construction for correct location | | | | |
| BRAKES | | | | |
| Brake lines & hoses for condition | | | | |
| Brake linings for wear & contamination | | | | |
| Brake system for air leaks | | | | |
| Slack adjusters & auto adjuster for operation & locking | | | | |
| Air vacuum for correct build up time | | | | |
| Drain valves for operation | | | | |
| Service & parking brake for correct operation | | | | |
| Hydraulic fluid for level & leaks | | | | |
| Brake warning system for operation | | | | |
| CONTROLS | | | | |
| Gear & clutch controls for correct operation | | | | |
| Steering system for free play & slackness | | | | |
| Steering arms & tie rods for condition | | | | |
| Windscreen wipers/washers for operation & condition | | | | |
| LIGHTING | | | | |
| Headlamps for operation damage | | | | |
| Park, rear, clearance, number plate, stop, reverse, turn signal, warning lights, hazard light & dashlights for operation & damaged lenses | | | | |
| Step, interior & destination lights for operation | | | | |
| BATTERY | | | | |
| Battery terminals & cables for condition | | | | |
| Battery & battery carrier for security | | | | |
| GENERAL & BODY | | | | |
| Power steering system for leaks | | | | |
| Engine for excessive oil & water leaks | | | | |
| Exhaust system for condition, security & efficiency | | | | |
| Gearbox & differential for excessive oil leaks | | | | |
| Fuel system for leaks | | | | |
| Axle hub seals for leaks | | | | |
| Horn for operation | | | | |
| Springs for condition | | | | |
| 'U' bolts & centre bolts for security & condition | | | | |
| Rear vision mirrors for security & condition | | | | |
| Body exterior for dangerous projections | | | | |
| Passenger access doors for security & operation | | | | |
| Seats for security | | | | |
| Steps, floor & hatches for security & condition | | | | |
| Engine cover sealing inside passenger compartment for condition | | | | |
| Fire extinguisher for presence & charge | | | | |

Inspection Completed Signed

Note: Safety Inspections to be carried out at 10,000 km intervals or every 3 months (whichever occurs first).

Tick and complete the appropriate box along side each item

The person performing the inspection should sign the bottom of each form.

This form must be retained by the operator for a period of at least 2 years after the inspection.

May be photocopied and used for maintaining Omnibus Operator records
Vehicle Safety Inspection Form (page 2 of 2)

Company/Owner Registration No.

Address

Date Odometer Kilometres

The following inspection procedure is to supplement and is in addition to the normal company service and vehicle manufactures specifications.
 This is a visual inspection.

| ITEM | Inspection: Satisfaction | | Rectified | |
|------------------------------------------------------|--------------------------|------|-----------|--------|
| | Yes ✓ | No ✓ | Date | Signed |
| SUSPENSION | | | | |
| Radius rods for condition of joints | | | | |
| Front & rear axle mountings for condition & cracks | | | | |
| Shackles for condition | | | | |
| Shock absorbers & joints for condition | | | | |
| BRAKES | | | | |
| Vacuum system air filter for security & cleanliness | | | | |
| Air priority system for operation & condition | | | | |
| Retarder/exhaust brake for operation & control | | | | |
| STEERING | | | | |
| Steering box for security & operation | | | | |
| Steering pins, joints & king pins for condition | | | | |
| Steering wheel & column for excessive play | | | | |
| GENERAL | | | | |
| Engine insulating material for condition | | | | |
| Starter motor for security | | | | |
| Driver shafts for condition & security | | | | |
| Universal joints & splines for condition | | | | |
| Fuel tank mounting & fuel line mounting for security | | | | |
| Wheel bearings for adjustment | | | | |
| Wheel nuts for tightness | | | | |
| BODY | | | | |
| Body mounting attachments for security & condition | | | | |
| Body for visual structure defects | | | | |
| SIGNS | | | | |
| Check quality & condition of legal signs | | | | |
| ROAD TEST | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Inspection Completed Signed

Note: Safety Inspections to be carried out at 10,000 km intervals or every 3 months (whichever occurs first).

Tick and complete the appropriate box along side each item. The person performing the inspection should sign the bottom of each form.

This form must be retained by the operator for a period of at least 2 years after the inspection.

Procedures for
Vehicle Maintenance Program

Vehicle Cleaning Program

.....

Business or Company name

.....

Address

Procedures for
Vehicle Maintenance Program

Audit Procedure

.....

Business or Company name

.....

Address

1 Purpose

To describe the procedure for random and internal auditing and reporting on the results of audits and the action taken.

2 Scope

The procedure will apply to all licensed buses owned and/or operated by (*business or company name*).

3 References

Omnibus Operator Standards Scheme: Vehicle Maintenance Program.

4 Actions

4.1 At intervals specified in the audit schedule (refer samples provided in this schedule) (*company name*) will conduct a random check on the process for a particular defect report to ensure that all of the company's procedures have been carried out correctly.

4.2 At intervals specified in the audit schedule but at least twice a year, the (*operator/manager*) will carry out a complete systems audit, covering all areas of the process making up the vehicle maintenance programs. The driver/ mechanic may also conduct a random check on work carried out by the contract mechanic to ensure that the quality of the particular job is appropriate. The check may involve a visual inspection of parts which have been replaced during that task.

4.3 A report outlining the results of the random checks described in this procedure will be filed in the vehicle maintenance file(s). The audit schedule document will be updated accordingly. Instances of non-conformance discovered during the audit process will be recorded and, if necessary, a report will be sent to the Department of Transport outlining any changes that may be required to prevent similar non-conformance.

5 Responsibilities

The (*operator/manager*) is responsible for ensuring that the audit is properly performed and any necessary action is taken.

6 Documentation

Records providing objective evidence that audits have taken place, and of any action taken as a result of the audit, will be kept for two years and copies forwarded to the Department of Transport if required.

May be photocopied and used for maintaining Omnibus Operator records

Maintenance Procedures Audit

Frequency of Audit: 6 monthly Depot

Name of Auditor Day Date

Check List

1 Vehicle Safety Inspection

Procedures being carried out on time and forms are being filled in correctly and signed off.

Comments:

.....
.....
.....

2 Defect Reports

Forms being filled in correctly, and are cleared.

Comments:

.....
.....
.....

3 Daily Inspections (in depot and away from depot)

Forms are being correctly completed and signed off.

Comments:

.....
.....
.....

4 Scheduled Maintenance

Being carried out in accordance with agreed program.

Comments:

.....
.....
.....

6 Vehicle Records

Daily Inspections, Defect Report, Safety Inspection, Job Cards or Repairs documentation and scheduled maintenance are being kept as agreed.

Comments:

.....
.....
.....

7 Maintenance Records

These have been checked and found to be consistent with the condition of the vehicle.

Comments:

.....
.....

.....

Recommendations:

.....

Actions Taken on Recommendations:

.....

.....

.....

May be photocopied and used for maintaining Omnibus Operator records

Audit Schedule

| | | | | | | | | | | | | |
|------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Year | | | | | | | | | | | | |
| Month | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| W/E | | | | | | | | | | | | |
| Week No. | | | | | | | | | | | | |
| Activity to be Audited: | | | | | | | | | | | | |
| • Full system audit | | | | | | | | | | | | |
| • Drivers daily checks | | | | | | | | | | | | |
| • Do Not Use vehicle sign | | | | | | | | | | | | |
| • Check of repairs done | | | | | | | | | | | | |
| • Scheduled maintenance | | | | | | | | | | | | |
| • Check of defect reporting system | | | | | | | | | | | | |
| • Safety inspection due | | | | | | | | | | | | |
| • Repair details | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

Audit Schedule approved
 (Manager)

Date schedule reviewed

Self Assessment Form

The following Self Assessment Form information is required by the Department of Transport and should be provided along with information and documentation on how you or your company will meet the essential components of the Vehicle Maintenance Program.

Name of Applicant

.....

Address of Business

.....

Questions & Answers to Guidelines

(Tick one or more boxes as appropriate)

| | |
|-----------------------------------------------------|--------------------------|
| Passenger tour services | <input type="checkbox"/> |
| School bus service | <input type="checkbox"/> |
| Charter tour service | <input type="checkbox"/> |
| Safari tour service | <input type="checkbox"/> |
| Regular Passenger the Department of Transport (RPT) | <input type="checkbox"/> |
| Tourism Transfer | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |

Self Assessment Form *(continued)*

Maintenance Facilities

Address/es where vehicles are maintained/garaged:

.....
.....
.....
.....

Address/es where vehicle maintenance records are kept:

.....
.....
.....
.....

Operating Conditions

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| What percentage do you think your vehicles operate on sealed, unsealed or rough roads? <i>(Write the percentage on the appropriate lines. Numbers must total 100%.)</i> | Sealed % |
| | Unsealed % |
| | Rough % |

Self Assessment Form *(continued)*

Daily Check

Who is responsible for the daily check before taking out a vehicle?

.....
(Insert name and position)

Maintenance and Repair

Are the vehicles serviced on a distance travelled or a time basis, or a combination?

(Tick one box)

Distance

Time

Combination

Do you carry out basic safety inspections as well as repairs?

(Tick one box)

Yes

No

(Attach sample of inspection checks)

What procedure is in place to prevent an unsafe vehicle from being taken out by mistake?

(Give details)

.....
.....
.....
.....

Self Assessment Form *(continued)*

| | | |
|-----------------------------------------------------------------------------------------------|------------------------------------------------|----------------------------------------------------------|
| Do you employ people to maintain and repair the vehicles at this depot? <i>(Tick one box)</i> | Yes | <input type="checkbox"/> |
| | No | <input type="checkbox"/> |
| | If yes, how many? <i>(Fill in a number)</i> | <input style="width: 100px; height: 20px;" type="text"/> |

What work if any do you contract out? *(Tick one or more boxes)*

| | |
|------------------------------------------------------------------|--------------------------|
| All repairs/services | <input type="checkbox"/> |
| Major repairs <i>(Give example)</i> | <input type="checkbox"/> |
| Engine overhaul | <input type="checkbox"/> |
| Auto electrical | <input type="checkbox"/> |
| Brake boosters | <input type="checkbox"/> |
| Machining | <input type="checkbox"/> |
| Air conditioning | <input type="checkbox"/> |
| Tyres | <input type="checkbox"/> |
| Fuel injectors | <input type="checkbox"/> |
| Other <i>(Fill out details below)</i> | |

Self Assessment Form *(continued)*

What kind of quality control is done on the work that is contracted out?
(Describe any checks you make)

.....

.....

.....

.....

| | | |
|----------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------------------------|
| Do you have spare vehicles to cover if major repair is required? <i>(Tick one box)</i> | Yes | <input type="checkbox"/> |
| | No | <input type="checkbox"/> |
| | If yes, how many? <i>(Fill in a number)</i> | <input style="width: 80px; height: 20px;" type="text"/> |

Give a brief description of major equipment at workshop etc: *(Tick appropriate boxes)*

| | |
|----------------------------------------------------------------|--------------------------------------------------------|
| Pits(S) <input style="float: right;" type="checkbox"/> | Welding <input style="float: right;" type="checkbox"/> |
| Jack(S) <input style="float: right;" type="checkbox"/> | Lathe <input style="float: right;" type="checkbox"/> |
| Headlight Aimer <input style="float: right;" type="checkbox"/> | Press <input style="float: right;" type="checkbox"/> |
| Hand Tools <input style="float: right;" type="checkbox"/> | Other <input style="float: right;" type="checkbox"/> |
| Compressor <input style="float: right;" type="checkbox"/> | |

Self Assessment Form *(continued)*

Add list of special tools (if any) and any details you wish to provide of other equipment:

.....
.....
.....
.....

Any other comments:

.....
.....
.....
.....
.....
.....

Declaration Tick boxes to agree with statements below.

- I agree to maintain all records as explained in the previous pages.

- I have retained a signed copy of these documents for my own records.

Manager
(Print name) *(signature)*

Business Name

Date



Part B: Fatigue Management Program
to be completed and sent to Passenger Services

FOR OPERATORS USE ONLY

Please complete blank sections

Procedures for
Fatigue Management Program

Fatigue Management Policy

.....

Business or Company name

.....

Address

1 *Fitness for Duty – Statement of Policy*

A driver's ability to perform the allocated work task is directly affected by the way they have used their rest breaks and time away from work. While it is not reasonable to intrude into how drivers spend their rest breaks, every effort is made to inform drivers and their families of the benefits of a balanced lifestyle. If there is reasonable doubt about a driver's fitness for duty, the company will not allow the driver to operate a vehicle until they have been assessed as safe to do so.

A second job may impact on a driver's fitness for duty and drivers are made aware of the company's concern about such a practice.

Employees must not commence work when they are deemed to be fatigued or have been driving outside the agreed company limits. An employee who does so is guilty of violating this policy and may be subject to disciplinary action. Where problems relating to fatigue arise, the company will take whatever steps are necessary, given the circumstances, within the terms of the conditions of employment.

If the company believes an employee is unable to perform their duties safely because of fatigue or other form of impairment, the company reserves the right to request that the employee attend a medical practitioner of the company's choice or an employee assistance counsellor.

2 *Drug and Alcohol Policy*

We believe that the misuse of prescription drugs or alcohol and the use of illicit drugs put the safety of all people involved in danger. Each individual must realise that they are accountable for their actions. By following this policy we will lessen the risk of anybody being harmed or a safety hazard being created because of someone who is under the influence of drugs or alcohol.

Compliance with this policy is a condition of employment for all present and future employees. Violation of these standards will be grounds for disciplinary action or termination.

If an employee is in a condition that impairs their ability to perform their job and they might endanger the safety of themselves or others, or might cause equipment or property damage or otherwise expose the company to potential liability, the employee will not be allowed to continue working or remain in the workplace.

For the purposes of this policy, impairment is the inability to perform one's job in the manner prescribed for that function or in accordance with established practice. Impairment may include an inability to drive or operate equipment, to communicate clearly, to exercise reasonable judgement in making decisions or inappropriate personal behaviour.

If the company suspects an employee is impaired or unable to perform their duties properly and safely because of the influence of alcohol or drugs, the company

reserves the right to request that the employee attend a medical practitioner of the company's choice for examination or an employee assistance/counselling program.

The company will encourage and assist employees who recognise that their work performance is affected by their use of alcohol or other substances to access professional services. Successful participation in a rehabilitation program by an employee will be considered in any disciplinary action.

3 Documentation

Fatigue Management System.

Declaration Tick boxes to agree with statements below.

- I agree to maintain all records as explained in the previous pages.

- I have retained a signed copy of these documents for my own records.

Manager
(*Print name*) (*signature*)

Business Name

Date

Procedures for
Fatigue Management Program

Fatigue Management System

.....
Business or Company name

.....
Address

1 Company Profile

..... (Business or Company name) operates commercial vehicles in the safari and passenger tour, charter, school bus and regular passenger transport service business. The business employs full-time, part-time and casual drivers.

- School bus and regular passenger transport services operate Monday to Friday during daylight hours. *[a 'green' or low-risk operation]*
- Extended trips of greater than 12 hours are undertaken by the charter, safari and passenger tour services. *[an 'amber' or medium-risk operation]*

2 Information and Training

Prior to any engagement in driving or scheduling of work, drivers and management will, as part of the induction process, be made aware of what fatigue is and how to recognise the symptoms. Copies of the Fatigue Management Code of Practice for the Western Australian Road Transport Industry and the handbook "Staying Alert at the Wheel" are made available to all new employees. All employees including managers preparing driving schedules or allocating work are assessed as to their knowledge of the Code and the results are retained for verification.

3 Work Schedule

Work will be scheduled wherever possible to fall within the standards contained in the industry code of practice. Where this is not practical, appropriate control measures will be applied to ensure that the driver is fit for work.

For any extended tour, the work schedule or itinerary will provide for a driving break at least every 5 hours and no more than 14 hours of work per day. The schedule allows for the driver to have at least one continuous period of 8 hours off work. Drivers are made aware of, and required to sign the schedule acknowledging, the need to get a minimum of 6 hours sleep per night in order to be fit to drive.

For extended safari tours of 10 days or more, the itinerary will also provide for driving to be restricted to a minimum and during daylight driving hours.

Work will not be scheduled so that it falls into the 'red operation' category.

If a red operation occurs due to a breakdown, accident or other unforeseen event, control measures will be applied urgently. For example, if the driver is unable to get 6 hours sleep, he or she will be given time to make up for this loss or a fresh driver provided.

Drivers are made aware of what they are to do in these circumstances and a record is kept indicating this.

If drivers find that they are unable to meet work schedules or that working time is likely to exceed 14 hours in any one day, they are to contact the owner or operations manager for instruction on what action should be taken. The same procedure applies if a driver becomes unfit during the course of any duties.

4 *Driver Health and Licence Policy*

All drivers are required to hold an F extension on the Drivers Licence and undergo regular medical examinations as required by the conditions of licence, or more frequently if deemed necessary by a medical practitioner.

As a condition of employment, successful job applicants are required to sign a statement to the effect that any licence provided is current and that they will advise the management immediately of any withdrawal of licence.

All employees are provided with details on where they can obtain assistance for personal or medical matters that are adversely affecting fitness for duty or are likely to do so.

5 *Readiness for Duty*

All drivers sign that they have read and understood the statement of duties and responsibilities for their position. Prominent in this statement is the requirement that drivers be in a fit condition to undertake the duties when presenting for work (ie that they are not adversely affected by drugs, insufficient sleep, or physical or mental incapacity).

Where management has cause to believe an employee is not fit for driving duties, the employee will be stood down from that task until management is satisfied as to fitness to drive (eg more time to rest or medical opinion confirms fitness).

Drivers will be supervised or monitored to the extent that it is practical to do so to ensure that they are following fitness for duty requirements.

6 *Operational Procedures*

The owner/operator or operations manager schedules all work.

All accidents/incidents are to be reported by drivers, in full detail, to the owner/operator or operations manager as soon as it is possible and practical to do so.

7 Records

The following records will be retained for a period of at least 6 years:

- wages timesheets indicating hours worked;
- schedules or itineraries for any extended services exceeding 12 hours in duration;
- evidence that all employees involved in driving or scheduling duties have received education and training and have been assessed on fatigue management;
- evidence of advice provided to employees as to where they can get help for any personal problems which impact on fitness for duty; and
- evidence that drivers have read and acknowledge the requirements of company policy, duties and responsibilities, including fitness for work provisions.

8 Documentation

Code of Practice (Fatigue Management for Commercial Drivers).

Declaration Tick boxes to agree with statements below.

- I agree to maintain all records as explained in the previous pages.

- I have retained a signed copy of these documents for my own records.

Manager
(*Print name*) (*signature*)

Business Name

Date