

Rowing SA Safe Driving Procedure				
Drafted by:	Policy number	Version number	Board approval on	Summary of changes
Christine Newberry	RVP004	1	April 2026	Initial release
Person Responsible:				
Andrew Swift and Christine Newberry				
Scheduled review date: June 2028				

1. Purpose

The purpose of this procedure is to establish the required process for planning, undertaking, and completing all driving activities conducted for or on behalf of Rowing South Australia (Rowing SA), ensuring that such activities are performed safely and in accordance with the Motor Vehicle Policy and applicable workplace health and safety obligations.

2. Scope

This procedure applies to all driving undertaken for Rowing SA purposes, including the use of Rowing SA vehicles, hired or loaned vehicles, and private vehicles used in connection with Rowing SA activities.

3. Driving Process

All driving activities must follow the process set out below. This process is mandatory and must be complied with by all authorised drivers.

3.1 Authorisation and Fitness for Duty

- Prior to commencing any driving activity, a driver must ensure that they are authorised in accordance with the Motor Vehicle Policy and that they are fit for duty.
- A driver is not fit for duty if they are affected by fatigue, illness, injury, distraction, or the effects of alcohol, drugs, or medication that may impair their ability to drive safely.
- A driver must not commence or continue driving if they are not fit for duty.

3.2 Determining the Requirement for a Drive Plan

- A Drive Plan must be completed prior to travel where the activity involves an increased level of risk.
- This includes, but is not limited to, circumstances where travel exceeds two hours, involves the towing of a trailer, includes interstate or regional travel, forms part of team or event-related travel, or where any other risk factor has been identified.
- Where a Drive Plan is required, travel must not commence until the plan has been completed and submitted in accordance with Rowing SA requirements.
- Rowing SA may delay or prevent travel where a Drive Plan is not completed or does not adequately address the risks associated with the journey.

3.3 Completion of Required Documentation

- Prior to travel, the driver must complete all required documentation.
- This includes the completion of a Drive Plan where required and the completion of a Vehicle and Trailer Declaration confirming that the driver is authorised, fit for duty, and that the vehicle and any trailer have been checked and are safe for use.

3.4 Pre-Start Safety Checks

- Before commencing travel, the driver must undertake a visual inspection of the vehicle and any trailer to confirm that it is safe to operate.
- This includes checking that tyres and lights are in working order, that there are no warning indicators present, and that sufficient fuel is available for the journey.
- Where a trailer is being used, the driver must ensure that the coupling is secure, safety chains are correctly attached, lights are functioning, and that all loads are properly secured and balanced.
- Where any defect or safety concern is identified, the vehicle or trailer must not be used until the issue has been resolved.

3.5 Conduct During Travel

- During travel, the driver must comply with all road laws and operate the vehicle in a safe and responsible manner.
- Drivers must adjust their driving to suit prevailing conditions, including weather, traffic, and load, and must maintain safe following distances, particularly when towing.
- Drivers are required to take regular rest breaks, generally at least every two hours, and must stop driving if fatigue develops.
- The use of mobile phones while driving must comply with legal requirements and must not result in distraction.

3.6 High-Risk Travel Controls

- Where higher-risk conditions are present, additional controls must be applied.
- For long-distance travel, towing over extended distances, or travel following a full day of activity, the use of more than one driver must be implemented where reasonably practicable.
- Night or low-visibility driving should be avoided where reasonably practicable. Where such driving cannot be avoided, drivers must reduce speed, increase following distances, take more frequent breaks, and ensure that they are adequately rested.
- Drivers must also monitor weather and road conditions and must delay or cease travel where conditions present an unacceptable level of risk, including heavy rain, poor visibility, or flooding. Driving through floodwater is not permitted.
- Where towing, drivers must ensure that they are competent and confident to do so, allow for increased braking distances, take wider turns, and monitor height and clearance risks.

3.7 Unsafe Behaviour

- Unsafe behaviour is not permitted under any circumstances.
- Unsafe behaviour includes any action or omission that increases the risk of harm, including but not limited to speeding, aggressive driving, distracted driving, driving while fatigued, unsafe towing practices, or ignoring known hazards or vehicle faults.
- Where unsafe behaviour occurs, the driver must cease driving immediately where it is safe to do so and take appropriate action to ensure that the situation is made safe before continuing.

3.8 Incident Response

- In the event of an incident, the driver must stop immediately where it is safe to do so and take all reasonable steps to ensure the safety of all persons involved.
- The driver must provide assistance where required, contact emergency services where necessary, and notify Rowing SA as soon as practicable.
- An Incident Report must be completed as soon as practicable following the event in accordance with Rowing SA requirements.

3.9 Post Travel Requirements

- At the conclusion of travel, the driver must inspect the vehicle and any trailer for damage or defects and report any issues identified.
- The driver must ensure that the vehicle is secured, that keys are returned or stored appropriately, and that all equipment is safely stored.

4. Transporting Minors

- Where a driver is transporting a person under the age of 18, the activity must be conducted in accordance with Rowing SA safeguarding requirements.
- Drivers must maintain appropriate professional boundaries and ensure that transport arrangements are safe and appropriate.

5. First Aid Requirements

- Where travel involves extended or remote travel, appropriate first aid provisions must be in place based on the level of risk associated with the journey.

6. Reporting

- All incidents, hazards, and near misses must be reported in accordance with Rowing SA requirements.

7. Related Documents

- [Rowing SA Motor Vehicle Policy \(RVP003\)](#)
- [Drive Plan Form](#)
- [Vehicle and Trailer Declaration](#)
- [Incident Report Form](#)