### Procedure

| Name | Driver Monitoring |
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| Revision Number | 1 |
| Accredited Operator Number | #123 456 789 |
| Implementation date | 1 January 2023 |
| Last variation date | N/A |
| Approver | Taylor Tonks |

### Overview

| **Goal** | A driver is appropriately trained and authorised when driving for the on-demand service |
| --- | --- |
| **Procedure** | Every driver is to notify Taylor Tonks by using the attached form if any of the following occur:   * if their driver licence or ancillary certificate or interstate authority under Automatic Mutual Recognition expires without renewal, or the next expiry date * if their driver licence is suspended or cancelled or they become disqualified (and the reasons) * if their working with children’s registration is suspended or cancelled * if they are disqualified from driving * if they develop a medical condition which may affect their driving.   Taylor Tonks is to check driver details monthly.  Taylor Tonks is to check the on-line ancillary certificate tool through the Department of State Growth website every three months. |
| **Responsibilities** | Taylor Tonks to undertake monitoring monthly and check ancillary tool every three months.  Drivers are required to inform supervisor when there is a change effecting their driver licence or ancillary certificate.  Taylor Tonks to inform the Registrar of Motor Vehicles or the Transport Commission about a road safety matter effecting the driver |
| **Key behaviours** | Taylor Tonks and drivers to honestly disclose details relating to driver licence and ancillary certificate |
| **Innovate** | Look towards an electronic report, rather than handwritten procedure with electronic pre-departure forms |
| **Training and Awareness** | All drivers undertake awareness training: as part of their induction training. |
| **Tools and supports** | This procedure will be:   * available to drivers by keeping a copy in the dashboard of every on-demand vehicle, and to affiliated operators, base and dispatch officers by an electronic record * included in the network’s newsletter when an incident arises out of a driver not following this procedure * kept electronically on the computer system under accreditation safety system templates. It will be placed on the electronic system, once it has been approved by Taylor Tonks * once a variation of the procedure has been made an approved by Taylor Tonks, Taylor will use the attached template 2 to ensure that all staff are aware of the new procedure and understand how to follow it. * Taylor will replace the former procedure with the new procedure in the induction training for new drivers * Taylor will update the computer system under accreditation safety systems with a new version of the variation procedure |

Notification form