



Safe Driving Standard Operating Procedures October 2008

**These SOPs supersede
Fireground SOP No 4 (1999) – En-route Procedures
Fireground SOP No 14 (1999)- Grassland Firefighting from
Moving Vehicles**



THE NEW SOUTH WALES GOVERNMENT

SAFE DRIVING SOPs

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Safe Driving SOPs

Introduction

These Safe Driving SOP establish a framework for members whilst driving RFS vehicles on bona fide RFS activities during emergency and non-emergency operations.

The RFS has a duty of care under the provisions of occupational health and safety for its members. This includes whilst they are driving or travelling in an RFS vehicle, including during a response to an incident. "Response" driving places additional responsibility upon the drivers, however, driving under emergency conditions does not mean acceptance of an increased risk to the vehicle, crew or the public. The RFS must also manage and minimise the risk its vehicles pose to other road users and pedestrians.

The RFS expects its members to drive in a safe, professional and responsible manner at all times, in keeping with the profile and status of the RFS as a community based fire service.

There are no "exemptions" under NSW Legislation whilst driving under non-emergency (routine) conditions.

Safe driving is the adoption of low risk driving attitudes and behaviours that reduce the possibility of the driver being involved in a driving accident, in accordance with "crash free driving" principles.

Low risk attitudes include:

- placing a high value on safe driving.
- choosing low risk alternatives in spite of pressures to do otherwise.
- maintaining motivation to apply low risk behaviours.

Low risk behaviours include:

- preparation – planning driving (being fit to drive, rest breaks/overnight stops, route selection, non-driving duties), vehicle safety checks, etc.
- driving – being alert, scanning for potential hazards, managing speed and position of the vehicle to reduce the likelihood of a crash.
- evaluation – reviewing driving to identify ways of reducing risk on future journeys.

These SOPs should be read in conjunction with other RFS policies, service standards, incident management procedures, operational management procedures and SOPs relating to the operation or movement of vehicles.

References to Legislation are correct at the date of adoption of these SOPs however, it is the responsibility of members to be aware of any changes to the ARR or NSW RTA regulations

Definitions

Appliance	An operational firefighting vehicle with visible and audible warning devices.
ARR	Australian Road Rules and Regulations and NSW Legislation and Regulations.
Bona Fide	A matter or thing done or omitted to be done by a protected person if done in good faith in accordance with Section 128 of the Rural Fires Act 1997.
Emergency	An Emergency due to an actual or imminent occurrence (such as fire, flood, storm, earthquake, explosion, accident, epidemic or warlike action) which: (a) endangers, or threatens to endanger, the safety or health of persons in the State, or (b) destroys or damages, or threatens to destroy or damage property in the State, (c) being an emergency which requires significant and co-ordinated response.
Emergency Conditions	The presence of a sudden state of danger requiring immediate action by the emergency services.
Gross Vehicle Mass (GVM)	The maximum loaded mass of a vehicle: (a) specified by the manufacturer on an identification plate on the vehicle; or (b) if there is no specification by the manufacturer on an identification plate on the vehicle or if the specification is not appropriate because the vehicle has been modified – certified by a vehicle registration authority.
Heavy Vehicle	A vehicle over 12 tonnes Gross Vehicle Mass (GVM)
Proceed	To drive in accordance with and observe the provisions of the ARR at all times.
Respond (to an incident)	To drive under the provisions of the exemptions of the ARR, using visible and audible warning devices as appropriate, in response to an emergency.
RFS Driver	An RFS member who is appropriately licenced and authorised to drive RFS vehicles.
RFS Member	A person who is registered on the RFS membership database as a volunteer member of a NSW rural fire brigade, group of brigades or a salaried employee of the RFS .
RFS Emergency Vehicle	An operational RFS vehicle, suitably endorsed and marked in accordance with <i>Service Standard 8.1.2 Vehicle Identification</i> .
Strike Team	Generally five firefighting appliances that have an established minimum number of personnel. Strike teams always have a leader in a separate vehicle and a common communication system.

Safe Driving SOPs

S.O.P. No. 1

Responsibilities, Driver Licencing and Accreditation

Incident Controller (IC)/Officer in Charge (OIC) Responsibilities

- 1.1 The IC is responsible and accountable for the safety of all personnel at an incident and each OIC is responsible and accountable for the safety of all personnel under their direct control as well as other persons in the area.

Driver's Responsibilities

- 1.2 Prior to driving an RFS vehicle, the driver is to be satisfied that the vehicle is in a serviceable condition and that all items on the vehicle are correctly stowed and secured.
- 1.3 RFS drivers are responsible for the operation, security and maintenance of the vehicle in their charge.
- 1.4 RFS drivers must maintain situational awareness, being mindful of prevailing weather, traffic and road conditions and shall adjust their driving accordingly. They shall also drive within their own driving capabilities and the limitations of the vehicle they are driving.

Driver Licencing and Accreditation

- 1.5 The RFS requires its members to have an appropriate current licence for the class of vehicle they are driving, to know and comply with the conditions of their driver's licence and obey all ARR.
- 1.6 Members who are required to drive RFS vehicles shall notify their captain and their district manager (for volunteers) or their manager and the Fleet Services Officer (for staff) if they have any condition that may temporarily or permanently affect their ability to drive or if their licence is varied, cancelled, disqualified or suspended.

Learner ("L" Plate for a C licence) Permit Holders

- 1.7 Learner licence holders are not authorised to drive RFS vehicles of any category.

Provisional Class One (P1 - Red “P” Plate) Licence Holders

- 1.8 P1 licence holders are not authorised to drive RFS operational vehicles.
- 1.9 P1 licence holders may drive service (corporate) vehicles for non-operational bona fide RFS activities.
- 1.10 P1 licence holders are required to display Red “P” plates at all times.
- 1.11 P1 licence holders are not authorised to respond.
- 1.12 P1 licence holders are not authorised to tow a trailer with an unloaded weight of 250kg or more.

Provisional Class Two (P2 - Green “P” Plate) Licence Holders

- 1.13 P2 licence holders are authorised to drive RFS operational vehicles, unless restricted by local SOPs authorised by their District manager.
- 1.14 P2 licence holders are required to display green “P” plates except where noted in clause 1.16.
- 1.15 P2 licence holders requested to respond, in the absence of a fully licenced driver, must inform FireCom of their licence status at the time of the request and await an explicit instruction to respond if required.
- 1.16 P2 licence holders are exempt from displaying green “P plates” on RFS vehicles while driving the vehicle in the course of an emergency.
- 1.17 P2 licence holders are not authorised to tow a trailer with an unloaded weight of 250kg or more.

Restricted Licence Holders

- 1.18 Holders of the following classes of licence must discuss their application to drive RFS vehicles with their district manager (for volunteers) or the Fleet Services Officer (for staff) who shall assess each application on its merits:
 - (a) A P2 licence, having returned from a period of licence disqualification by a court.
 - (b) A restricted licence issued by a court that authorises the holder to drive only in the course of his/her employment, or in other specified restricted circumstances.

Alcohol and Drugs

- 1.19 RFS drivers have a responsibility not to drive if they are impaired in any way by medication or drugs.
- 1.20 RFS drivers are to comply with the legislated prescribed concentration of alcohol (PCA).
- 1.21 Under current legislation, the following drivers shall have a zero blood alcohol level:
- (a) A Driver on a Probationary Licence.
 - (b) A Driver of a bus that seats more than 12 adults, including the driver.
 - (c) A driver of a vehicle that has a Gross Vehicle Mass (GVM) greater than 15 tonnes.

Driver Education

- 1.22 Members requiring driver education in preparation for obtaining RFS endorsement to drive RFS vehicles must have held a valid and current licence in accordance with the current RTA requirements as detailed:

Licence Required	Code	Pre-requisites
Light Rigid	LR	Car (C) Licence (not a learner) for 1 year or more
Medium Rigid	MR	C Licence (not a learner) for 1 year or more
Heavy Rigid	HR	C, LR or MR Licence (not a learner) for periods totalling at least 2 years
Heavy Combination	HC	MR or HR for 1 year or more (a P2 licence holder cannot upgrade to this licence)
Multiple Combination	MC	HR or HC for 1 year or more (a P2 licence holder cannot upgrade to this licence)

- 1.23 During instruction, for RFS Rural Fire Driver (RFD) accreditation or for LR licence and above, in an operational vehicle under non-operational conditions, a driver must be accompanied by a suitably licenced driver and should display a "Driver Under Instruction" sign at the front and rear of the vehicle.
- 1.24 District managers shall, in consultation with brigade captains, determine which members are permitted to drive RFS vehicles under emergency conditions. This endorsement shall be based on competency and demonstrated aptitude.
- 1.25 Drivers under instruction are not authorised to respond.

Safe Driving SOPs

S.O.P. No. 2

Use of Rural Fire Service Vehicles

Use of RFS Vehicles

- 1.1 Dedicated vehicles must only be used for bona fide RFS business and activities. The extent of private use of RFS vehicles is determined by the Commissioner.

Public Events, Parades and “Joyrides”

- 1.2 RFS vehicles, which are exempt from registration may only be used for bona fide RFS activities.
- 1.3 Any other activity, such as a static display, parade, transporting “Santa”, etc., requires the written approval of the District Manager to ensure that the indemnity and liability is extended under the Treasury Managed Fund and must be conducted under the supervision of a member authorised by the brigade captain.

Vehicle Identification

- 1.4 All RFS vehicles, except the Commissioner’s, Directors’ and any corporate vehicle not marked operationally are to be marked and identified in accordance with *Service Standard 8.1.2 Vehicle Identification*.
- 1.5 All RFS vehicles are allocated an RTA Approved Bush Fire Operation’s (BFO) Plate with a vehicle identification number, the last 4 digits of which provide the aerial (roof number) identification. Eg: “BF 07967” allocates a roof number of “7967”. The plate will be affixed to the mid section door pillar on the passenger’s side or an appropriate place. If a vehicle is registered it will have a BFO number but no BFO plate

Trailers

- 1.6 Trailers attached to operational RFS vehicles are to be towed in accordance with the ARR and if responded are limited to the speed restrictions accorded to the trailer being towed.
- 1.7 The weight distribution within the trailer must be appropriate for the load being carried and the load must also be properly secured.
- 1.8 The towing vehicle and the mass of the trailer being towed must comply with ARR and also comply with:

- (a) The capacity of the towing attachment (the towbar).
- (b) The maximum laden mass of the trailer.
- (c) The maximum towing mass specified either by the manufacturer of the towing vehicle or by regulation where the manufacturer of the towing vehicle has not specified the maximum towing mass.

Trail Bikes, Other Similar Vehicles, Protective Clothing and Equipment

- 1.9 The principles of this section apply equally to any similar category of vehicle that can legally be used on public roads.
- 1.10 Headlights are to be used at all times.
- 1.11 The types of activities for which trail bikes may be utilised include fire prevention, trail inspections, public relations, fire reconnaissance, task specific duties (including operational inspections and safety inspections), patrol, mop up in support of dry fire fighting activities where vehicular access is difficult, hazard reduction operations and other activities as required by an IC. The personnel must be logistically self-sufficient for the duration of the planned activity including water and food.
- 1.12 Trail bikes and personnel utilised in fireground operations when Very High or Extreme Fire Danger is forecast or expected shall minimise the overall risk to the team by planning the entry and exit to/from the area of operations, considering distance to be travelled, weather, terrain, vegetation, surface conditions and vulnerability to fire as well as identifying area safely and suitable safe refuges.
- 1.13 The rider of a trail bike must concur with the tasking prior to acceptance for reasons of safety.
- 1.14 All operations are to conform to relevant NSW RFS Fireground SOPs.
- 1.15 Riders of trail bikes are to wear the PPE appropriate to the use of a trail bike and are to either wear or have their bushfire fighting PPE affixed to the bike in an approved manner.
- 1.16 Trail bikes should always travel in pairs and as a minimum should carry a fireground radio, mobile phone, navigation aid, map, first aid kit, torch or other signalling equipment and means of lighting fire.

Safe Driving SOPs

S.O.P. No. 3

Crew Safety

Passengers

- 1.1 RFS members are authorised to travel in RFS vehicles on any bona fide RFS activity.
- 1.2 Volunteer members who have not completed Bush Firefighter (“BF”) are authorised to travel in any RFS vehicle under the supervision of an RFS member in the following circumstances:
 - (a) provided they have had a safety induction and are familiar with associated hazards and precautions
 - (b) travelling on any bona fide RFS activity, other than embarking to go directly to an emergency incident.
 - (c) if the vehicle is responded to an emergency incident, whilst enroute to or off site at any other bona fide activity with an adult “non BF trained” member aboard, the OIC is to respond as directed and be responsible for managing the safety of the “non BF trained” member during the incident.
Note: a vehicle must not respond under any circumstances to any emergency incident with a cadet or junior on board.
- 1.3 Non-RFS passengers are permitted to travel in an RFS vehicle in the following circumstances:
 - (a) personnel from other “combat” agencies;
 - (b) “victims” at an incident who would otherwise be in danger if remaining. Prior approval should be sought from the OIC;
 - (c) specialists, technicians, media, film crews, photographers or any other person authorised by the district manager, his/her representative or the incident controller; and
 - (d) passengers may travel in service passenger vehicles in accordance with the provisions of *Policy P8.1.1 Passenger Motor Vehicle Usage*.

Crew Seating and Seatbelts

- 1.4 RFS drivers are responsible for ensuring that all passengers are correctly seated and that the driver and crew are wearing seatbelts at all times when reasonably practical to do so.
- 1.5 The exemptions authorised by the RFS are:
- (a) Personnel directly involved in fire suppression activities from the rear of moving vehicles.
 - (b) Persons holding a current exemption certificate required by Australian Road Rule 267.
 - (c) A driver reversing an RFS vehicle.

Travelling on the Rear of Appliances

- 1.6 Travelling on the rear or any other part of an RFS vehicle is prohibited except when directly involved in fire suppression activities. Members must remain behind heat shields at all times and in an area where they can not fall from the vehicle.

Wearing of Helmets

- 1.7 Drivers and passengers shall not wear helmets whilst travelling in a moving RFS vehicle, unless required for operational reasons.

Use of Communications Whilst Driving

- 1.8 Members driving RFS vehicles shall minimise the use of hand held communication devices to essential communication only whilst the vehicle is in motion.

Stowage of Equipment

- 1.9 Drivers are to ensure that all items on an RFS vehicle are stowed securely. No equipment, other than PPE, items such as handheld radios or part of the vehicle's configuration, is to be carried in the cabin of a vehicle with passengers.

Mixed Loads and Personnel Carriers

- 1.10 Mixed loads, defined as a combination of personnel and equipment being carried within the same compartment, are not to be carried in personnel carriers. When stores and equipment need to be carried in conjunction with personnel, the stores and equipment are to be carried either in a separate compartment or in a trailer.

Safe Driving SOPs

S.O.P. No. 4

Driving Under Emergency Conditions (Response Driving)

- 1.1 Normally RFS vehicles “respond” for the initial response to an emergency incident, under the instruction of the Incident Controller (IC), District Manager or other person with delegated authority.
- 1.2 Driving under Emergency Conditions commences from receipt of the instruction to “respond” in an RFS vehicle and ceases upon notification of the cessation of the risk at an incident.
- 1.3 Members in private vehicles driving to the brigade station or direct to the incident are to observe all ARR at all times.

Support Vehicles and Additional Appliances

- 1.4 Support vehicles (communications, catering, CABA support, lighting, supply, crew transport, etc.) and appliances called later to assist will proceed to the incident unless there is an explicit instruction to respond given by the IC, District Manager or other person with delegated authority.

Trailers

- 1.5 RFS vehicles towing trailers, including Aviation Support, may be responded in accordance with operational requirements, but are limited to the speed restrictions accorded to the trailer being towed.

Visible and Audible Warning Devices

- 1.6 Visible and audible warning devices (lights and siren/two tone air horns) must be used at all times, except as noted in Clause 1.8 of this SOP, whilst response driving “outside” traffic legislation under emergency legislated exemptions.
- 1.7 The driver shall have control of the visible and audible warning devices and shall make decisions on the applicability of their use.
- 1.8 Audible warning devices may not be appropriate on private lands or in remote or rural areas in circumstances where there is livestock, there is no other traffic or there is no safety advantage to be gained by their use although visible warning devices are to be used at all times.

Traffic Rules

- 1.9** Australian Road Rules 1999, Rule 306 provides certain exemptions for drivers of Police and other emergency vehicles to operate “outside” traffic legislation under limited circumstances provided that “reasonable” care is taken. However, even the most serious emergency does not legally excuse a reckless disregard for the safety of others.
- 1.10** Regardless of legislated exemptions, RFS drivers are to come to a complete stop and not proceed until it is confirmed as safe, if they encounter:
- (a) Red traffic lights or a “Stop” sign.
 - (b) Unguarded railway crossings with limited visibility or if a train is approaching.
 - (c) Blind intersections.
 - (d) Intersections where traffic in some lanes is not visible.
 - (e) Intersections where the RFS vehicle does not have right of way.
- 1.11** RFS drivers will comply with specific regulations from the Australian Road Rules and the NSW Road Transport (Safety and Traffic Management) Regulation, which include:
- (a) Speed limit in a school zone.
 - (b) Speed limit when passing school bus displaying an illuminated 40km/h speed limit sign/lights.
 - (c) Stopping at a children’s crossing.
 - (d) Giving way at a pedestrian crossing.
 - (e) Not entering a level crossing when a train is approaching.
- 1.12** In addition to clause 1.11 of this SOP, the RFS requires drivers to slow down to a speed which will allow them to quickly stop and avoid a collision at:
- (a) “Give way” signs.
 - (b) Pedestrian crossings (unoccupied).
 - (c) Buses setting down passengers.
 - (d) The vicinity of schools when students are arriving or leaving.

Road Transport (Safety and Traffic Management) Act 1999

- 1.13** No exemptions exist for drivers in regard to certain provisions of the Road Transport Act, including:
- (a) Negligent, furious or reckless driving.
 - (b) Negligent driving causing death or grievous bodily harm.
 - (c) Driving at a speed or in a dangerous manner.
 - (d) Menacing driving.
- 1.14** Failure to meet the requirements of “reasonable care” may mean that the driver is subject to civil and/or criminal liability in the event of a collision.

Crimes Act 1900

- 1.15** No exemptions exist for drivers in regard to certain provisions of the Crimes Act which include:
- (a)** Predatory driving.
 - (b)** Dangerous driving or aggravated dangerous driving occasioning death or grievous bodily harm.
 - (c)** Injuries by furious driving.
 - (d)** Causing grievous bodily harm.
- 1.16** Failure to meet the requirements of “reasonable care” may mean that the driver is subject to civil and/or criminal liability in the event of a collision.

Road Works

- 1.17** Drivers responding under emergency conditions will comply with the speed limits posted at locations where road works are in progress and will also stop when instructed by traffic controllers (Note: traffic controllers are required to progress emergency vehicles when safe to do so).

Pedestrians

- 1.18** Pedestrians do not have to assist the passage of an emergency vehicle. The driver of an RFS vehicle can't force a passage through pedestrians, but whilst pedestrians may choose to give way, the driver must be prepared to stop for pedestrians at all times.

Other Road Users

- 1.19** Regardless of the urgency, no exemption gives the RFS driver the authority to force another road user to break the ARR.

Speed Cameras

- 1.20** Drivers who activate a speed camera whilst responding to an emergency are to advise their FireCom immediately and this in turn must be passed on to the District Manager. Staff must inform their Manager and the Fleet Services Officer. Any such infringements can then be handled efficiently.
- 1.21** The following details are to be noted in the vehicle's logbook:
- (a)** Date, time and location.
 - (b)** Driver's details.
 - (c)** Speed (actual and posted speed limit).
 - (d)** Road, weather and traffic conditions.

Safe Driving SOPs

S.O.P. No. 5

Convoy Driving

- 1.1 A convoy consists of two or more vehicles travelling together between two set points under a single command authority. The largest grouping of vehicles travelling together is to be no larger than one Strike Team.
- 1.2 Convoys are to be briefed prior to departure, using the SMEACS format, and should include:
 - (a) Departure time.
 - (b) Destination.
 - (c) Estimated time of arrival.
 - (d) Route.
 - (e) Stopping points and duration of stops.
 - (i) Driver changeover.
 - (ii) Accommodation and/or meals.
 - (iii) Vehicle refuelling and servicing.
 - (f) Order of vehicles and stick to that order.
 - (g) Communication channel and relevant mobile phone number/s.
 - (h) Use of lights and sirens. Proceed under normal ARR unless specifically instructed to respond by the dispatching region or district.
 - (i) Police escort arrangements (where applicable).

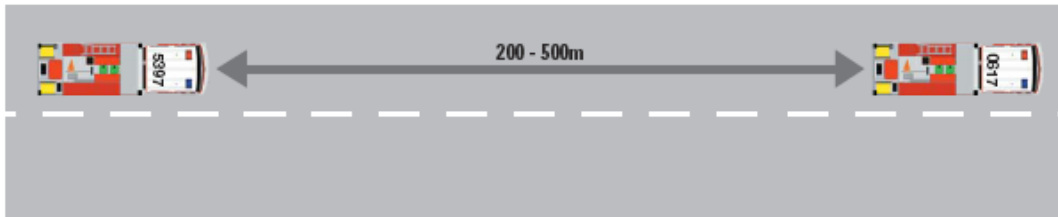
1.3 The spacing of vehicles in a convoy is to be:

- (a) Minimum 200m and maximum 500m on the open road.
- (b) Minimum 50m in built up or urban areas.
- (c) Minimum 5km between strike teams.

Spacing of Convoy Vehicles

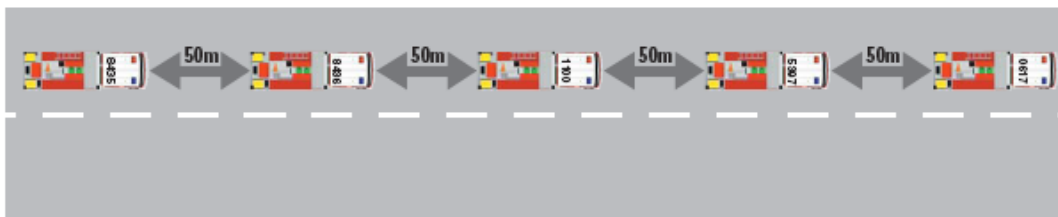
200-500m on open road

Note: Illustration not to scale



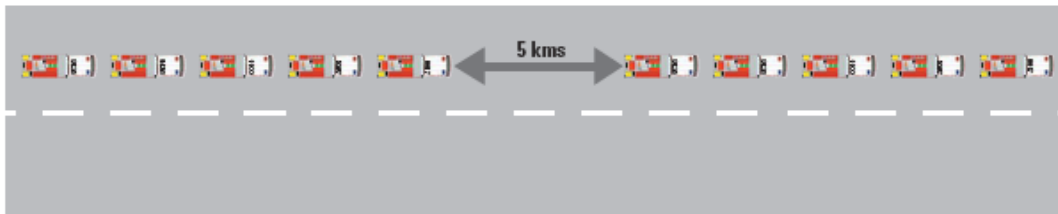
50m in built up or urban areas

Note: Illustration not to scale



5km between strike teams

Note: Illustration not to scale



Safe Driving SOPs

S.O.P. No. 6

Checking Stations, Log Books and Toll Roads

Checking Stations

- 1.1 RFS drivers are responsible for the condition of the vehicle subject to inspection.
- 1.2 When driving under normal traffic conditions and “proceeding”, all RFS vehicles (or vehicle/trailer combinations) with a GVM of 8 tonnes or more must enter a Roads and Traffic Authority (RTA) Heavy Vehicle Checking/Weighing Station and comply with any other RTA roadside order, to be inspected.
- 1.3 “Responding” vehicles do not have to comply.

District Log Book

- 1.4 The RFS requires that a logbook be maintained for each vehicle and recognises that districts have appropriate systems for monitoring a vehicle’s movement.

RTA National Driver’s Log Book

- 1.5 RFS drivers, as “drivers of Government Vehicles” over 12 tonnes GVM, are exempt from the legislation requiring the completion of a National Driver’s Log Book when driving in excess of 100 kilometres from a vehicle’s “home base”.

Toll Roads

- 1.6 All marked RFS vehicles are exempt from the following toll roads by passing through the manual “Change Lane”:
 - (a) M2 Hills Motorway
 - (b) M4 Motorway
 - (c) M5 Motorway
 - (d) Sydney Harbour Bridge
 - (e) Eastern Distributor
- 1.7 RFS Operational vehicles have a general exemption and may pass through electronic toll ways without the need for an “E-Tag” on fully electronic motorways:
 - (a) M7 Motorway
 - (b) Sydney Tunnel
 - (c) Lane Cove Tunnel
 - (d) Cross City Tunnel
- 1.8 Where “Change Lanes” are provided **all** RFS vehicles are to proceed through them unless responding in an emergency at which time the quickest route should be used.

Safe Driving SOPs

S.O.P. No. 7

Heavy Vehicle Driver Fatigue Management

- 1.1 The Roads and Traffic Authority Regulations set the legal time limits for driving heavy vehicles and RFS drivers are required to comply with “driving”, “other work” and “rest” periods.
- 1.2 If a vehicle is required to be driven for an extended period, it is recommended that a minimum of two drivers be allocated to each vehicle.
- 1.3 Driving time includes travelling to or from an incident as well as driving the vehicle at the incident and any other activity related to the incident is classified as “work”. A rest period, therefore, means that a driver must not be associated with any incident activity.

Standard Hours – Solo and “Two Up” Heavy Truck Drivers

In any period ofa driver must not drive and work for more than a total of...	...and must have a rest period of not less than...
5½ hours	5 hours	30 minutes, either in one period, or as two periods of 15 minutes each.
24 hours (this does not mean midnight to midnight)	14 hours (maximum 12 hours driving)	10 hours (including one continuous period of 6* hours)
168 hours (7 days – 1 week)	72 hours	96 hours, including one continuous period of 24* hours

* The continuous rest period must be taken away from the vehicle unless the vehicle is equipped with an approved sleeper berth.

Safe Driving SOPs

S.O.P. No. 8

Guiding Vehicles

- 1.1 When manoeuvring RFS appliances and vehicles, it is recommended that the driver use a guide to assist. If no guide is available, it is recommended that the driver dismount and physically check the proposed path and around the vehicle prior to manoeuvring.

Hand Signals for Guiding Vehicle 1

- The driver must only take directions from the nominated guide
- Directions may be given from the front or rear of the vehicle
- The guide always faces the driver
- If the guide is to the rear of the vehicle the driver uses the mirrors
- The guide must be in the driver's field of vision at all times whilst the vehicle is in motion.
- If the guide is not in view OR the driver is unsure of a signal, the driver must STOP
- Drive at a slow constant speed
- Turn steering wheel at a slow, constant speed



"Stop"

Both arms extended towards the vehicle with hands up and palms towards the vehicle



"Move forward"

Both arms raised towards the vehicle with hands up and palms away from the vehicle, hands moved in a beckoning motion

Hand Signals for Guiding Vehicle 2



“Move back”

Both arms raised towards the vehicle, hands down with palms away from the vehicle, hands moved in a brushing away, “go away” motion



“Hold existing lock”

Both arms down beside the body. The driver stops turning the steering wheel but maintains existing lock



“Apply right lock”

Left arm (if in front of vehicle): right arm (if behind vehicle). The guide raises arm extended horizontally to the side, level with the shoulder. The driver turns the steering wheel in the direction of the guide’s raised arm. The driver continues to turn the steering wheel at a constant speed until the raised arm is dropped to the side



“Apply left lock”

Right arm (if in front of vehicle): left arm (if behind vehicle). The guide raises arm extended horizontally to the side, level with the shoulder. The driver turns the steering wheel in the direction of the guide’s raised arm. The driver continues to turn the steering wheel at a constant speed until the raised arm is dropped to the side

Safe Driving SOPs

S.O.P. No. 9

Service Vehicle Accidents

- 1.1 In the event of a RFS vehicle being involved in an accident:
- (a) Stop, assess damage, check for injuries and render first aid assistance as required within level of competency.
 - (b) Notify FireCom, Police and any other emergency services as required.
 - (c) In accordance with the vehicle's insurance policy, under no circumstances is the driver, OIC or crew to admit any fault or liability to the cause of the accident.
 - (d) The District Duty Officer (DDO) shall ensure that the "Vehicle Accident Checklist Form" is completed in accordance with Incident Management Procedures.

Accident with Minor Damage (vehicles are able to be driven safely) and No Injuries (Driving Under Non-Emergency Conditions)

- 1.2 The vehicle, driver and crew must remain at the scene and:
- (a) Drivers are to exchange and record the required particulars.
 - (b) The other driver(s) are to be advised to report the accident to the police.
 - (c) The RFS driver is to report to the police within 24 hours.

Accident with Minor Damage (vehicles are able to be driven safely) and No Injuries (Driving Under Emergency Conditions)

- 1.3 If the initial emergency call was for a potentially life threatening situation then in addition to the above:
- (a) The driver is to remain at accident scene to exchange and record the required particulars.
 - (b) If the RFS vehicle is able to be driven safely, its final position is to be accurately marked on the ground.
 - (c) At the discretion of the DDO, the RFS vehicle may then continue the response to the incident with another driver.
 - (d) FireCom will arrange transport for the original driver.

Accident with Substantial Damage (vehicle needs to be towed or cannot be driven safely) and/or any Injury Requiring Treatment by a Health Professional

1.4 Driver, crew and vehicle to remain at accident scene.

1.5 FireCom shall respond another appliance to the initial emergency call.

Particulars to be exchanged

1.6 The driver must give the required particulars, if practicable, at the scene of the accident or within 24 hours after the accident to the following persons or their representative:

- (a) any other driver involved in the accident.
- (b) any other person involved in the accident who is injured.
- (c) the owner of any property damaged in the accident.
- (d) The driver must also give the required particulars to a police officer if:
 - (i) anyone is killed or injured in the accident.
 - (ii) the driver does not, for any reason, give the required particulars to each person mentioned above.
 - (iii) the required particulars for any other driver involved in the accident are not given.
 - (iv) a vehicle involved in the accident is towed or carried away.

1.7 The required particulars for a driver involved in a accident are:

- (a) the driver's name and address.
- (b) the name and address of the owner of the driver's vehicle.
- (c) the vehicle's registration number (if any).
- (d) any other information necessary to identify the vehicle.

Safe Driving SOPs

S.O.P. No. 10

Vehicle Recovery

- 1.1 In the event that a RFS vehicle becomes immobilised (mechanical failure, bogged, etc.), the driver or OIC is to:
- (a) notify FireCom to advise vehicle status, intended actions, request assistance or to arrange recovery.
 - (b) if a vehicle is bogged and can be quickly mobilised by using equipment on the vehicle, then competent personnel may recover the vehicle.

NOTE: Vehicle recovery must not be attempted by crews unless it can be done safely and without risk to personnel, the environment or damage to the vehicle.