

# Induction Checklist



This is an example induction checklist to explain vehicle, route and driver induction processes for new or existing drivers. The responsibilities will vary with freight task and other site specific rules and regulations that may need to be considered. The checklist should be completed & signed before starting the initial trip in the vehicle configuration described below

**Date** \_\_\_\_\_ **Driver Name** \_\_\_\_\_ **Vehicle combination** \_\_\_\_\_

**Vehicle Rego** \_\_\_\_\_ **Site Location** \_\_\_\_\_ **Route** \_\_\_\_\_

**Company Representative** \_\_\_\_\_ **Driver Signature** \_\_\_\_\_

Vehicle Induction Checklist Guide	Done	N/A
<b>Has the driver been inducted into the vehicle</b> they are going to drive and has signed off what has been demonstrated to them below	<input type="checkbox"/>	<input type="checkbox"/>
Pre-start Daily Vehicle check process (refer to separate form provided)	<input type="checkbox"/>	<input type="checkbox"/>
Seat and mirror adjustments	<input type="checkbox"/>	<input type="checkbox"/>
Familiarise all vehicle controls and instruments (can vary across makes and models)	<input type="checkbox"/>	<input type="checkbox"/>
Tyre pressures	<input type="checkbox"/>	<input type="checkbox"/>
Optimal rev range for gears	<input type="checkbox"/>	<input type="checkbox"/>
Loading & unloading procedure and mass limits (refer to separate Safe loading form provided)	<input type="checkbox"/>	<input type="checkbox"/>
Emergency procedures and location of triangles etc.	<input type="checkbox"/>	<input type="checkbox"/>
Starting and stopping procedure	<input type="checkbox"/>	<input type="checkbox"/>
Suspension types and impact on cornering	<input type="checkbox"/>	<input type="checkbox"/>
Trailer coupling and uncoupling checks	<input type="checkbox"/>	<input type="checkbox"/>
Road test the vehicle until comfortable with controls, brakes and stopping ability	<input type="checkbox"/>	<input type="checkbox"/>



## Route Induction Checklist Guide

Done N/A

**Inducting the driver to the routes** and mentoring the driver into the full freight task is safe practise. This may be done several times on EACH route until the driver is comfortable and competent with the terrain, process and problem areas. Do not send a young or inexperienced driver on routes they have never driven before. Induct them to the route pointing out rest areas, fuel stops, dangerous corners, areas where they cannot stop and hazards such as rail crossings, low or narrow bridges, school zones.

Include route return distance	<input type="checkbox"/>	<input type="checkbox"/>
Location of pick-up and delivery where	<input type="checkbox"/>	<input type="checkbox"/>
Work diary (>100km)	<input type="checkbox"/>	<input type="checkbox"/>
Driver breaks	<input type="checkbox"/>	<input type="checkbox"/>
Refuel locations including fuel type and additive tanks	<input type="checkbox"/>	<input type="checkbox"/>
Safe loading and unloading equipment and considerations	<input type="checkbox"/>	<input type="checkbox"/>
Terrain <ul style="list-style-type: none"> <li>• Freeway restrictions</li> <li>• Hills</li> <li>• Camber and road surface issues</li> <li>• Low bridges/tunnels and load clearance heights</li> <li>• Accident blackspots or extreme corners</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Advise best gears and revs for problem areas and maximum speeds for bends, corners and roundabouts to be negotiated on.	<input type="checkbox"/>	<input type="checkbox"/>

## Driver Induction Management Tips

Done N/A

**Driver Re-Assessment** (refer to our Driver Assessment Checklist) After the driver has been operating on their own, have their driving re-assessed on the route, ideally by an independent professional. Particular attention must be paid to safe following distances and smooth stopping. The assessment and any other training needs should be carried out again before any driving restrictions are lifted.

### Driver Restrictions Considerations

- Clarify your Motor Insurer's Driver Restrictions and Inexperienced Driver Plan
- Consider a safe driving pathway for higher risk situations (if insured) :
  - o If the driver is new to articulated vehicles have the vehicle speed limited to 90 kms/hr for the first 6 to 12 months
  - o New drivers should NOT drive between 11pm and 5am for at least 6 to 12 months and not until competent and having completed fatigue training.
  - o Do not allow new articulated drivers to work more than 60 hours per week for the first 12 months and do not make the longest day the last day of the week.

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 Form is a **guide only** and 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

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