

## Remote Travel Guidelines

Reference Number: P14(B)  
 Organisational Unit: All  
 Responsible Position: Chief Executive Officer  
 Relevant Delegations: Nil  
 Date Adopted: December 2013 (CRN 672/2013)  
 Review Date: Every four years

**This Guideline is to be read in conjunction with the Vehicle Use Policy.**

### Objectives

Driving in remote locations carries additional risks to drivers associated with road conditions, environmental conditions, isolation impacting on availability of help in the case of accident or breakdown, absence of reliable communications as well as the potential for fatigue to impair judgment and responsiveness.

### Index to Remoteness

The following provides a guide to the level of remoteness that exists when travelling between different Service Delivery Centres and to outstations. This index is to be used to determine the equipment required for each trip (Refer to below)

LEVEL	DESCRIPTION
0	Major sealed highway, regular passing traffic, departure from highway less than 5 km. Examples: Alice Springs to TiTree, Wilora, Pmara Jutunta, Alyuen.
1	Highway with single lane seal, some unsealed road, regular passing traffic, departure from highway less than 20km. Examples: Tanami Highway to Yuendumu, Plenty Highway to Harts Range, TiTree to Nturiya.
2	Highway with single lane seal or unsealed highway, occasional to regular passing traffic, departure from highway on unsealed road up to 100km. Examples: Laramba, Engawala, Yuelamu, Lajamanu from Katharine or Dunnmara.
3	Minor unsealed road access exceeding 100km from highway, occasional passing traffic. Examples: Nyirripi, Willowra.
4	Minor unsealed roads or outstation access tracks, irregular passing traffic, including extended distances from highways and other settlements. Examples: Remote Outstations, Lajamanu via Tanami Road.

### Equipment

The following equipment should be considered to be minimum equipment for the degree of remoteness. It is the drivers responsibility to ensure the appropriate equipment is taken on each trip.

LEVEL	DESCRIPTION
0	Single spare tyre, jack & wheel brace, 2 litres of water, first aid kit
1	Single spare tyre, jack & wheel brace, 2 litres of water, first aid kit
2	2 <sup>nd</sup> spare tyre, jack & wheel brace, 5 litres of water, first aid kit, snatch strap and shackles, spot tracker / EPIRB, satellite phone.
3	2 <sup>nd</sup> spare tyre, jack & wheel brace, 10 litres of water, first aid kit, snatch strap and shackles, spot tracker / EPIRB, satellite phone, snacks / food supply, long-range fuel tank or 20 litres supplementary fuel

4	2 <sup>nd</sup> spare tyre, jack & wheel brace, 20 litres of water, first aid kit, snatch strap and shackles, spot tracker / EPIRB, satellite phone, 1 day food supply, long-range fuel tank or 40 litres supplementary fuel.
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## Safe Driving Practices

### Driving Times

Driving times by individual drivers shall be limited to a total of 10 hours in any 24 hour period.

Avoid driving into or away from low sun, at dawn and at dusk. Driving at night is to be avoided.

Continuous driving time for individuals should be limited to a maximum of 2.5 hours with a 5 minute break to stretch (or power nap), eat and drink before resuming driving and a 30 minute (minimum) break after 4 hours of driving.

Where more than one licensed and suitably experienced authorised driver is in the vehicle, drivers are encouraged to rotate at or before a 2.5 hour period.

A driver shall stop, rest and exercise (or hand over driving responsibilities) immediately if experiencing a micro-sleep, loss of concentration or tiredness.

The carrying of emergency beacon (EPIRB or Spot Tracker) and a satellite phone is required when undertaking Level 2, 3 and 4 trips and recommended where an employee is travelling alone.

### Driving Speeds

Irrespective of maximum speed limits posted on road signs, vehicles shall not be driven in excess of the following speeds. Speeds may be randomly monitored at times.

Light vehicles (2wd or 4wd station wagon or utility)

- Dual lane bitumen roads – the posted speed limit or to a maximum 130 km/hr
- Single lane bitumen roads – the posted speed limit or to a maximum 110 km/hr
- Unsealed major SDC access roads (i.e. Tanami, Plenty, Buchannan Highways, Engawala, Lajamanu, Laramba, Nyirripi, Willowra, Yuelamu main access roads) – the posted speed limit or to a maximum 90 km/hr
- Other unsealed access roads (i.e. Yuelamu-Yuendumu Rd. Tanami Hwy-Lajamanu Rd, Yuendumu – Willowra Rd etc) - the posted speed limit or to a maximum 80 km/hr

Medium or heavy rigid vehicles

- Dual lane bitumen roads – the posted speed limit or to a maximum 110 km/hr
- Single lane bitumen roads – the posted speed limit or to a maximum 90 km/hr
- All Unsealed roads – the posted speed limit or to a maximum 80 km/hr

Driving speeds shall be reduced to suit the prevailing road, weather and traffic conditions.

A driver shall decrease speed or stop the vehicle immediately if requested to do so by a passenger who feels the vehicle is being driven in an unsafe manner.

### **Driving on Single Lane Bitumen**

When other vehicles are approaching, the driver shall slow the vehicle in advance and move the left-hand wheels onto the unsealed shoulder (stopping on the unsealed shoulder if need be) until the other vehicle has passed.

When an articulated truck or road train is approaching the driver shall pull off the road and stop until it has passed.

When overtaking another vehicle the driver shall ensure sufficient clear road and visibility, and endeavour to ensure the driver ahead is aware of the intention to overtake before commencing the manoeuvre.

When another vehicle wishes to overtake your vehicle the driver shall slow when the road ahead is suitable for overtaking and move left to allow the overtaking vehicle to safely pass.

### **Driving on Unsealed Roads**

When another vehicle is approaching, the driver shall slow the vehicle significantly and move to the left side of the road (stopping if need be) until the other vehicle has passed.

Where motorcycles are approaching, the driver shall slow the vehicle significantly and move to the left side of the road (stopping if need be) until the motorcycle has passed.

When an articulated truck or road train is approaching, the driver shall pull off the road and stop (if appropriate) until it has passed.

When overtaking, the driver shall ensure sufficient clear road and visibility, and endeavour to ensure the driver ahead is aware of the intention to overtake before commencing the manoeuvre. The driver shall maintain a consistent position on the road until well clear of the overtaken vehicle.

When another vehicle wishes to overtake your vehicle the driver shall slow and move left gradually when the road ahead is suitable for overtaking.

When driving a 4 wheel drive vehicle engage 4WD on all unsealed roads, unformed roads and tracks.

### **Driving Heavy Vehicles**

Loads are to be checked and re-secured at regular intervals and at not less than each hour of travelling time. More regular checks are required on rough and corrugated roads.

When manoeuvring a heavy vehicle in confined locations a 'spotter' shall be used to prevent damage to the vehicle and other property.

### **Safe Loading & Load Management**

All loads are to be loaded in accordance with industry standard practices.

All loads are to be secured in accordance with industry standard practices.

Operators of forklifts, cranes or other equipment for the purpose of loading shall be appropriately trained, qualified and experienced in the safe operational practices appropriate to the loading being undertaken.

All loading equipment including forklifts, cranes or other equipment including chain and fabric slings shall be tested, rated and in serviceable condition.

The driver shall ensure that vehicles are not overloaded and that loads are appropriately distributed.

### Driving through Water

Vehicles shall not under normal circumstances be driven through water (surface water or creek crossings) where the depth exceeds 600 mm or is fast flowing.

If there is any doubt about the depth or flow rate of a water crossing, (e.g. no depth markers are in place) the driver or a passenger shall walk completely through the crossing prior to driving through it.

### Off-Road Driving

Vehicles shall not be driven 'off road' (i.e. where no track or road exists)

Vehicles shall not be driven through excessively deep sand, on steep inclines or across large rocks or uneven surfaces. This type of driving is not required in the normal course of work.

### Trip Planning

All remote travel should have an appropriate trip plan that addresses the following:

- Type of emergency communications and equipment carried.
- Itinerary detailing route travelled including anticipated departure and arrival times.
- Communications and response plan including contact names and numbers, and a response plan where arrival and contact arrangements have not been met.
- Vehicle preparation including fluid checks, fuel including re-supply options, tyre condition and pressures.

### Compliance with Vehicle Policy

- All drivers must comply with the CDRC Vehicle Use Policy and these guidelines.
- Non-Compliance may result in:
  - a) A written warning from the CEO
    - Three written warnings will result in withdrawal of your permission to drive a CDRC vehicle and/or dismissal;
  - or:** Subject to the severity of the non-compliance and CEO approval:
  - b) Cancellation of your permission to drive a CDRC vehicle: or
  - c) Dismissal from CDRC employment.