

## Driving

WHEN TO COMPLETE – Before the start of any **Driving** activities

Confirm each control / safeguard below before starting work	Guidance for confirming each control / safeguard	Person(s) Performing Work	Start-Work Verifier
<b>I HAVE CONFIRMED:</b>			
<p><b>1</b> A plan is in place to manage the journey hazards</p>	<ul style="list-style-type: none"> <li>Journey Management Plan includes and the driver is aware of:               <ul style="list-style-type: none"> <li>– the destination</li> <li>– route to be taken</li> <li>– local traffic</li> <li>– weather and road conditions</li> <li>– designated emergency contacts</li> </ul> </li> <li>The driver is authorized and has applicable license to operate vehicle type in geographic area</li> <li>The driver has allocated time in the journey schedule for rest breaks</li> <li>If the vehicle is equipped with a monitoring system, the system is activated during the journey</li> </ul>		
<p><b>2</b> The driver is fit, rested and fully alert</p>	<ul style="list-style-type: none"> <li>The Driver is:               <ul style="list-style-type: none"> <li>– well rested</li> <li>– fit to undertake the journey</li> <li>– not under the influence of drugs, alcohol, or medications that may impair their ability to drive</li> </ul> </li> <li>Controls are in place to manage personal fatigue, including:               <ul style="list-style-type: none"> <li>– maximum driving times</li> <li>– minimum hours of rest prior to driving</li> <li>– if applicable, rest breaks during the journey</li> </ul> </li> </ul>		
<p><b>3</b> The driver is familiar with local road and driving regulations</p>	<ul style="list-style-type: none"> <li>The driver is familiar with speed limits, local signage, and general communications (e.g., radio channels to be used, if applicable)</li> </ul>		
<p><b>4</b> The driver is aware of anticipated road hazards and weather conditions</p>	<ul style="list-style-type: none"> <li>The driver has checked weather (rain, ice, snow, flooding), traffic, and road (pavement, gravel, road works) conditions</li> </ul>		
<p><b>5</b> A pre-trip, walk-around inspection has been completed to confirm the selected vehicle is fit for the journey</p>	<ul style="list-style-type: none"> <li>Pre-trip inspection is complete prior to beginning the journey</li> <li>The vehicle is:               <ul style="list-style-type: none"> <li>– in good working order</li> <li>– fit for the journey</li> <li>– equipped for anticipated weather, road conditions, and emergencies</li> </ul> </li> <li>Perform a 360° walk around to ensure the vehicle is free from hazards prior to movement</li> </ul>		
<p><b>6</b> The objects inside and outside the vehicle have been secured prior to the trip</p>	<ul style="list-style-type: none"> <li>Safety or restraint systems are in place and capable of securing the load</li> <li>Tools, equipment, and other loose objects are removed or secured both inside and outside the vehicle (e.g., in secured toolboxes or with cargo nets)</li> <li>If applicable, a load securement checklist is completed</li> </ul>		
<p><b>7</b> All vehicle occupants are using their seatbelts</p>	<ul style="list-style-type: none"> <li>Seatbelts are in good working order, and are being worn properly (e.g., with a three-point restraint)</li> </ul>		
<p><b>8</b> A plan is in place to eliminate or minimize distractions while driving</p>	<ul style="list-style-type: none"> <li>The driver will not interact with a phone or operate a mobile device while driving               <ul style="list-style-type: none"> <li>– Incoming calls are to be diverted while driving</li> <li>– The driver will stop in a safe area to interact with any phone or mobile devices</li> </ul> </li> <li>Digital mapping devices (e.g., GPS/mapping/directional guidance) are programmed prior to the journey</li> </ul>		

Confirm these controls / safeguards are in place and verified prior to starting work.  
Stop and seek help if anything changes.

	Printed Name & Role	Signature	Date
Start Work Verifier			

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