# Driver sampling checklist

To inform the outcomes of the Safety Management System Elements 4 and 5, Driver Safety Standards, and Complaints Resolution Process

parts of the audit checklist.

|  |  |
| --- | --- |
| Drivers licence number | Drivers name as recorded on licence |
| Date of checks | FrontLine reference |
| Driver of Vehicle: |  |

| **Item** | **Details** | **Compliant (C) / Non-complaint (NC) / N/A** | **Officer comments (include details of any notices issued)** |
| --- | --- | --- | --- |
|
| Driver licence | Driver licence is valid |  |  |
| Driver licence includes authorisation to drive vehicle of the class required, for example motorcycles and heavy vehicles. |  |  |
| Driver Authorisation | * Driver Authorisation (F or T or PTD) is valid, or * Driver PTD is valid |  |  |
| Safety Management System | Is the driver aware of the ODBS’s SMS and how to access it? |  |  |
| Is the driver aware of how to report safety incidents to the ODBS? |  |  |
| Complaints | Is the driver aware of how to access the ODBS’s complaints resolution process? |  |  |