

# Vehicle familiarisation training for operating fleet vehicles

## QFleet driver safety fact sheet

The *Work Health and Safety Act 2011* places a duty of care on employers to provide information, instruction, training and supervision to ensure the health and safety of their employees and other people.

In the context of road safety, employers are responsible not only for ensuring the safety of their staff who are required to drive a fleet vehicle as a part of their employment, but also for the safety of passengers, other drivers, other road users including pedestrians and the general public.

Providing drivers with timely vehicle familiarisation training is vital for organisations to manage their work health and safety responsibilities effectively and to ensure that employees have sufficient skills and knowledge to operate the vehicles assigned to them.

Fleet vehicles are often updated every two to three years. It is likely that the drivers will be required to drive vehicles with controls and features they are not familiar with. Some of the features found in vehicles equipped with new technology are:

- keyless ignition systems
- complex occupant airbag systems
- electronic or foot operated parking brakes
- discreet gear change levers

- hybrid drive systems with automatic engine idle stop
- CVT and DSG transmissions
- indicator controls or headlight controls on either side of the steering column
- automatic headlights and windscreen wipers
- adaptive front lighting systems
- hill start assist
- space saver spare wheels.

Vehicle familiarisation training provides an opportunity for the driver to become familiar with all aspects of safely operating a vehicle. Familiarisation training could also be supplemented by agencies providing a 'Vehicle Safety Card' in the glove box of the vehicle and advising drivers to study the card for safe operation of the vehicle. This vehicle-specific card would explain any new and unusual features of the vehicle.



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