

[Insert Business name and logo]

SPEED MANAGEMENT POLICY

PURPOSE

This policy outlines [insert business name] expectations and requirements in relation to managing the risks of speeding at work, as well as the consequences of breaching this policy.

Under this policy, 'speeding' refers to:

- Driving faster than the sign-posted speed limit
- Driving at a speed that is unsafe for the conditions
- Exceeding the speed restrictions applying to a heavy vehicle

OUR COMMITMENT

[Insert business name] will ensure our business practices do not require or encourage a driver to exceed a speed limit. At no time will a driver be expected to breach any road rules to meet a particular time slot or destination.

[Insert business name] will also ensure, so far as is reasonably practicable, that the parties in our supply chain do not require or encourage drivers to exceed a speed limit.

RESPONSIBILITIES

To comply with this policy:

Employer/prime contractor/operator

- Check that vehicles with a GVM over 12 tonnes are fitted with properly functioning speed limiters
- Inform customers of the impact that unreasonable scheduling or deadlines can have on a driver's ability to comply with speed limits
- Provide training and instruction to drivers on speed management
- Ensure trip schedules and rosters allow drivers to comply with speed limits
- Monitor the speed of heavy vehicles to check compliance using GPS tracking or engine data
- Maintain vehicle parts that impact on speed compliance such as speedometers, engine management systems and speed limiters
- Include speed management requirements in contracts and agreements and check compliance

Schedulers

- Plan journeys and routes to take into account traffic conditions, required rest breaks, available rest stops, speed limits on the scheduled route and potential delays at distribution centres
- Consult drivers about their schedules and work requirements

- Establish a process for drivers to report scheduling problems
- Develop contingency plans to deal with scheduling problems

Consignor and consignee

- Ensure terms of consignment, contracts and agreements do not contain rate structures or incentives (for early delivery) or penalties (for late delivery) or associated performance measures that may reward or encourage a driver to speed
- Allow flexibility in pick-up and delivery times where there are changes to the schedule or when time slots cannot be met
- Ensure loading and unloading arrangements do not encourage drivers to speed
- Notify **[Insert business name]** of any delays or scheduling issues within a reasonable timeframe

Loading managers, loaders and unloaders

- Ensure loading and unloading arrangements – including availability of suitable equipment, opening times and queuing systems – minimise delays and do not cause drivers to speed
- Identify potential loading and unloading bottlenecks in consultation with **[Insert business name]** and other parties in the supply chain
- Notify drivers as soon as becoming aware of any delays or changes to loading/unloading times.

Packers

- Ensure packing arrangements do not cause drivers to speed, e.g. adhere to scheduled pick-up times to avoid any unnecessary delays for drivers
- Notify drivers as soon as becoming aware of any delays.

Drivers

- Comply with road rules and speed limits applying to the heavy vehicle at all times, including any speed limits at depots
- Do not tamper with speed limiters – this is an offence under the Heavy Vehicle National Law
- Notify scheduler/consignor/consignee of any delays as soon as possible, to allow management of time slots.
- Report speeding issues to **[insert name of responsible person in your business]**, including any infringement notices issued

LEGAL REQUIREMENTS

This policy is underpinned by the requirements in the following laws:

- **Heavy Vehicle National Law (HVNL)** – parties in the chain of responsibility must ensure that they do not cause or encourage the driver of a heavy vehicle or another person to contravene the HVNL or the driver to exceed a speed limit
- **Work Health and Safety Laws** – employers and business owners must ensure, so far as is reasonably practicable, that workers and other persons are not exposed to health and safety

risks arising from the business. Workers also have duties to take reasonable care for their own health and safety and that of other persons.

- **Australian Road Rules** – drivers must not exceed the speed limit applying to the length of the road that the driver is travelling on.

A breach of these laws is an offence. Any action taken by a regulator is separate to any action that **[Insert business name]** may take against you if you fail to comply with these laws or this policy.

FAILING TO COMPLY WITH THIS POLICY

Evidence of speeding while working for **[Insert business name]** or tampering with a speed limiting device may result in disciplinary action, including:

- Further training in relation to the requirements of this policy
- Suspension, including suspension without payment
- Termination of your employment or contract.

The disciplinary action will be based on the circumstances of the breach and the seriousness of the misconduct.

Policy review date: __ / __ / _____