

Notes for using the Safe Driving Plan (SDP) Template

This is an excellent example of a SDP and lists when a SDP is required.

Minimum information in a SDP:

1. The fatigue scheme the driver is operating under.
2. Hours available to complete the work i.e. How many work hours the driver has before he or she needs to take along rest break. **Time needs to enter HH:MM**
3. If operating under BFM or AFM the available night hours a drivers has at the commencement of the task
4. Any known fatigue impacting factors; e.g. working at night, amenities and work environment.
5. Description of the work to be carried out including accurate estimates of any non-driving work with best estimates of loading and unloading times, pick up and deliveries.
6. Time slot commitments.
7. The total distance of the journey e.g. kilometres.
8. An estimate of the driving time taking into account a safe and lawful average speed. Consult with drivers when estimating safe average speeds and take into account time of day / week factors as well as environmental conditions.
9. Total time for the work to be carried out inclusive of rest breaks.
10. Description of the equipment to be used.
11. Any other instructions, the likely hood of mechanical interruptions and any fatigue related safety concerns.

When a SDP is required

1. It is anticipated that a SDP will be prepared for tasks when there is an identified fatigue risk e.g.
2. The journey or a consolidation of journeys will cause a driver to work between midnight and dawn and the shift exceeds 10 hours.
3. Or the total task spans at least two calendar days.
4. Or the journey involves crossing a state or territory boarder and the shift exceeds 12 hours.
5. Or the journey will exceed 500 klms.
6. Or required by Industrial Relations Legislation e.g. MRRS.
7. Or required by OHS Legislation e.g. Comcare.
8. Or required by a customer.