

CMR 001 - Safe Driving Standard
Doc No: GRP-CMR-STD-001



CMR 001 – Safe Driving Standard

Document Information Sheet				
Title: CMR 001 – Safe Driving Standard				
Document No: GRP-CMR-STD-001				
Name: Shane Baldwin		Position: Business Partner HSE		
Reviewed By:				
Name: Trevor Turnbull		Position: HSE Business Partner- Infrastructure		
Name: Chris Allen		Position: HSE Business Partner- Services		
Final Approval:				
Name: Danny Crooks		Position: Group Manager – Safety, Assurance & Environment		
Date: 27/03/2024				
Revision Record:				
Rev	Date	Description	Revised By	Approved By
0	20/08/2019	CMR Standard development aligned with bowtie risk assessment	M. De Jonge	K. Plasto
1	25/10/2019	Update to speeding exceptions for >5km and ≥15km to align with Safer Together	M. De Jonge	K. Plasto
2	10/07/2020	Update Appendix A and b to reflect business requirements	S. Baldwin	M. De Jonge
3	27/11/2020	Update CMR to new format	S. Baldwin	M. De Jonge
4	15/11/2022	Update document with new logo & doc numbering	K. McCready	D. Crooks
5	28/02/2023	Updated to convert to PDF version in new DMS	K. McCready	D. Crooks
6	15/07/2023	Full review and update	D. Crooks	D. Crooks
7	27/03/2024	Major review & changes made to critical controls & legislative requirements, training & authorisation, distraction & fatigue technology, journey management, trailer specifications, fall prevention, data management, water crossings & exceptions & accountability model.	C. Allen	D. Crooks



Table of Contents

1.	Purpose	4
2.	Scope	4
3.	Reference Documents	4
4.	Core Mandatory Requirement	4
5.	Legal and Other Requirements	5
5.1	Driving a Vehicle – Requirements	5
5.2	Fatigue and Journey Management	8
5.3	Vehicle Specifications	9
5.4	Chain of Responsibility	10
5.5	In-Vehicle Monitoring System (IVMS)	10
5.6	Maintenance and Prestarts	12
5.7	Vehicle Recovery	12
5.8	Vehicle Load Management	13
5.9	Traffic Management	14
5.10	Water Crossings	14
	Appendix	15
	Appendix A - Driver Performance & Exception Listings	15
	Appendix B – Exception Accountability & Consequence Model	17



CMR 001 – Safe Driving Standard

1. Purpose

MPC Kinetic (MPK) consider driving as one of its highest risk activities undertaken within its operations. Within the business these high-risk activities are referred to as Core Mandatory Requirements (CMR's). CMR's focus on the critical controls required to manage high-risk activities and allow our personnel to make informed decisions to manage those risks effectively.

The purpose of CMR 001 – Safe Driving Standard is to provide the requirements for vehicle use when conducting MPK work activities to reduce the risks to:

- Drivers
- Passengers
- Other road users

2. Scope

The scope of this standard applies to all MPK Employees and Sub-Contractors who are required to drive vehicles for MPK operations within all MPK controlled work sites.

Note: works outside of MPK control including vehicle movements on public roads is not considered in scope

3. Reference Documents

Document Name
GRP-HS-STD-009 Fitness for Work Standard
GRP-TRA-PRO-002 Verification of Competency Procedure
GRP-TRA-STD-001 Training and Competency Standard
GRP-HS-STD-009 Fitness for Work Standard
GRP-IMS-TPL-051 Emergency Management Plan Template
GRP-HS-PLN 002 National Heavy Vehicle Management Plan
GRP-HS-PRO-067 Advanced Fatigue Management Procedure
GRP-HS-CHK-002 Driver Authorisation Checklist
National Transport Commission Load Restraint Guides E
Safer Together Light Vehicle Specification
Safer Together Heavy Vehicle Specifications
Safer Together In-Vehicle Monitoring Systems Specification

4. Core Mandatory Requirement

The core mandatory requirement for safe driving must be always complied with. Critical controls for Safe driving include:

- As a driver I must:
 - Be licensed and authorised for the vehicle I will drive.
 - Be fit, rested and fully alert while driving.
 - Understand that safety devices including In-vehicle Monitoring System (IVMS) and Distraction/ Fatigue Cameras may be fitted to MPK vehicles and consent to data being collected and reviewed for work related travel for safety purposes.
 - Not exceed the speed limit and reduce my speed for road conditions.
 - Not exceed 80km/h on unsealed roads regardless of the sign posted speed limit.

CMR 001 – Safe Driving Standard

- Ensure seat belts are worn by all occupants whenever a vehicle is in motion, including reversing.
- Engage Four-wheel drive when driving on unsealed roads and offroad.
- Not access the rear of a vehicle without adequate fall prevention controls.
- Not use cruise control when driving on unsealed roads or in wet conditions.
- Not overtake when driving through dust or in other situations of reduced visibility.
- Ensure Daily Pre-Start checks are completed.
- Ensure loads are properly restrained and within Gross Vehicle Mass (**GVM**) limits.
- Not drive without a registered IVMS key or using a key issued to another person.
- Ensure no one smokes or vapes in the vehicle.
- Ensure loads are secured prior to moving a vehicle.
- Not use phones whilst driving (except if using hands-free, Bluetooth system).
- Ensure a Journey Management Plan (JMP) is logged through the JESI application (as required).
- Not tamper with IVMS, Fatigue Management Camera or other safety devices.
- As a supervisor or manager, I must:
 - Identify ways to eliminate or reduce the need to drive.
 - Ensure drivers are fit to drive.
 - Ensure only vehicles that meet minimum specifications are used.
 - Ensure In Vehicle Monitoring Systems (IVMS) is fitted and driver behaviour is monitored.
 - Confirm drivers are trained and authorised to drive.
 - Ensure no one accesses the rear of a vehicle without adequate fall prevention controls.
 - Ensure vehicles with any damage or fault that may affect safe operation are not driven until repaired.
 - Ensure drivers log a JMP using the JESI application.

5. Legal and Other Requirements

5.1 Driving a Vehicle – Requirements

5.1.1 Fitness to Drive

Drivers must be licenced for the class, type, and configuration of vehicle they are driving and:

- Have a zero-blood alcohol level.
- Not be under the influence of illegal drugs.
- Declare medical conditions and any prescription or over-the-counter medication.
- Not be under the influence of any prescription or over-the-counter medication that may affect their ability to drive e.g., drowsiness.
- Not be affected by fatigue.

Drivers are required to undertake alcohol testing at the start of their shift and participate in random drug testing.

CMR 001 – Safe Driving Standard

5.1.2 Driver Training and Authorisation

All drivers must be licenced for the class, type, and configuration of vehicle they are driving. Role specific training requirements include but are not limited to:

Vehicle/Driving Type	Qualification/Training Required	Expiry
Urban, or sealed highways between urban areas	MPK Safe Driving online module	12 months
Field roads (unsealed or sealed)	MPK Safe Driving online module And	MPK Safe Driving online module – 12 months
Driving off-road	PMASUP236 Operate vehicles in the field. OR RIIVEH305 Operate and maintain four-wheel drive	PMASUP236/ RIIVEH305 – 5 years.
Towing light vehicle trailers	AURTGA001 Drive and Manoeuvre Trailers or equivalent VOC.	5 years
Light vehicle recovery	FWPCOT3326 Recover four-wheel drive vehicles or equivalent	N/A
Heavy Vehicles	MPK Safe Driving online module And	MPK Safe Driving online module – 12 months
	Urban, Field, or Off-Road training as above based on where the vehicle will be used.	PMASUP236/ RIIVEH305 – 5 years.
	And MPK VOC for class of vehicle	N/A
Chain of Responsibility	Based on role in the CoR: Driver. Scheduler. Consignor/consignee. Loader/packer. Advanced Fatigue Management.	12 months

Role specific additional requirements should be verified within the relevant TNA.

All sites must maintain [GRP-HS-CHK-002 Driver Authorisation Checklist](#). All authorised drivers must be provided with an individual IVMS key that will fit the installed IVMS device. Those responsible for authorizing a driver and issuing the IVMS key must enter details in the Driver Authorisation Checklist ensuring they have a licence for the class, type, and configuration of vehicle they are driving and completed the training listed above before issuing the key.

CMR 001 – Safe Driving Standard

Each IVMS key will be unique and issued to only one authorised driver. The driver must not allow the IVMS key to be used by another person, and understand safety is paramount and that safety devices including IVMS are fitted to MPK vehicles and consent to data being collected and reviewed for safety purposes. Data is monitored to ensure compliance with this CMR/ Safer Together standards, and action will be taken in accordance with Appendix B when an exception is recorded.

5.1.3 Traffic offence history check

A traffic offence history check must be completed prior to authorisation as a heavy vehicle driver. The history check must:

- Be completed no more than 6 months prior to authorisation.
- Cover at least the previous 5 years.
- Include all Australian states and territories where the driver is or was licenced.

Authorisation to drive a heavy vehicle will not be given if the history check identifies any of the following have occurred in the last 5 years:

- Loss / suspension of heavy vehicle driver's licence.
- The following drug and alcohol offenses:
 - Mid or high range blood alcohol.
 - Driving under the influence of drugs.
 - Refusing an alcohol or drug test.
- 2 or more serious traffic offences including, but not limited to:
 - Low range blood alcohol.
 - High speed e.g., greater than 30 km/h over the speed limit or similar in the jurisdiction.
 - Dangerous / negligent / reckless driving.
 - Hoon offence.
 - Refusing to stop for police.
 - Driving while disqualified/suspended.
- 2 or more heavy vehicle driving offences, e.g., speed, fatigue.
- A pattern of traffic offences indicating a poor attitude towards road law compliance and / or road safety.

5.1.4 Using vehicle safety features

Drivers must use vehicle safety features as follows:

- Seat belts must be worn by all occupants whenever a vehicle is in motion, including reversing.
- Four-wheel drive must be engaged when driving on unsealed roads and offroad.
- Cruise control must not be used when driving on unsealed roads or in wet conditions.

5.1.5 Speed Limits

CMR 001 – Safe Driving Standard

Speed limits must not be exceeded. Drivers must drive at safe speeds considering road and environmental conditions even if it is lower than the designated speed limit. This includes a maximum speed limit of 80km/h on unsealed roads regardless of the sign posted speed limit.

Drivers must also comply with client designated speed limits.

5.1.6 Mobile devices

Drivers must only use hands-free mobile phones devices when driving vehicle.

UHF radios can be used for the purpose of traffic management or the communication of a hazard to other road users.

A driver must only handle a mobile phone if the vehicle is completely stopped and parked legally in a safe location.

Drivers must also comply with client mobile devices requirements.

5.1.7 Overtaking

Overtaking must only be undertaken where there is:

- Clear vision of the road ahead and oncoming traffic.
- Sufficient clear road to complete without speeding.

Overtaking is prohibited when driving through dust or in other situations of reduced visibility.

5.1.8 Parking Light Vehicles

Where a site layout / traffic management plan is in place all vehicle parking must adhere to this plan. This will include the requirement that all light vehicles must reverse park or use drive through parks on MPK sites.

5.2 Fatigue and Journey Management

5.2.1 Eliminate or Reduce Driving

Before driving, you must consider if the driving can be eliminated or reduced. Ways to eliminate or reduce driving include:

- Using IT solutions to eliminate the travel.
- Arrange buses to reduce the number of vehicles.
- Organise carpooling to reduce the number of drivers.
- Utilise flights to reduce the number of vehicles and time on the road.

5.2.2 Light Vehicle Drivers

Light vehicle drivers must:

- Not drive for more than 10 hours (excluding 15-minute rest periods) in a 24-hour period.
- Stop and rest for 15 minutes after 2 hours of continuous driving (or sooner if required).

5.2.3 Heavy Vehicle Drivers

Heavy vehicle drivers must comply with:

- Fatigue management requirements defined for light vehicle drivers except when the vehicle driver's primary role is a heavy vehicle truck driver.
- Heavy Vehicle National Law requirements (or equivalent for the jurisdiction) for driver fatigue management as a minimum.

CMR 001 – Safe Driving Standard

- MPK Advanced Fatigue Management program on approved projects/sites.

5.2.4 Distraction/Fatigue Detection Technology

Drivers of vehicles fitted with distraction/ fatigue detection technology must pull over and stop for at least 15 minutes if a fatigue alert is activated whilst in motion. No action required if vehicle is stationary.

Distraction/fatigue detection technology data shall be evaluated weekly to identify and address risks and trends.

5.2.5 Journey Management

All journeys must be managed to reduce fatigue risks and provide emergency assistance, if required.

An approved Journey Management Plan (JMP) via the JESI mobile app must be completed:

- For single trip journeys ≥ 2 hours in duration, including rest breaks.
- For high-risk journeys, where defined by business unit, site, or project.
- Night-time driving outside of routine operations.
- To meet any client requirements.

When planning the Journey Management Plan (JMP), the driver must identify:

- The start and end points.
- Rest stop locations.
- A nominated Supervisor to be the nominated contact person.
- The total duration of journey.

Prior to the journey, the driver must log a JMP via the JESI mobile phone App. During the journey, the driver must:

- Not exceed 2 hours of continuous driving
- Take a minimum 15-minute rest break.
- Check in through the JESI mobile phone app.

At the end of the journey, the driver must close out the JMP via JESI mobile phone App. If the Driver doesn't check-in during a journey:

- The JESI mobile phone App will notify the nominated contact person.
- The nominated contact person must review the information, attempt to contact the driver, and then escalate, or initiate the Site-specific Trigger Action Response Plan (Emergency Management Plan, Sec 15.12 TARP Missing Person).

5.3 Vehicle Specifications

5.3.1 Light Vehicles

All light vehicles utilised within an MPK controlled worksite must meet the specifications provided in Safer Together Light Vehicle Specification.

5.3.2 Light Vehicle Trailers

The use of light vehicle trailers must be avoided where possible. If a trailer is required, they must meet the following specifications:

- Trailers must not exceed 2.5m in overall width.

CMR 001 – Safe Driving Standard

- Overhang distance from axle to the rear of the load must not exceed 2.5m.
- A flag must be placed at the protruding end of the load when the carried load projects greater than 1.2 m from the rear of the trailer.
- Dual axle trailer must be selected where possible.
- Dual safety chains must be used when trailers are in use.
- Trailers with greater than 0.75 tonnes gross trailer mass (GTM) must be fitted with a compatible brake system.
- Where the GTM exceeds 2 tonnes, trailers must have a breakaway system fitted to the braking system. This system will cause the brakes to be applied if the trailer becomes disconnected from the towing vehicle.
- All light and heavy vehicle trailer requirements in accordance with the Safe use of trailers Procedure.

5.3.3 Heavy Vehicles

All heavy vehicles must meet the specifications provided in Safer Together Heavy Vehicle Specifications unless dispensation, and client (when required) approval are obtained.

5.3.4 Vehicle Modifications

Any modifications to a vehicle or trailer must undergo a management of change risk assessment, with review and approval by a competent subject matter expert.

5.4 Chain of Responsibility

The following are minimum requirements:

- Those involved in the supply chain such as schedulers, consignors, and consignees, understand and apply their Chain of Responsibility accountability for heavy vehicle safety.
- All loads carried on heavy vehicles shall have documented mass and dimensions.
- Heavy vehicle drivers shall know vehicles mass, check weights, and keep accurate loading documentation that shows load does not exceed legal mass and dimensions.
- Controls shall be implemented to prevent the overloading of vehicles.
- Equipment is available to ensure the safe packing, restraint and transport of goods, storage, and preservation.

5.5 In-Vehicle Monitoring System (IVMS)

IVMS devices must:

- Be installed in light and heavy vehicles in accordance with the Safer Together Heavy Vehicle and Light Vehicle Specifications.
- IVMS key allocation shall ensure drivers are uniquely identifiable.
- Be utilised to monitor driver data when vehicles are used for work purposes to confirm compliance with this CMR and Safer Together standards.
- Be installed in all Sub-Contractor vehicles and monitored when they are expected to work continuously for more than three (3) months on an MPK controlled site.
- Meet the latest version of Safer Together In-Vehicle Monitoring Systems Specifications.
- Have 4g and iridium unit fitted.

CMR 001 – Safe Driving Standard

- Use the current approved version of IVMS mapping.
- Have IVMS keys allocated to individual drivers.
- Not be tampered with.

The Group Manager - Safety, Assurance and Environment must approve:

- IVMS providers
- Any changes to IVMS.
- Any deviation from Safer Together specifications.

5.5.1 IVMS and Journey Management

IVMS data must be monitored, and feedback provided via immediate, weekly, and monthly reporting. As a minimum, monitoring and reporting requirements must comply with the latest version of Safer Together In-Vehicle Monitoring Systems Specifications and Appendix A. Driver Performance and Exception Listings.

Following review and verification of data disciplinary action is to be taken in accordance with Appendix B. Exception Accountability and Consequence Model with all driver exceptions individually recorded in INX under the event type “Incident-Safe Driving”.

5.5.2 Data Management

Description of Data

In-vehicle monitoring (IVMS) and fatigue management systems collect a range of real-time data to optimise both vehicle performance and driver safety. These systems track GPS location, speed, braking, acceleration, idle time, and engine health, along with fatigue indicators like eye movement, head position and steering patterns. By analysing this data, we can maximise our ability to achieve safe outcomes, by intervening (for example) when a driver is fatigued, distracted, or is not complying with relevant rules and regulations. This consolidated data serves as a critical tool for driver and occupant safety in MPK.

Metadata Standards

Metadata ensures we manage this data effectively and include clear naming conventions and standardised units of measurement for data fields, as well as defined data types. Each piece of data carries time stamps in the relevant time zone (normally UTC) and the originating device’s ID for traceability. These standards ensure uniformity, traceability, and security, each of which are critical for optimising operations and safety in our industry.

Policies for Access, Sharing, and Privacy

Role-based access controls safeguard data in the in-vehicle monitoring and fatigue management systems. Data sharing is restricted to authorised internal personnel and authorised external providers, all of whom comply with MPK privacy policy.

MPK will obtain the consent of drivers when data containing driver details is intended to be used for external analytics or sharing. Data retention timelines are specific to the data set and ensure compliance with relevant rules and the Australian Privacy Act. Regular audits and policy reviews enable MPK to maintain data integrity and ensure compliance within the states and industries that we operate.

Policies for Re-Use, Re-Distribution, Derivatives

MPK’s in-vehicle monitoring and fatigue management data containing driver information will be accessed on a need-to-know basis for safety purposes and will not be re used or re-distributed without obtaining driver’s prior consent.

Redistribution of said data to external parties is permitted only in accordance with relevant laws, under contractually agreed conditions and with appropriate data masking to protect sensitive information.

CMR 001 – Safe Driving Standard

Intellectual property rights concerning derivative data or insights generated from this information shall be clearly defined by MPK. Quality assurance mechanisms will be implemented to validate the accuracy and integrity of both re-used and derivative data.

Compliance with applicable legal and regulatory frameworks is mandatory and an audit trail documenting all instances of data re-use, re-distribution and derivation shall be maintained, usually within the applicable system.

Plans for Archiving and Preservation

In accordance with MPK's commitment to data integrity, security and compliance, the following protocols shall be instituted for the archiving and preservation of in-vehicle monitoring and fatigue management data:

- Data shall be classified into distinct categories, factoring in its sensitivity, regulatory requirements and assigned retention periods.
- Access to archived data will be restricted through role-based permissions and multi-factor authentication methods where available.
- To facilitate future data retrieval, comprehensive metadata and versioning shall be maintained.
- Periodic audits will be conducted to ensure ongoing compliance with applicable legal frameworks, including applicable privacy legislation.

Finally, procedures will be established for the secure deletion or destruction of data that has reached its predefined end-of-life.

5.6 Maintenance and Prestarts

Vehicles must be maintained and regularly checked to ensure they are in a safe and suitable condition to drive. Consideration should be given to:

- Type of vehicle.
- Roads and journey being undertaken.

The following are minimum requirements:

- Scheduled maintenance based on manufacturer's guidance.
- Project / site onboarding checks to make sure vehicles meet minimum requirements.
- Daily Pre-Start checks to check safety devices are working.
- If faults are found with safety critical items, including local authority roadworthiness, the vehicle must be removed from use and repaired by a competent person.

Vehicles with any damage or fault that may affect safe operation must not be driven until repaired.

5.7 Vehicle Recovery

The following methods may be used following the completion of a risk assessment to recover a bogged / stranded vehicle:

- Leave vehicle in place until weather and road conditions improve.
- Request specialised vehicle recovery contractors to recover vehicle.
- Self-recovery using:
 - basic recovery tools.
 - a certified/rated vehicle mounted winch on a light vehicle if trained to do so.
- Assisted recovery of a light vehicle by trained personnel using another vehicle.

CMR 001 – Safe Driving Standard

When performing an assisted recovery using another vehicle the following is required:

- Only be undertaken by trained and competent persons and where fit for purpose equipment is available.
- Only use approved recovery points.
- Position people out of the line of fire of any potential recovery equipment

NOTE: Recovery using snatch straps is prohibited.

5.7.1 Recovery Equipment

Vehicle recovery equipment will be carried or fitted to vehicles based on a local assessment. This may include:

- Basic self-recovery equipment.
- Specialised recovery equipment

Specialised recovery equipment must:

- Be designed and rated for vehicle recovery use.
- Meet or exceed Australian Standards.
- Maintained and inspected prior to use in accordance with manufacturer's requirements.

5.8 Vehicle Load Management

5.8.1 Load Management

A vehicle's safe loading limit including passengers must not be exceeded. Loads must be restrained by competent persons to prevent the load from:

- Shifting causing vehicle instability.
- Falling from the vehicle causing a road hazard.
- Becoming a projectile while in transport.

Loose items in the vehicle cabin must be minimized to reduce the risk of injury in the event of a vehicle incident. Where possible items should not be transported on seats.

When planning load transportation, you must confirm:

- The vehicle is suitable for transporting the load
- The load restraint technique and equipment are suitable
- The travel route and conditions are suitable
- The relevant road authority permits have been obtained for transportation.

5.8.2 Preventing falls from vehicles

As far as practicable, accessing or working from the back of a vehicle must be minimised by designing work so it can be performed from ground level.

Safe means of access that allows 3 points of contact must be utilised if accessing the back of a vehicle is required. Fall prevention controls as outlined in the table below. Suitable fall prevention methods include:

- Fixed, retractable, or temporary barriers or rails.
- Fixed or mobile work platforms.
- Work positioning or fall restraint systems that prevent a fall.

Potential fall height	Mandatory use of fall prevention controls
<1.8m	No – risk-based approach
≥1.8m	<1m from edge – Yes ≥1m from edge - No

5.8.3 Loading/Unloading Exclusion Zone

The following are minimum requirements:

- Clearly identified loading / unloading exclusion zone (LUEZ) areas established to ensure visible separation of people and equipment during loading/unloading of vehicles and trailers.
- Visual and verbal communication established between spotter and operator/driver.

5.9 Traffic Management

The following are minimum requirements:

- For facilities and work sites with a risk of vehicle and/or powered mobile plant interaction with pedestrians, a traffic management plan must be implemented.
- External traffic management will be utilised for work required on or near public roads, and approval obtained from the relevant government authority for temporary management of traffic.

5.10 Water Crossings

A driver must only consider driving through water if:

- There is no practical alternative and
- They have confidence that:
 - The road surface is intact.
 - The water depth and speed are safe (see table below).

Drivers must never enter water on foot or in their vehicle to try to determine depth. Depth can be judged from depth markers if the road is intact, visual assessment if road surface is visible through the water, observing other vehicles crossing etc. The following table and diagram provide criteria for water speed and maximum depth:

Water Speed	Maximum Depth
Fast flowing (above normal walking pace).	Bottom rim of the wheel.
Slow flowing or still (below normal walking pace).	Wheel hub

Drivers must consider the crossing high risk and must not cross if there is any doubt about:

- Suitability of surface.
- Depth of water.
- Speed of water.

Drivers must contact their supervisor and have a conversation about high-risk water crossings. These include:

- Crossings at night.
- Width of water more than 5m. Exception: designated concrete causeways with flood markers and no signs of recent heavy flooding.



CMR 001 – Safe Driving Standard

- Driver has not driven the road in the last 3 months.
- Driver is not confident in their assessment of the depth, speed, or surface condition of the crossing.
- Water at the crossing exceeds height / speed limits but there is an emergency which requires the vehicle to cross.

The supervisor's conversation with a driver regarding a high-risk water crossing must include the following:

- Challenge the driver on the need to cross.
- How the driver has determined the speed and depth of the water.
- The risks and the controls the driver will use before, during and after the crossing.

The supervisor must:

- Not let drivers cross if there is any doubt about the risk.
- Establish contact with the driver once they have crossed.

The following requirements apply to driving through water once it has been determined safe to cross:

When	Requirement
Before	<ul style="list-style-type: none">• Select low range 4WD and choose a low gear.• Lower windows to provide an escape route.• One vehicle at time to cross.
During	<ul style="list-style-type: none">• Approach the water at slow speed.• Don't brake when approaching the water.• Drive in the middle of the road where the crown is highest.• Drive at a steady speed without change gears.
After	<ul style="list-style-type: none">• Gently apply the brake pedal with left foot for a few seconds while driving to dry the brakes.

Appendix

Appendix A - Driver Performance & Exception Listings

Breach	Threshold	Escalations
--------	-----------	-------------



LIFE THREATENING EVENT		
Vehicle Rollover	IVMS unit detects a rollover has occurred	Escalated to contact list &/ or Emergency Services if required. <ul style="list-style-type: none"> • Instant Email alert • Weekly Reports • Monthly Reports
Possible accident	Sudden change in G-force	
Panic Button	When triggered by driver	
CAT 3 CRITICAL EVENT		
IVMS System	Intentional tampering or damaging IVMS or safety devices fitted to vehicle	Escalated to contact list: <ul style="list-style-type: none"> • Instant Email alert (except IVMS tags) • Weekly Reports • Monthly Reports
Operation of Electronic Devices	Use of electronic devices whilst driving is banned except to make or receive phone calls if it can be operated <i>“without touching any part of the device”</i> i.e. using handsfree, Bluetooth system or secured in fixed holder/cradle.	
Speed Event <i>(Signed or advised)</i>	≥ 15 km/hr. and ≥ 15 secs	
Journey Management Event (LV's Only)	> 2 hours 30 min continuous driving	
Fatigue or distraction alert via fatigue detection technology	Confirmed fatigue or distraction event alert	
Seat Belt Event	≥ 20km/hr and ≥ 5 secs	
IVMS Tags	Driving without a registered IVMS key Driving using a key issued to another person	
CAT 2 REPORTABLE EVENT		
Speed Event <i>(Signed or advised)</i>	≥ 10 km/hr. and ≥ 15 secs	Escalated to contact list: <ul style="list-style-type: none"> • Weekly Reports • Monthly Reports
Journey Management Event (LV's Only)	≥ 2 hours 15 min of continuous driving	
CAT 1 EXCEPTION EVENT		
Speed Event <i>(Signed or advised)</i>	≥ 5 km/hr. and ≥ 15 secs	Escalated to contact list: <ul style="list-style-type: none"> • Weekly Reports • Monthly Reports
Seat Belt Event	≥ 5km and > 5 secs	
NOTED EVENT		
Journey Management Event (LV's Only)	> 2 hours and < 15min of continuous driving	Escalated to contact list: <ul style="list-style-type: none"> • Weekly Reports • Monthly Reports
Excessive Braking Event	>18 km/hr./sec LV >13 km/hr./sec HV	
Harsh Acceleration	>12 km/hr./sec (LV) >10 km/hr./sec (HV)	
Harsh Cornering	As recommended by IVMS provider	
Harsh deceleration / Breaking	>12 km/hr./sec LV >10 km/hr./sec HV	
4WD Disengaged on Unsealed roads	>40 km/hr for 5 minutes and 4WD not engaged	

Appendix B – Exception Accountability & Consequence Model

Safe Driving High Risk - *Show Cause/ Likely Termination*

- Driving under the influence of alcohol or drugs.
- **'Excessive'** Vehicle Speed or event/s involving criminal activity.
- Driver Exceeds Three Cat 3 Speed events within the reporting month.
- Use of mobile phone whilst driving (except if using hands-free, Bluetooth system).
- Driving a vehicle without a valid license for the class, type, and configuration of vehicle they are driving.
- Accessing the rear of a vehicle without adequate fall prevention controls.
- Tampering or intentionally damaging IVMS, Distraction/Fatigue detection technology (where fitted) or safety devices fitted to vehicle.
- Unsecured load in the tray or trailer of a Light or Heavy Vehicle.
- Acquiring vehicles that will be utilised within an MPK controlled worksite that have non-compliant IVMS units fitted and don't meet the Safer Together Light Vehicle or Heavy Vehicle Specification.

Safe Driving Medium Risk- *Final written warning*

- Driver has Two Cat 3 Speed events within the reporting month.
- Driver has Two Cat 3 No Seat Belt events within the reporting month.
- Driver has Two Cat 3 Journey Management Events within the reporting month.
- Driving without a registered IVMS key or using a key issued to another person.
- Smoking or vaping in a vehicle.

Safe Driving Low Risk- *Written Warning*

- Driver has Two Cat 2 Speed events within the reporting month.
- Driver has Two Cat 2 Journey Management Events within the reporting month.

Coaching- *Record of Conversation*

- Driver has Two Cat 1 Speed events within the reporting month.
- Driver has Two Cat 1 Seatbelt Events within the reporting month.
- Confirmed Fatigue or distraction event via distraction/fatigue detection technology.
- Not logging a JMP using the JESI app.

NOTE 1: If a driver has already received disciplinary action and the same exceptions/ non compliances are reported in subsequent months it will result the next level of disciplinary action being taken.

NOTE 2: The BU COO must be consulted following the completion of investigations into High-Risk exceptions (listed above) and approve the determined disciplinary action.