Fitness to Drive Policy Assessment Guide

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This guide is to assist you in reviewing your policies/procedures which ensure your drivers are medically fit to perform their required duties. The process and responsibilities will vary with some specialist freight task and other site-specific rules and regulations that may need to be considered. The checklist should be completed & signed by the responsible manager.

	Policy and Procedures Checklist	Yes	No
1	Have a written Fitness for Driving Duty **Policy** in place (which includes the following)?	☐	☐
	Requirement that drivers present themselves for duty unimpaired by fatigue, alcohol or drugs	☐	☐
	Procedures to assess driver fitness before and during work	☐	☐
	Procedure to notify the business if they are unfit for duty	☐	☐
	Statement as to how any breach of the policy will be managed	☐	☐
	Driving Hours sufficient allowance-v- required and allocated	☐	☐
	Drug & Alcohol policy and any testing procedure (may not be necessary if you have a separate drug and alcohol policy)	☐	☐
2	Does your fitness to driver regular **procedure** include the following	☐	☐
	Do you regularly assess your drivers visually for Fitness to Work?	☐	☐
	If the driver is not deemed fit to drive, do you prohibit further work until a suitable solution has been resolved.	☐	☐
	Can your drivers access a well-being employee assistance program that can help them with personal issues?	☐	☐
3	Driver **medical examinations** are in accordance with Austroads Fitness to Drive Assessment Standards	☐	☐
	Do you require driver medical examination:	☐	☐
	- Every 3 years for all drivers under 49 years	☐	☐
	- Yearly for all Drivers 50 years and above	☐	☐
	- Shorter intervals as directed by Medical practitioner	☐	☐
	Do you acquire and securely maintain driver Medical Records including:	☐	☐
	- Date	☐	☐
	- Results	☐	☐
	- Name and Contact of Medical Practitioner	☐	☐
	- Any duty restrictions or rehabilitation requirements	☐	☐

The Heavy Vehicle National Law (HVNL) and regulations imposes a primary duty in the chain of responsibility. Businesses are required to comply by identifying their risks, and develop and implement control measures tailored to their circumstances. This Policy format is a ***guide only*** does not contain a definitive list of Heavy Vehicle National Law and regulatory requirements. To meet your obligations under the HVNL and regulations you are required to seek independent advice to assess your circumstances.