Transportation, Travelling, Vehicles

Safety Training on how to look after, use, drive and complete proper safety check for the IVECO Large Van, Heavy Vehicles or Company and Rental Vehicles.

This policy and instructional manual is in relation to all LARGE IVECO VANS, company vehicles, rental vehicles and Heavy Vehicle ...

1. the use of them
2. the care of them
3. the way to drive and handle them.

IMPORTANT INFORMATION:

- The Company is not a registered vehicle training organisation and makes no claim or association that the company is.
- The information written herein is only a guide and all staff are encourage to take Defensive Driving Courses or Vehicle Handling Courses on their own private time to obtain a licensed certification of Defensive and Safe Driving.
- The information written herein has been complited from a variety of websites, books and the Roads and Traffic Handbook from the Roads and Traffic Government Department of each company's juridiction.
- You are legally required to have a valid and appropriate driving vehicle license for the actual type of vehicle you will be required to drive. This is your responsibility to ensure you have the correct license and are legally allowed to drive the correct type of vehicle.
- At no stage is the company liable for the information contained herein and this should only be used a safety guide by all staff/contractors.
- If you have any concerns about the material in here, we recommend you contact the manager of the correct department in the company and raise your concerns for an investigation and make your comment visible by pressing the comment button or Question button and stating your concerns or question.

All staff and contractors are asked to became familiar with the methods of safely managing, handling and driving the IVECO LARGE VANS, cars and Heavy Vehicles. We believe that by reading the following manuals and information relating to Heavy Vehicles you will have a reasonably better informed methodology of how to handle most vehicles.

We recommend you read the following:

1. **Heavy Vehicle Driver Handbook**
   http://www.rms.nsw.gov.au/documents/roads/licence/heavy-vehicle-driver-handbook.pdf

2. **Heavy Vehicle Driver Fatigue Risk Checklist for Drivers**
   https://www.ntc.gov.au/Media/Reports/(33D0D7DF-8343-380A-64F5-55AA32798339).pdf

3. **Is your driving Road Worthy - Safe Driving Checklist**
   http://www.alzheimer.ca/sites/default/files/Files/bc/Advocacy-and-education/Other-files/Driving/2009-09-01%20Safe%20Driving%20Checklist.pdf

4. **A Guide to Driving Safely**
   http://www.rms.nsw.gov.au/documents/roads/licence/guide-to-driving-test.pdf

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All staff and contractors will be asked at required intervals or periodically during their agreement or contract to complete an ICONIC company driving and vehicle handling safety checklist. By passing this safety check it does not give you the legal right or authority to drive a vehicle you are not legally licensed to drive, nor does it allow you to state you have done a safety driving course.

As part of the Compnay Driver Vehicle Handling Training Checklist the following is look at and assessed.

- **Pre-trip Checklist**
    1. Driver considers driving, weather and road conditions. Decides NOT to drive if unsafe.
    2. Driver has checked his destination and call sheets and has planned a map route with safety in mind and the most efficient route.
    3. Checks behind and in front of vehicle before getting in
    4. Checks head rest height; adjusts if necessary
    5. Checks side and rear-view mirrors; adjusts if necessary
    6. Ensures that the windshield, rear and side windows are clean and offer good visibility
    7. Buckles up seat belt before starting car
    8. Sits at least 10 in. (25 cm) from air bag unit in steering wheel .
    9. Checks RIMS (no dents in flanges, no loose lugs, rust trails or racks in rim).
    10. Checks TYRES (min 1.5mm tread depth, cuts/damages, no rocks in Dually, correct inflation)
    11. Checks spare wheel.
    12. Checks Wheel nuts - all present and undamaged
    13. VEHICLE MEASUREMENTS - checks & knows height.
    14. VEHICLE MEASUREMENTS - knows length
    15. VEHICLE MEASUREMENTS - knows weight
    16. VEHICLE POSTURE - not leaning to one side.
    17. Vehicle Safety Check Completed and vehicle inspected properly and accurately.
- **Driver Behavior and Abilities Checklist**
    1. Can reach and easily operate all of the vehicle driving controls.
    2. Follows all traffic laws, road markings.
    3. Maneuvers through complex intersections and busy traffic without unnecessary hesitation (e.g., left turns at busy intersections, merging, traffic circles, rush hour traffic, etc.).
    4. Concentrates on driving (e.g., does not eat, use cell phone, etc.)
    5. Remains calm and confident when driving.
    6. Wears appropriate eyewear similar to glasses or lenses as prescribed by eye doctor (if legally required).
- **Space Margins Checklist**
    1. Leaves safe gap between car and vehicle ahead (min 3 chevrons, depending on road and driving conditions)
    2. Slows down slightly if driver behind is tailgating
    3. Drives in centre of lane.
    4. Leaves at least one metre on each side of car
    5. Avoids driving in other driversâ€™ blind spots
    6. Stops so that the wheels of vehicle in front are visible
    7. Stops just before the stop line or crosswalk
    8. Uses proper procedures at different types of intersections (e.g., four-way stops, traffic circles, controlled and uncontrolled intersections, etc.)
    9. Merges into the flow of traffic so as not to disrupt other drivers.
    10. Merges safely into flow of traffic.Parks within 12 in. (30 cm) of curb and applies parking brake.
    11. On a hill, parks with wheels turned so car will roll into the curb.
- **Observation Checklist**
    1. Turns head and does a full shoulder check at every turn.
    2. Turns head and does a full shoulder check at every lane change.
    3. Scans rear-view and side mirrors regularly.
    4. Scans rear-view mirror before and after slowing down or stopping.
    5. Scans to left and right when entering all intersections, even if driving through .

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6. Scans side mirrors when changing lanes.
7. Scans well ahead for hazards (up to 1 /2 km on highways and two blocks in city) .
8. Does 360 degree check before backing up (looks all around vehicle, using shoulder and mirror checks or gets out of vehicle)
9. Stops for pedestrians in crosswalk .
10. Hears and reacts appropriately to horns and emergency vehicles.
11. Monitors drive time and behaves and follows appropriate fatigue management procedures regarding 2 hour, 4 hour time periods.
12. If others in vehicle, monitors drive time and provides appropriate time commands for 60min, 45min, 30min, 20min, 10min and 5min.

- **Speed Control Checklist**
  1. Keeps a steady speed, using brake and accelerator smoothly.
  2. Avoids jerky starts and stops.
  3. Can easily move foot from the gas to the brake and can easily press the pedals.
  4. Uses the vehicleâ€™s anti-lock brakes (ABS) correctly in an emergency stop (i.e., applies continuous, hard pressure on the brakes until vehicle comes to a stop). Note: Check for an indicator on the vehicleâ€™s dash to see if the carhas ABS; not all cars do.
  5. Maintains legal speed limit or appropriate speed, depending on conditions (i.e., does not exceed the speed limit and does not drive consistently below the speed limit unless conditions warrant).
  6. Slows down going into a curve and accelerates coming out of it.
  7. Fully stops at all stop signs and red lights.
  8. Stops at amber lights unless it is unsafe to do so.
- **Communication & Signalling Checklist**
  1. Uses turn signals before turning.
  2. Uses turn signals before changing lanes.
  3. Signals well ahead of turn (min 30m).
  4. After the turn, ensures that signals are off.
  5. Makes eye contact with pedestrians in a cross walk .
  6. Makes eye contact with other drivers at a four-way stop.
  7. Uses the horn appropriately (i.e., only to signal a warning to other road users)
  8. Maintains positive and appropriate communication to others in vehicle.
  9. Maintains positive and appropriate communication on 2-way radios.
- **Hazard Perception Checklist**
  1. Has checked and planned route to ensure vehicle is driving on appropriate sealed roads and highways before departing.
  2. Scans ahead for people in parked cars, opening car doors, children by the roadside, etc.
  3. Slows down or increases the gap when vision blocked (e.g., when there is a large truck ahead).
  4. Drives at speed appropriate for conditions (e.g., slows speed in bad weather).
  5. Slows speed on a hill or sharp curve when visibility is limited.
  6. Slows speed in poor road conditions (e.g., gravel, puddles or ruts).
  7. Practices naming hazards out loud (can be done in each session).
- **Pre Operational Drive Checklist**
  1. Checks wheels, wheel nuts & tyres.
  2. Vehicle measurements.
  3. Fluid leaks/levels
  4. Air Leaks
  5. Air Tanks
  6. Couplings
  7. Vehicle posture
  8. Load security
  9. Loose/missing/broken fittings
  10. Registration
  11. Lights & Indicators
  12. Drive Belts & Pulleys
- **Vehicle Operation & Control Checklist**

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1. Uses appropriate gear for speed/gradient.
2. Smooth changes without clashing.
3. Correct use of clutch.
4. Manages Brakes by efficiently using them.
5. Smooth application of brakes

- **Cabin Drill Checklist**
  1. Enters and leaves driver's cab to meet WHS requirements.
  2. Approach driver's cab from the front of the vehicle, facing oncoming traffic and shows aware of approaching traffic.
  3. Uses steps foothold and grabs handle if fitted.
  4. Maintains 3 point of contact when entering and leaving
  5. IDENTIFIES VEHICLE CONTROLS - Seat adjustments.
  6. IDENTIFIES VEHICLE CONTROLS - Engine Start/Stop
  7. IDENTIFIES VEHICLE CONTROLS - Indicators/emergency lights.
  8. IDENTIFIES VEHICLE CONTROLS - Washers/Wiper
  9. IDENTIFIES VEHICLE CONTROLS - Service Brake
  10. IDENTIFIES VEHICLE CONTROLS - Park Brake
  11. IDENTIFIES VEHICLE CONTROLS - Trailer Brake
  12. IDENTIFIES VEHICLE CONTROLS - Clutch
  13. IDENTIFIES VEHICLE CONTROLS - Gear Changing mechanisms.
  14. IDENTIFIES VEHICLE CONTROLS - Accelerator
  15. IDENTIFIES VEHICLE CONTROLS - Horn
  16. IDENTIFIES VEHICLE CONTROLS - Air Conditioning
  17. IDENTIFIES VEHICLE CONTROLS - Aux Brake
  18. IDENTIFIES VEHICLE CONTROLS - Light Controls
- **Start, Move Off Checklist**
  1. START - ensures park brake is applied
  2. START - ensure AUX brake is off
  3. START - gearbox is in neutral/park
  4. START - allows to warm (if required)
  5. START - Engages clutch
  6. START - Switches on ignition
  7. MOVES OFF - Ensures all doors are shut
  8. MOVES OFF - Depresses clutch and selects 1st gear.
  9. MOVES OFF - Places foot on brake before changing gear.
  10. MOVES OFF - Checks mirrors
  11. MOVES OFF - indicates for min 5 secs before moving off.
  12. MOVES OFF - Applies appropriate power
  13. MOVES OFF - Releases clutch safely
  14. MOVES OFF - Releases park/trailer brake.
  15. MOVES OFF - Accelerates smoothly
- **Manages Gear Checklist**
  1. Always engages an appropriate for road speed.
  2. Use step or skip shifts according to situations.
  3. Matches engine revs to the road speed for the gear.
  4. Uses double declutch gear changing methods when operating appropriate gear box.
  5. Not rests foot on clutch pedal.
- **Steering Checklist**
  1. Keeps both hands on the wheel.
  2. Keeps hands on the outside of the wheel.
  3. Positions hands correctly on the steering wheel (clock hand positions 9 and 3 or 10 and 2, but if there is an air bag, 9 and 3 or 8 and 4).
  4. Steers straight down the road without weaving from side to side.
  5. Smooth directional changes.
  6. Straight line driving.
  7. Curves & bends smooth.
  8. Railway Crossings.
  9. Kerb clearance (eg hits kerb)
  10. Positions vehicle on curves & bends in the curve to avoid rear of vehicle sweeping out

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of the lane or off the road.
11. Maintains safe and legal road positions before, during and after turns.
12. KERB CLEARANCE - Avoids mounting or brushing kerb during driving
13. KERB CLEARANCE - Aware of kerbside obstacles, such as overhanging trees, branches, awnings, signs or other tall items.

- **Low Risk Driving - Create or Maintains Crash Avoidance Space (CAS) Checklist**
  1. Maintains 4 chevron gap from vehicle in front.
  2. Stops in position behind other vehicle allowing sufficient space to steer around the vehicle in front.
  3. Adjusts speed to regain CAS in response to changes in Road or traffic conditions.
  4. Reduces speed in anticipation of the need to stop.
  5. Approaches stationary or slow moving vehicles with caution.
  6. Selects appropriate gaps which does not make other vehicles slow down or brake heavily.
  7. Is courteous to other road users.
  8. Accepts first safety gap and rejects unsafe gaps.
  9. Does not give way unnecessarily.
  10. Applies low risk driving strategies by reducing speed and covering the brake when a hazard is identified.
  11. Adjusts speed or position in response to limited vision of the road or environment.
  12. Obeys all road rules.
  13. Does not exceed speed limits.
  14. Does not drive in an aggressive manner.
  15. Does not straddle lanes unnecessarily.
  16. Is aware and understands convoy procedures.
  17. Follows and maintains appropriate convoy driving and signals.
- **Reversing Checklist**
  1. Activates emergency lights when reversing.
  2. Exits vehicle and Checks 360 degrees of area before reversing.
  3. Checks mirror.
  4. Makes no more than 4 directional changes.
  5. Does not touch kerb or parking poles
  6. Secures the vehicle at the end reversing.
- **Load Securing Checklist**
  1. Knows how to do a truckie's hitch
  2. Safely uses load binders (ratchets)
  3. Safely uses winches and straps
  4. Before loading vehicle, vehicle engine is off, park brake is activated and gear is in 1 or R or Park.
  5. Uses chocks if requried.
  6. Lowers landing gears (if applicable)
  7. Checks areas before opening doors.
  8. Loads vehicle with heavy items at bottom
  9. Loads vehicle with heavy items on main axle
  10. Loads items in vehicle to be balanced does not have objects all on one side.
  11. Loads items with non heavy objects on top of heavier items.
  12. Loads items and secures loose items with straps securely and not loose.
  13. Loads objects on wheels flat and secures/locks wheels for object to be secured and not able to roll on wheels.
  14. Places trolley safely standing and secured or lying on heavy objects.
  15. Leaves 10-15 cm from exit doors to objects.
  16. Places cushion or safety sponge between windows and loaded objects.
  17. Ensure all loaded objects are secured and cannot move easily.
  18. Does not place any object in Driving / Passenger Cabin area.
  19. All bags are under seats in cabin area and secured.
- **Risk Managment Checklist**
  1. Able to reverse straight.
  2. Reverse parallel parking
  3. Loading Dock simulation.

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4. Hill Stop/Start Ascent
5. Hill Stop/Start Descent
6. Load Securing - Ropes
7. Load Securing - Chains & Dog
8. Load Securing - Wichnes and straps/ratchets and straps
9. Coupling for Semi-Trailer
10. Uncoupling for Semi-Trailer
11. FUEL - Checks and knows correct fuel type to use when refueling.
12. FUEL - Refuels without spilling.

- **Shut Down & Secure Checklist**
  1. SHUT DOWN - Applies park brake
  2. SHUT DOWN - Places gear in correct position (eg 1 or R or Park)
  3. SHUT DOWN - Checks all gauges.
  4. SHUT DOWN - Allows engine to idle (if required)
  5. SHUT DOWN - Activates engine stop mechanism (if fitted)
  6. SHUT DOWN - Turns off engine
  7. SHUT DOWN - Removes foot from clutch
  8. SHUT DOWN - Removes foot from service brake
  9. SHUT DOWN - Removes key from ignition
  10. SHUT DOWN - Completes Travel Log
  11. SHUT DOWN - Checks for traffic before exiting
  12. SHUT DOWN - Uses step and footholds to exit.
  13. SHUT DOWN - Exits backwords
  14. SHUT DOWN - Checks final vehicle inspection.
  15. SHUT DOWN - Submits Vehicle Log and Inspection report.
  16. SHUT DOWN - Secures vehicle.
  17. SHUT DOWN - Leaves cab area in a safe direction.
  18. SHUT DOWN - Informs company of vehicle location.

When an assesment has been allocated a member of management or the Vehicle Transport Manager of the Company will use the follow form to complete the assessment.
For Management and the person who is assessing you, click on this link to begin the actual assessment SESSION.
The link and access to the form to be used only by the persons permitted to use it.

- https://form.jotform.co/iconicperformances/SESSION-Driver-Training-Assessment

Attached files:

Unique solution ID: #1359
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