

**DRIVING  
START WORK CHECK**

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

Confirm each control / safeguard below before starting works	Guidance for confirming each control/safeguard	Person(s) Performing Work	Start Work Verifier
<b>I HAVE CONFIRMED:</b>			
<b>(1) A plan is in place to manage the journey hazards</b>	<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>		
<b>(2) The driver is fit, rested and fully alert</b>	<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>		
<b>(3) The driver is familiar with local road and driving regulations</b>	<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>		
<b>(4) The driver is aware of anticipated road hazards and weather conditions</b>	<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>		
<b>(5) A pre-trip walk around inspection has been completed to confirm the selected vehicle is fit for the journey</b>	<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<sup>0</sup> walk around to ensure the vehicle is free from hazards prior to movement</li></ul>		
<b>(6) The objects inside and outside the vehicle have been secured prior to the trip</b>	<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>		
<b>(7) All vehicle occupants are using their seatbelt</b>	<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>		
<b>(8) A plan is in place to eliminate or minimize distractions while driving</b>	<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></ul>		

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	<ul style="list-style-type: none"><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			

Driving

