

**ANNEX D – DRIVER CODE OF CONDUCT**

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## **DRIVER CODE OF CONDUCT**

This driver code of conduct applies to all personnel and any other person conducting business for Downer, whether a direct employee of Downer or employed by some other organisation providing a service or product to the project.

We are all members of the general community, so you are expected to comply with all the relevant legal requirements and accepted community standards whilst conducting your business. Whether you are an employee of Downer or operate any service to the company, your behaviour on the road reflects upon the community reputation of the project and in this regard your full compliance with this Driver Code of Conduct is required.

## **PENALTIES AND DISCIPLINARY ACTION**

Failure to comply with this Driver Code of Conduct will lead to either the issue of a 'warning notice' or 'disciplinary action' if the offender is an employee of Downer. If the offending party represents another company then 'disciplinary action' may be treated as suspension or cancellation of a service contract or arrangement with that company.

A warning notice may be issued for a number of reasons, which may include (but not limited to) if, you:

- Abuse other road users or customers.
- Do not carry out instructions as advised.
- Do not comply with local road and site speed restrictions.
- Do not report incidents, accidents or near misses.
- Use mobile phones and/or hand held devices while driving.
- Do not comply with any of the requirements in this Drivers Code of Conduct.

## **MOTOR TRAFFIC ACT**

As a driver you are required to know and comply with all road rules pertaining to your vehicle (whether standard passenger car, utility or heavy transport vehicle).

## **DRIVING LICENCE**

You must hold a current and valid driving licence for the class of vehicle that you operate. Additionally, you must always carry your current driver's licence with you while you are on duty. If your licence is cancelled or suspended, you must inform your supervisor immediately who will in turn inform project management immediately.

## **VEHICLE MINIMUM MAINTENANCE AND OPERATING CONDITION**

All vehicles must be maintained and operated in accordance with the vehicle manufacturers recommended standards (refer to vehicle manufacturer's handbook).

## **OCCUPATIONAL HEALTH AND SAFETY**

The health and safety of all people employed by (or working for) Downer, and those visiting the project site, is of the utmost importance. As an employee of the project, or supplier or contractor to the project, you are required to adhere to the occupational health and safety legislation.

Generally this means that you must:

- Carry out your duties in a way which does not adversely affect your own health and safety or that of others.
- Cooperate with measures introduced in the interest of workplace health and safety, in particular follow OHS Standard Operating Procedures of the Downer Group.

- Attend all Health, Safety & Environmental training provided.
- Immediately report all matters which may affect workplace health & safety to your supervisor.
- Correctly use any information, training, personal protective equipment and safety devices provided.
- Not intentionally misuse or recklessly interfere with anything that has been provided for health and safety reasons.
- Only do tasks for which you have authorisation and/or have the necessary training, and for which all necessary safety arrangements are in place.

## ENVIRONMENT

Downer is committed to protecting the environment and preventing air, water and noise pollution. As the operator of your vehicle, you are subject to environmental regulations relating to vehicle emission and product spill. You must understand and appreciate the seriousness of polluting the environment and the consequences of such events. If you are careless or neglect your responsibilities, you can cause personal injury, loss of life, property damage, damage to the environment, and cause adverse publicity for the project.

## NOISE CONTROL

Using engine brakes can be extremely noisy. If possible, you should not use engine brakes near residences and built-up areas. Generating excessive noise is an offence governed by relevant legislation.

You must also not unnecessarily over-rev your engine when driving and pulling off from a stationary position.

The following noise management measures must be implemented where possible when delivering/offloading materials on site to minimise noise:

- Avoid shouting and minimise talking loudly and slamming vehicle doors.
- Avoid metal to metal contact and dropping materials from height.
- Minimise idling of trucks.
- Avoid reversing.

## HIGHWAY COURTESY

The on-going reputation of the project depends very much on the way you drive your vehicle and courtesy that you extend to the community. The road is there to share and therefore, it is a project requirement that you display courtesy and restraint towards other road users.

## SPEED RESTRICTIONS

As a competent driver, you must always adjust your driving to the existing conditions. Speeding is the leading behavioural factor in deaths and serious injury on NSW roads. Speeding is not just driving faster than the posted speed limit, it includes driving too fast for the weather, light, traffic and road conditions.

Always follow posted signs as they provide vital clues to road conditions and characteristics. You should always apply the following rules:

- Always reduce your speed in wet conditions.
- Drive cautiously in low visibility.
- Descend hills in the lowest gear to suit the conditions.
- Always observe the special limits that apply for road works etc.
- **DO NOT** exceed the posted maximum speed.

Always comply with school zone time speed limits and reduce speed when approaching a bus stopping/stopped.

Reduce speed from dusk to dawn in areas where nocturnal wildlife may be present. Do not use bright headlights as blinded animals cannot see the vehicle and do not move away from the road.

## **SPECIFIED ACCESS ROUTES**

All vehicles must use the vehicle access routes shown on the site layout in Annex B. RAP and Reconomy trucks will require the use of the entry weighbridge.

## **SITE SPEED LIMITS**

The project site has a general speed limit of 20 km/h with 10 km/h limits in designated areas. These limits are to ensure the interaction between personnel and vehicles are managed to minimise the risk of injury to all personnel.

Drivers are required to observe the posted speed limits and other traffic signage at all times. All incidents where drivers do not observe speed limits and other traffic instructions will be logged and investigated and where appropriate, disciplinary action will be taken.

## **DEFENSIVE DRIVING**

You should always drive in a manner that will help you to avoid an accident, despite incorrect/inappropriate actions of others or poor driving conditions. Defensive driving requires a high degree of anticipation.

## **VEHICLE BRAKING**

One of the most important single skills that a professional and competent driver possesses is bringing a loaded vehicle to a controlled stop both in the city and in open road conditions. You may need to brake heavily but you must also be aware of the possible consequences. As a rule, you should always be aware of traffic conditions 1 to 2 km in front of you. In doing so, you are adjusting your own driving conditions to avoid the need for heavy braking.

Always brake with care, remembering that the truck will react differently according to the weight of the load, weight distribution of the load and road surface condition. You should never, under any conditions, drive a vehicle with faulty or suspect brakes. You must always immediately report the fault to your supervisor to be repaired.

Engine brakes are auxiliary to the main service brakes. In general, the following should be observed regarding engine brakes:

**DO NOT** use the engine brake on slippery or wet surfaces

**DO NOT** use engine brakes in or near residences and built-up areas, as this causes excessive noise and is a public disturbance.

## **TAILGATING**

By law, you are required to maintain a gap between yourself and the vehicle directly in front of you, so that heavy braking will not be required. The gap is based on several factors including speed, vehicle weight, traffic congestion and road condition. During wet weather or other adverse conditions, the gap distance should be doubled.

The legal distance for heavy vehicles in areas with limited streetlights is 60 metres. A gap of 60 metres is approximately the same as:

- The length of four (4) semi-trailer combinations.
- Twelve (12) car lengths.
- Four (4) seconds.

Always remember, appropriate gap distance between other road users is a key defensive driving tool.

## **OVERTAKING/PASSING**

Overtaking and passing should be done so only when necessary, where legally allowed and in a careful and safe manner. There is to be no overtaking or passing within residential areas.

## MOBILE PHONES

Using a mobile phone while driving is strictly prohibited for all drivers operating a motor vehicle unless a blue tooth hands-free kit is installed and utilized in the vehicles. This will be enforced to all site personnel and delivery partners during the site specific induction process prior to commencing on the project.

## ROAD HAZARDS

During most journeys that you take, there will be hazards on and near roadways. Always be alert for these hazards and make your adjustments as necessary.

Examples of hazards are:

- Rough/slippery surfaces.
- Flooded roads.
- High winds.
- Fog and smoke haze.
- Sunset and sunrise.
- Narrow or winding roads.
- Low wires or awnings.
- Low bridges, tunnels etc.
- Crossings, rail/people.
- Animals, pedestrians & cyclists.
- Underpasses and trees.

Be aware that your vehicle itself may become a road hazard when it is parked on a roadway, broken down or otherwise. In this circumstance, use portable warning signals, placing them 50-150 metres in front of and behind the vehicle, as well as at the side.

If your vehicle becomes bogged on site, make contact with your supervisor or site contact and do not attempt to retrieve your vehicle without approval and appropriate risk controls including a SWMS.

## PARKING

Avoid the need to park on the local streets by planning your trip to arrive at the site during Downers' specified delivery scheduled. Heavy vehicles are to park on shoulder lanes on the internal road and in loading areas. Asphalt trucks will park at the dedicated area to the north of the asphalt plant.

## REVERSING

Try to avoid reversing whenever possible. If you cannot avoid it, use extreme caution. If you need to reverse while on the project site:

- Always use a spotter.
- Maintain visual contact with the spotter.
- Maintain clear communications with the spotter.

If you need to reverse when not on the project site:

- Get out of your vehicle and check the rear surrounding area.
- Check clearances at sides, top and bottom.
- Constantly monitor mirrors for pedestrians or other traffic when reversing.

## **MATERIAL TRANSPORT**

Drivers are responsible for ensuring that all tail and side gates are properly secured and that there is no ropes, straps or chains dangling from the trailer.

Drivers of trucks hauling materials to and from the project site will ensure adequate separation between vehicles. No tailgating or formation of rolling convoys is permitted.

Drivers are responsible for ensuring that all loads are properly secured and/or covered and that there is no spillage or leakage of the load from the vehicle to the road surface.

Drivers are responsible to ensure the cleanliness of their vehicle and must inspect for the following:

- Loose material, including but not limited to packing material, gravel, dirt, dust etc, may spill from the trailer platform and become a hazard to other drivers on the road.

Loose material (gravel, dirt or caked mud) may become dislodged from the underside of the vehicle, including wheel arches, and become a hazard to other drivers on the road.