

Vehicle Safety Procedure

1. Purpose

This procedure defines the minimum health and safety requirements for selection, maintenance, and use of light vehicles at Queensland Hydro. A summary of this procedure is provided in the Queensland Hydro Driver Handbook, which is available in all Queensland Hydro owned light vehicles.

2. Scope

This Procedure applies to any use of Queensland Hydro owned, leased or rented light vehicles.

This Procedure also applies to Contractors when working under the Queensland Hydro HS Management System (HSMS) or when directed under Contract.

Exclusions:

- The Queensland Hydro **Transport Operations Procedure (HS-PRO-0015)** details requirements related to heavy vehicles.
- Specific light vehicle requirements for Project sites will be detailed in the relevant Project specification, health and safety management plan and/or traffic management plan.
- The requirements related to the use of all-terrain vehicles (ATVs)/ side by side vehicles is detailed in the Queensland Hydro standard operating procedure **Use of Side by Side Vehicles (HS-SOP-0001)**.
- Employees seeking approval to use a Queensland Hydro vehicle for private purposes should seek advice from the Queensland Hydro Finance Team.

3. Roles and Responsibilities

Role	Responsibilities
Head of Health & Safety	<ul style="list-style-type: none"> ▪ Establish, monitor and evaluate this procedure. ▪ Ensure licensing records and driver competency assessments (where undertaken) are maintained within the Queensland Hydro Learning Management System. ▪ Ensure Queensland Hydro vehicles have current registration and insurance. ▪ Monitor compliance to Queensland Hydro vehicle standards. ▪ Ensure Queensland Hydro vehicles undergo maintenance in accordance the OEM requirements and keep records of maintenance. ▪ Be central point of contact for IVMS provider.
Supervisor/Manager	<ul style="list-style-type: none"> ▪ Review and approve Authorised Driver applications. ▪ Must ensure requests or practices do not require or encourage drivers to: <ul style="list-style-type: none"> – exceed the speed limits; – exceed recommended driving hours; – fail to meet the minimum rest requirements; – drive while impaired by fatigue, drugs or alcohol; – overload the vehicle; and – use the vehicle in a manner for which it is not designed.
Drivers	<ul style="list-style-type: none"> ▪ Maintain up to date knowledge of the requirements of this procedure ▪ Always follow all applicable road rules ▪ Never share their driver fob with other persons ▪ Always be fit for work when driving

4. Process

Critical Controls

Critical Controls	Objective
Only Authorised Drivers can drive for Queensland Hydro purposes	Ensure drivers have knowledge of key Queensland Hydro requirements related to driving and have a valid licence.
All Queensland Hydro-owned light vehicles fitted with fully functional IVMS and in-cabin cameras (emergency alert, GPS tracking, speed and fatigue monitoring)	To prevent delayed emergency response and promote safer driving behaviour
All light vehicles meet minimum Queensland Hydro specifications.	To ensure selection and procurement of fit for purpose and compliant vehicles.
Seat belts must be worn at all times (Life Saving Rule)	To restrain drivers and passengers in the event of sudden uncontrolled movement.
No holding a mobile phone whilst driving (Life Saving Rule)	To avoid driver distraction.
Drivers must not be under the influence of alcohol or other drugs (Life Saving Rule)	To ensure drivers are fit for work.
Driving longer than 2 ½ hours continuously requires a journey management plan.	To ensure drivers are fit for work.
Vehicle recovery can only be undertaken following documented risk assessment and by competent persons.	To ensure this task is undertaken only by trained and competent persons.
Vehicles are serviced and maintained as per OEM schedule	Ensure fit for purpose vehicles.

4.1. Authority to Drive

To drive a Queensland Hydro vehicle or drive for Queensland Hydro purposes the driver must:

- Hold a valid current driver licence (of the appropriate class).
- Complete **Authorised Driver Agreement (HS-FRM-0051)** to confirm they have read and understood the requirements of this procedure.
- Have their manager approve the **Authorised Driver Agreement**.

Where the person is **not** an employee of Queensland Hydro, written approval to drive a Queensland Hydro vehicle is required from applicable Executive General Manager.

Drivers on learner's permits will not be authorised to drive Queensland Hydro vehicles.

Authority to drive will lapse if:

- The person no longer holds a current driver licence (of the appropriate class) and/or;
- The person ceases to be an employee of Queensland Hydro and/or;
- **The person's authority to drive is revoked by the applicable Executive General Manager.**

Authority to drive may be revoked:

- Where the driver has committed a driving offence resulting in police charges or legal action; and/or
- Following an investigation into unsatisfactory driving or non-observance of relevant Queensland Hydro procedures.

4.2. Driver Responsibilities

4.2.1 Licenses

Drivers must:

- Provide evidence of their drivers' licence when completing the **Authorised Driver Agreement**.
- Immediately notify their manager if:
 - their driver's licence is cancelled or suspended; or
 - they suffer any physical, physiological, or mental incapacity that prevents or restricts their ability to operate a vehicle, including the use of medications.

Contractors shall have a system in place to ensure that their workers, carrying out driving activities for Queensland Hydro, are properly licensed.

4.2.2 Driver Behaviour

Drivers must:

- Drive in a manner that is appropriate for the road, traffic and weather conditions.
- Drive in accordance with the road laws of the state of operation and any Queensland Hydro requirements.
- Drive in accordance with any laws/ regulations applicable to the type of vehicle being driven, including towing restrictions, loading requirements and the carriage of dangerous goods/hazardous substances.
- Drive in accordance with any site requirements, including those sites **not** under the management and control of Queensland Hydro.
- Be courteous to all other road users at all times and avoid inappropriate behaviour such as speeding, tailgating, changing lanes without due care, abusive/rude behaviour or road rage.
- Wear a seat belt at all times and ensure all passengers do the same, as per the Queensland Hydro **Life Saving Rules (HS-PRO-0034)**.
- Use the most direct route available. Journeys may be broken for the purposes of rest stops and meal breaks.
- Not smoke in any Queensland Hydro vehicle.
- Not place items unsecured on the back seat of vehicles.
- Notify their manager if they incur a parking or traffic infringement whilst operating a Queensland Hydro vehicle.
- Be responsible to pay any incurred parking or traffic infringement fines.
- May be responsible to pay all related costs related to injury or property damage (Queensland Hydro or Third Party) where the driver has been negligent or unlawful.
- Follow the standard detailed in **Working On, In or Near Water Procedure (HS-PRO-0022)** when driving on roads under water or through water crossings.

All reports from either Queensland Hydro workers or members of the public related to inappropriate behaviour or driving practices will be investigated as per **Incident Management Procedure (HS-PRO-0026)**.

4.2.3 Fitness for Work

4.2.3a Alcohol and Drug Use

Drivers shall:

- not be under the influence of alcohol (having a breath alcohol concentration of 0.00%); and
- not be under the influence of drugs (below the levels of detection as per *AS 4760 Procedures for the collection and quantification of drugs in oral fluid* or *AS4308 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine*, depending on the testing methodology).
- A confirmed breach of the **Life Saving Rules** related to fitness for work whilst driving may result in disciplinary action up to and including termination.
- Where a driver is authorised to drive a Queensland Hydro vehicle for private purposes or out of normal work hours AND not for the purposes of work, the driver must at all times adhere to the statutory blood alcohol concentration limits for driving.

Refer to **Managing Alcohol and Other Drugs Procedure (HS-PRO-0021)**.

4.2.3b Fatigue

Drivers:

- Should take regular breaks to reduce the risks of fatigue.
- Must take a fatigue break after two hours of continuous driving. This break must involve stopping and getting out of the vehicle.
- Must complete a journey management plan where the journey requires driving for more than 2 ½ hours continuously. The form **Journey Management Plan (HS-FRM-0061)** is to be used.
- Must consider whether a journey management plan is needed for travel in remote areas, in accordance with **Remote, Isolated and Lone Work Procedure (HS-PRO-0017)**. The driver is responsible to ensure there is enough fuel and drinking water on board for the journey distance and duration as well as any reasonably foreseeable detours and or travel interruptions.
- Must have the journey management plan approved by the relevant manager.
- Must not drive for more than 10 hours in any 24-hour period. Overnight stopovers shall be planned where necessary to prevent breaches of the **Fatigue Management Procedure (HS-PRO-0006)**.

Refer to Fatigue Management Procedure (HS-PRO-0006).

4.2.4 Carrying Passengers

To transport passengers who:

- Are not workers of Queensland Hydro or
- Have no connection with the Queensland Hydro-related purpose for which the vehicle is being used;

prior written approval must be sought from the applicable Executive General Manager – for example, transporting family members of the employee.

4.2.5 Assisting members of the public

Queensland Hydro workers who come across a motor vehicle accident or member(s) of the public who are broken down, bogged, etc can, within the bounds of their competency and training **and where it is safe to do so**:

- Provide first aid.

- Provide non-mechanical vehicle recovery responses in a “good Samaritan” capacity e.g. offering to help manually push the vehicle or use a shovel to help dig a vehicle out.

Providing mechanical means of vehicle recovery (towing, winching, using snatch straps etc) to members of the public is not permitted.

4.2.6 Use of handheld mobile phones and handheld radios whilst driving

Hand radios are able to be used whilst the vehicle is in motion. Drivers must take due care at all times to ensure that the use does not pose a safety hazard – for example, leaning over to reach for the radio whilst the car is in motion.

Drivers must follow all applicable road rules in relation to mobile phone use.

The Queensland Hydro **Life Saving Rules (HS-PRO-0034)** prohibit the use of a handheld mobile phone whilst driving. A confirmed breach of the Life Saving Rules may result in disciplinary action up to and including termination.

4.3. Vehicle Management

4.3.1 Vehicle Selection and Equipment

Vehicles will be selected considering the type of terrain and road surfaces likely to be encountered and for the loads likely to be carried.

At a minimum all Queensland Hydro vehicles shall be equipped with a first aid kit, fire extinguisher, a suitable communication system, IVMS and an E-Tag for tolls.

After-market accessories (bull bars, roll over protection, towbars etc) shall be of a type approved by the vehicle’s OEM or other competent authority. All inclusions over and above the OEM specification shall be identified through a risk assessment. Modifications to vehicles can only occur with prior written approval from the Head of Health Safety and Environment.

For construction/Project sites other equipment requirements may be specified in the Project health and safety management plan, traffic management plan or other specification. Examples of other requirements may include whip flag, flashing beacon, reversing beeper, reflective tape, vehicle ID numbering etc.

4.3.2 Servicing and Maintenance

Drivers allocated use of a Queensland Hydro motor vehicle must ensure the vehicle:

- Is maintained in a clean/tidy and roadworthy condition.
- Is serviced as per the manufacturer’s recommended standard and timeframes.
- Has all mandatory equipment (refer 4.1).
- Displays Queensland Hydro branding appropriately.

Drivers must complete a vehicle prestart inspection prior to driving it. The inspection is to consider the following elements:

- Visual assessment for damage and proper functioning of all mechanisms and controls.
- Confirmation of fluid levels.
- Condition of tyres and wheel nuts.
- Braking system response.
- Lights and indicators working.
- All safety equipment (seat belts, wipers, mirrors etc) is in good condition and functioning as designed.
- Instruments are working properly.

A prestart inspection form is available on Bluestream (Queensland Hydro’s HSEQ reporting system).

All defects must be reported via Bluestream as soon as practical. Unroadworthy vehicles shall be securely stored and tagged out of service.

4.3.3 Refueling of Vehicles and use of fuel cards

Refueling of vehicles should occur using the company-provided fuel card.

Fuel cards:

- Are restricted to standard fuel purchases only (no premium fuels).
- Can not be used for miscellaneous purchases e.g. food or drinks.
- If lost or stolen must be reported immediately to the Head of Health Safety and Environment.

In areas where there are no Queensland Hydro fuel suppliers available the driver shall pay for the fuel, retain the receipt and submit an expense reimbursement claim form to Queensland Hydro Finance.

Where the incorrect fuel type has been used **the vehicle is not to be driven** and the Head of Health Safety and Environment be contacted as soon as possible. An incident report must be completed.

4.3.4 Accident Management

In the event of an accident the driver must:

- Report the accident to their direct manager at the earliest opportunity
- Comply with all legal and insurance requirements arising out of the accident including, but not limited to:
 - Obtain contact details for other parties involved;
 - Advise the other parties involved that your employer is the vehicle owner;
 - Provide Queensland Hydro insurance details. This information is contained within the **Queensland Hydro Driver Handbook** located in the vehicle.
 - Obtain name and contact details of witnesses;
 - Notify police if an injury or significant damage has occurred (over \$1000).
- Complete an incident notification in Bluestream.

Where the Queensland Hydro driver is deemed at fault by the insurer, the driver may be responsible for the payment of any excess applicable. Additionally, the driver may be liable for personal injury or damaged property sustained by a third party.

4.3.5 Security Considerations

Drivers shall take all reasonable precautions to secure keys, vehicles and vehicle contents against theft or damage. Valuables, including company documents, are not to be left in sight when the vehicle is parked.

In the event of vehicle theft an incident report in Bluestream is to be completed as soon as possible. The Head of Health Safety and Environment will ensure a police report is made.

Personal belongings carried in Queensland Hydro vehicles are not insured by Queensland Hydro.

4.4. In Vehicle Monitoring System

Queensland Hydro vehicles are fitted with an In Vehicle Management System (IVMS).

The IVMS consists of telematics that are able to identify the vehicle's location via Global Positioning System (GPS) as well in cabin and forward facing cameras which together monitor the following key driving metrics:

- Speed.
- Fatigue.
- Harsh cornering.
- Harsh braking.
- Seat belt use by driver.

- Handheld mobile phone use by driver.
- Distraction by the driver.
- Collisions/ roll over events.

The IVMS includes the following features:

- Individually issued driver fobs with interlock feature. Fobs will only be issued to Authorised Drivers, as described in Section 1.
- An emergency key, which can be used to start the vehicle if the driver fob is missing.
- Emergency duress button.
- In cabin audio alarm, to provide real time feedback, allowing the driver to modify their driving behaviour.
- Forward facing dashcams and a driver facing camera. NB The cameras do not record in cabin audio.

Drivers must not:

- Tamper with or attempt to remove the IVMS unit.
- Share their individual driver fob with anyone.

Refer to Appendix A for instructions on how to use the IVMS.

4.4.1 Vehicle monitoring parameters and in vehicle alarm

An in-vehicle audible alarm will activate and continue to sound whilst driving behaviour exceeds any of the parameters listed in the table below. Once the driver modifies their behaviour, so that it is back within the parameters set, the alarm will cease. If the driver continues to operate through the alarm for longer than 5 seconds, the IVMS will record a non-conformance event.

Event Type	Description
Speeding	Greater than 5km/hr over the posted speed limit
Harsh braking and acceleration	Change in vehicle speed at greater than 10km/second
Harsh cornering	Aggressive turning which results in a sideways force of greater than 0.41G to be exerted on the vehicle and occupants
Seatbelt use (driver only)	Driver not wearing seatbelt correctly while the vehicle is travelling at greater than 10km/hour.
Fatigue	Single beep after failure to take a rest break after 2 hours of continuous driving; continuous beep after failure to take a rest break after 2 ½ hours of continuous driving
Fatigue NB: in addition to audible alarm driver seat will vibrate	<ul style="list-style-type: none"> ▪ Driver yawns for 2 consecutive seconds ▪ Driver's eyes closed for 2 consecutive seconds ▪ Driver blinks frequently
Mobile Phone use	Phone held to ear for greater than 4 seconds
Driver distracted	Driver looks down or up for 4 continuous seconds
Emergency duress button pressed	Driver presses and holds emergency button for greater than 4 seconds

Event Type	Description
Use of emergency key	Emergency key is used to start vehicle rather than driver fob

These parameters **do not indicate in any way** that Queensland Hydro authorises or condones the driving of any vehicle other than:

- in accordance with all applicable laws and rules; and
- in the safest way possible.

4.4.2 IVMS reporting and driver performance management

The IVMS provider will generate the following reports on a weekly basis:

- Each driver will be emailed an individual report showing total distance and time travelled for the week and any recorded non-conformance events.
- A summary report showing the above data for all Queensland Hydro drivers. This report will be sent to the Head of Health Safety and Environment and Head of People and Capability.

The reports will score driver performance into either Red, Amber or Green (RAG) categories:

Green	The driver has recorded no events for the reporting week. This is the goal for all drivers.
Amber	The driver has incurred a minor event (s) in the reporting week – e.g. harsh braking or harsh acceleration; driving above the posted speed limit by a small margin/ for a short distance.
Red	The driver has incurred a significant event (s) in the reporting week – e.g. failure to wear seatbelt; use of handheld mobile phone; failure to follow the posted speed limit by a significant margin and/or for a considerable distance.

The Head of Health Safety and Environment will review the RAG reporting and analyze the reports for drivers rated as orange or red to determine whether referral to the driver’s supervisor and/or People and Capability team is required.

Where Amber non-conformance is identified, it is recommended the driver’s supervisor discuss the results with the driver and provide coaching on changes needed to achieve a green rating. Where there is a pattern of amber non-conformance identified, an investigation may be conducted into the driver’s conduct, which may result in disciplinary action.

Where Red non-conformance is identified, an investigation will be conducted into the significant safety incident, which may result in disciplinary action being taken up to and including termination of employment with Queensland Hydro. Note a life saving rule breach (either failure of the driver to wear a seatbelt or the use of a handheld mobile phone whilst driving) will be recorded as a red non-conformance.

As stated in Section 1 “Authority to Drive” in addition to disciplinary action Queensland Hydro may elect to withdraw the worker’s authority to drive, either for a defined time period or permanently.

4.4.3 Management of IVMS data

Both the forward and driver facing cameras film continuously. This footage is stored on the camera for up to 80 hours of driving time, before being overwritten.

When an “event” occurs as described in 4.1 the camera will send the footage just before, during and just after the event to an Australian-based server where it is stored permanently. This server will meet all Queensland Hydro information technology requirements.

Historical IVMS telematics data and camera footage may be requested from the IVMS provider following an incident and/or stakeholder complaint, as part of the subsequent investigation. Approval must be granted from the Head of Health Safety and Environment/ Head of People and Capability (and their delegates) for any such request.

Access to view live GPS/ location data will be limited to emergency situations or where concerns exist for the drivers' wellbeing or safety of the vehicle's occupants (e.g. a driver has failed to arrive at the intended destination as detailed in their journey management plan). Access to view live GPS data will be restricted to the Head of Health Safety and Environment and Head of People and Capability (and their delegates).

4.4.4 Emergency notification and response

A real-time notification will be sent to nominated Queensland Hydro personnel in the event of the following:

- a suspected vehicle rollover.
- a suspected vehicle collision.
- a suspected microsleep.
- the emergency duress button located in the vehicle is pressed.

The notification will advise nominated personnel within Queensland Hydro of the vehicle registration, the current GPS location of the vehicle, and the identity and contact details of the driver.

After receiving an emergency notification, Queensland Hydro will:

- Attempt to contact the driver by radio or phone to determine whether they are safe.
- Review live GPS data to identify if any other Queensland Hydro vehicles are in the vicinity and able to provide assistance.
- If necessary or appropriate in the circumstances, activate emergency services (call 000).
- Advise the relevant manager(s) of the situation.

4.4.5 Life Saving Rule breach notification and response

If the in-cabin cameras detect a suspected breach where a) the driver is not wearing a seatbelt when the car is in motion and/or b) the driver is handling a mobile phone whilst the car is in motion, a real-time notification will be sent to the Head of Health Safety and Environment and Head of People and Capability.

The notification will advise of the vehicle registration, the current GPS location of the vehicle, and the identity and contact details of the driver. The notification will include a link to the footage obtained from the in-cabin cameras. The Head of Health Safety and Environment and Head of People and Capability will review the footage. Where it is suspected that a life saving rule breach has occurred, Queensland Hydro will:

- Advise the relevant manager(s) of the situation.
- Advise the driver of the suspected breach and provide the driver with a copy of the footage.
- Commence an investigation into the suspected breach as per the Life Saving Rules Procedure.

4.5. Use of Private Motor Vehicles for Queensland Hydro purposes

An employee's private vehicle shall not be used for official Queensland Hydro business purposes without prior authorisation from the Employee's Manager and relevant Senior Manager in accordance with the Delegations Manual. Attempts to obtain use of a Queensland Hydro pool or hire vehicle must be made before approval for use of an employee's private motor vehicle for official Queensland Hydro business purposes is provided.

Approval will only be granted where:

- The employee can demonstrate their vehicle is legally registered;
- The employee can demonstrate the vehicle is covered by Comprehensive Insurance and Compulsory Third Party Insurance policies; and

- The employee can demonstrate the vehicle is ANCAP 5 star rated (or equivalent) and is roadworthy.
- The form **Approval for Private Motor Vehicle Use (HS-FRM-0057)** is to be used.

Employees can submit a mileage reimbursement request for business travel. Refer to Queensland Hydro Finance Team for further information.

Employees are advised to inform their insurance company that they are reimbursed for travel expenses and the extent to which they use their vehicle(s) for work and obtain an acknowledgement from their insurer of this notification. NOTE: If an insurance company has not been notified, it may refuse a claim, charge an extra premium or reduce the claim value. Queensland Hydro will not reimburse any additional costs for insurance incurred by an employee after notifying their insurer that their vehicle is a “private vehicle used for work purpose”.

If an accident occurs while an employee is engaged on official business, damage to the private motor vehicle is not covered by the Queensland Hydro’s insurance policy. However, an employee would be eligible to lodge a claim under WorkCover provisions if an injury arose out of such an accident in the course of performing official business.

Private motor vehicles approved for use for official Queensland Hydro business purposes must be maintained in roadworthy condition in accordance with the OEM's recommended frequency and service schedule.

4.6. Towing

The requirements for towing trailers are:

Weight of Trailer	Trailer Brakes Required	Comment
Less than 750kg	No	
750 to 2000kg (2t)	Yes	Limited to manufacturer’s maximum recommended towing capacity of vehicle.
Greater than 2 tonne	Yes	Limited to manufacturer’s maximum recommended towing capacity of vehicle and state / territory laws.

Drivers must ensure:

- Tow bars and couplings do not obscure the towing vehicle’s number plate when a trailer is connected.
- The towing link is attached to unyielding points on both vehicles and is of sound construction.
- The towing vehicle has sufficient capacity to tow the trailer when it is fully loaded.
- Loads are appropriately secured.
- The vehicle does not exceed the specified Gross Vehicle Mass, as specified in the vehicle manual.
- They conduct a Pre-Start Inspection of the vehicle and the trailer.

4.7. Vehicle Recovery

Recovery of Queensland Hydro light vehicles is to be undertaken by a competent vehicle recovery specialist.

In an emergency situation permission for Queensland Hydro personnel to undertake a vehicle recovery may be granted by the Senior Construction Manager and Head of Health Safety and Environment if:

- A risk assessment is undertaken and documented;
- The personnel involved have completed vehicle recovery training through a nominated registered training organisation and this training is current; and
- The recovery vehicle is fitted with appropriate recovery equipment.

When recovering light vehicles personnel shall ensure:

- 4WD LOW range is selected.
- Hubs are locked in.
- Both drivers communicate so that they fully understand what will take place.

- An exclusion zone is maintained.
- Correct sturdy points are used to attach tow rope/snatch block.
- Personnel must not enter a location between two vehicles without chocking the towing vehicle first.

5. Associated Documents

Document Code	Document Title
HS-PRO-0021	Managing Alcohol and Other Drugs Procedure
HS-PRO-0006	Fatigue Management Procedure
HS-FRM-0040	Private Motor Vehicle Allowance Claim Form
HS-PRO-0017	Remote, Isolated and Lone Work Procedure
HS-PRO-0026	Incident Management Procedure
HS-PRO-0022	Working On, In or Near Water Procedure
HS-PRO-0034	Life Saving Rules Procedure
HS-FRM-0051	Authorised Driver Agreement

Appendix 1 – Definitions

Term	Description
Heavy Vehicle	A vehicle with a gross mass of greater than 4.5 tonnes or any vehicle that is so designated at the discretion of the state within the vehicle is licensed.
Incident	Any unplanned event which resulted or could have resulted in harm to a person, the environment or property.
Light Vehicle	A vehicle that is not a heavy vehicle, mobile plant, bicycle, motorcycle, quadbike or side by side vehicle.
OEM	Original Equipment Manufacturer
Supervisor/ Manager	A Queensland Hydro worker who has hierarchical responsibility for and/or directs and oversees the work of another worker.
Worker	Any person who carries out work for Queensland Hydro, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company places with a “host employer” and volunteers.

Appendix A – Use of In Vehicle Management System

This car is fitted with an in vehicle monitoring system (IVMS) which:

- Tracks the location of the car in real time. We only access car locations in an emergency – for example, there is a bushfire coming and we need to make sure our people are safe.
- Will give an emergency alert back to Queensland Hydro if the car is involved in an accident.
- Monitors driving behaviour. The IVMS will beep if:
 - You are driving more than 5km/hr over the speed limit
 - The driver isn't wearing their seatbelt
 - You drive for longer than 2 ½ hours without taking a rest break

The alarm will keep beeping unless you change the behaviour – e.g. slow down.



The car is also fitted with road and driver facing cameras.

The cameras do not record sound.

The cameras monitor for:

- Fatigue
- Holding a mobile phone
- Driver not wearing a seatbelt
- Smoking in the car

If the camera detects any of these behaviours it will cause the IVMS to beep. If it detects fatigue, it will also cause the driver seat to vibrate. The cameras film continuously and send the data to an Australian based server.

Queensland Hydro only access the footage if there is a serious incident, like an accident or a driver not wearing their seatbelt. Below are examples of what the footage looks like:

• Trigger:

- Phone to your ear for 5 seconds



Phone Detected

• Trigger:

- Not detecting Seatbelt for 4 seconds



Seatbelt not Detected

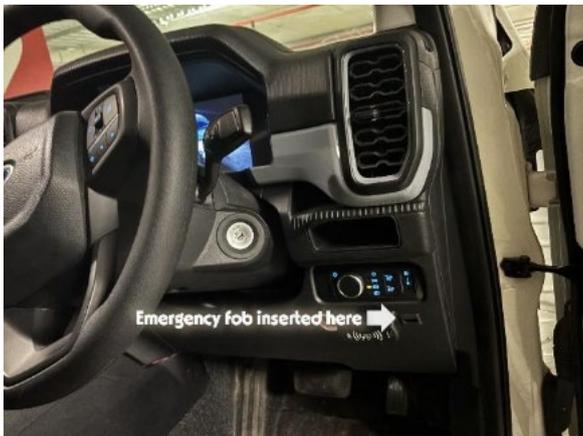
How to Use the IVMS System



Authorised Drivers will be provided with a blue fob.

To start the car, put the key in the ignition and touch the blue fob against the reader.

The reader will beep and you can then start the engine.



If you misplace your blue fob and need to start the car you can use the orange emergency key.

The emergency key will be in the centre console or the sun visor on the passenger side.

To start the car, put the key in the ignition and insert the emergency key into the USB port.

The car will alarm once with a single beep. You can then start the engine.

Note the emergency key is not to be used as the default in lieu of the blue fob.



In an emergency situation (e.g. medical emergency) you can press the emergency duress button.

Hold the button in for 3 seconds. Qld Hydro will then try and contact you by phone or the digital radio in the car.

