



# **ILO Guidelines on the promotion of decent work and road safety in the transport sector**

**ITF Brief for Trade Unions**

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# 1. BACKGROUND

In September 2019, a meeting of tripartite experts met at the International Labour Organisation (ILO) to adopt [Guidelines on the Promotion of Decent Work and Road Safety in the Transport Sector](#) (hereafter referred to as the Guidelines). The International Transport Workers' Federation (ITF) led the workers' group delegation for this meeting, which involved a week of negotiations with employers' and governments' representatives. The result was tripartite agreement on the Guidelines, which contain a wide range of recommendations on 'best practice in road safety,' with the stated objective of "protect the community and road transport workers from all health and safety hazards and promoting safe and fair remuneration" (para 7).

The Guidelines are the product of several years of work by the ITF, beginning with preparation for an earlier [meeting on safety and health in the road transport sector](#), held in

2015. At this meeting, the workers' group delegation (also led by the ITF) succeeded in winning employer and government agreement on a resolution that committed the ILO and its constitutions to developing and adopting "a code of practice or guidelines on best practices in road transport safety." In between the two meetings, the ITF and its affiliates engaged in research and debate on the main topics covered by the Guidelines, while continuing on-the-ground campaigning for many of the rights and systems the Guidelines promote.

The ITF is now entering a phase of implementing the Guidelines. This brief is meant to assist affiliates in understanding the Guidelines' main content, focusing on the parts that support the ITF's economic employer strategy, explained in [Worker Power in Supply Chains: the ITF Economic Employer Strategy](#).



## II. SCOPE OF THE GUIDELINES

### Forms of Employment

The Guidelines cover all commercial motor vehicle drivers (CMV drivers), regardless of their form of employment, providing road freight and long-distance passenger transport services (para 20). This scope explicitly includes self-employed, independent (owner-operator), dependent contractor and informal CMV drivers, termed 'non-wage-earning CMV drivers', and other drivers in non-standard forms of employment.

### Sector

Despite the best efforts of the workers' group delegation, the application of the Guidelines was limited to road freight and long-distance passenger services, technically excluding drivers engaged in regional and intercity bus services and driving two- and three-wheels vehicles (para 9). Despite not formally including them, however, the Guidelines can easily be referenced in debates on how best to protect these important groups of workers.

### Gig Work

The CMV drivers covered by the guidelines may drive vehicles that are publicly or privately owned, so long as they are 'normally used in commercial carriage' for an employer or road transport chain party (para 9). Road transport chain parties include any party that can give instructions to a CMV driver and/or contracts for transport services (para 12, 16). Thus, the Guidelines can be understood as applying to gig workers and companies in the road transport industry, even though they do not specifically mention gig work. Although given the sectoral limitations, the Guidelines would apply only to freight gig work (e.g. Amazon flex and Uber freight) and not urban passenger (e.g. Uber ride-hailing), unions should use them as reference for principles and practices that can be implemented by governments and platform operators to protect all app-based drivers.

The Guidelines cover a range of important topics including industry dynamics, working conditions, occupational health and safety, training and professionalisation and trade union rights and social dialogue. Among other things, the Guidelines encourage governments and social partners to develop a human-centred approach to new technologies and to engage in the greening of the road transport sector in line with the [ILO's Just Transition Guidelines](#). Given the purpose of this brief, the content below focuses on the responsibilities of social partners, and in particular economic employers, for remuneration, conditions and health and safety, but unions should also review other sections relevant to their work.

## III. SIGNIFICANCE AND USE OF THE GUIDELINES

While non-binding, the Guidelines are significant in two respects. First, they set out principles and recommended practices agreed to by worker, employer and government representatives at the world's top authority on the world of work, which **make an explicit connection between subcontracting and cost-cutting pressures, low rates of pay and other 'decent work deficits', and road safety**. Second, they are the first text agreed to by the ILO constituents that states the **responsibilities of not only governments, transport company employers and unions, but also 'road transport chain parties' and in particular, 'transport buyers' - companies at the top of road transport contracting chains**, which contract for transport services but do not directly employ transport workers. As explained below, the concept of transport buyer used in the Guidelines is essentially the same as the concept of economic employer used strategically by the ITF to identify the parties who have ultimate responsibility over whole contracting chains for pay, safety and conditions.

Although they are not without limitations, the Guidelines can be an important tool as part of a wider strategy to build workers' collective power to hold economic employers and governments responsible for fairness and safety, win industry standards and reorganise markets. In particular, the Guidelines can be used as a basis for demands to and negotiations with governments, employers and, in particular, economic employers on rates of pay, occupational safety and health and trade union rights.

# IV. MAIN CONTENT OF THE GUIDELINES

## PART I: Main Concepts

### 1) Main definitions

**CMV driver:** Any person who drives a commercial road vehicle (CMV) or is carried in the CMV for the purpose of driving. A CMV may be publicly or privately owned as long as it is 'normally used in the commercial carriage of passengers and/or freight. A CMV driver may work for a direct employer or for another road transport party (see below).

**Wage-earning vs non-wage earning CMV drivers:** The Guidelines use 'wage-earning' to refer to employee drivers and 'non-wage earning' to refer to self-employed, independent (owner operator), dependent contractor and informal CMV drivers (para 17). Other terms for groups of drivers in this category include 'owner driver' and workers who are 'misclassified' or in 'disguised employment relationships'. These terms are often overlapping, and different terms are used in different national contexts. Non-wage-earning CMV drivers are workers but employers and RT chain parties will often want to argue that they are not.

One of the strengths of the Guidelines is that they recognise the particular vulnerability of non-wage-earning CMV drivers (para 25-26) and provide substantial protections. By using the word 'driver', instead of 'worker', the Guidelines avoid the question of their status, while still presenting a wide range of rights and protections that should be guaranteed to them.

**Transport buyer:** An individual or business that commercially contracts road freight or passenger transport services. This definition implicitly includes parties at the top of contracting chains that control conditions and rates throughout the chains, which ITF refers to as 'economic employers' (para 16).

**Road transport chain parties:** Any party in a contracting chain that can give instructions to a CMV driver including transport buyers (economic employers) as well as transport, logistics and forwarding companies (para 12).

It is important to remember that anywhere the Guidelines refer to the responsibilities of road transport (RT) chain parties they are referring to the responsibilities of economic employers.

**Chain of responsibility:** A concept in international and national law that recognises the specific responsibilities of all parties in a contracting chain (including economic employers) to increase safety and reduce the risk of injury to people involved in the chain and to the general public (para 178).

**Social partners:** At the ILO 'social partners' refers to workers' organisations (trade unions) and employers' organisations, which together with governments are the main parties in social dialogue and the ILO's three constituent groups.

**Non-standard forms of employment (NSFE):** A term used by the ILO to cover a wide range of precarious forms of employment, including "fixed-term contracts and other forms of temporary work, temporary agency work and contractual arrangements involving multiple parties, disguised employment relationships, dependent self-employment and part-time work" (para 61).

Although the Guidelines do not explicitly state it, non-wage-earning CMV drivers should be understood as part of this category. The ILO also uses the term 'new and emerging forms of work' to refer specifically to new forms of work that do not fit easily within the traditional concept of 'employment', such as gig workers (para 61).

**Decent work deficit:** An important concept used widely in the Guidelines. The ILO's traditional definition is, "The absence of sufficient employment opportunities, inadequate social protection, the denial of rights at work and shortcomings in social dialogue."

### 2) Connection between supply chain pressures, decent work deficits and road safety

The most important starting point of the Guidelines is a recognition of the cost-cutting pressures inherent in RT contracting chains, originating from economic employers, which lead to low rates of pay and other decent work deficits, thus forcing drivers to engage in unsafe driving practices, putting all road users at risk (paras 1, 7, 27, 29, 70). A list of academic and government sources that demonstrate this connection is included in Annex I of this brief. The Guidelines state that it is the "shared responsibility of governments, social partners and road transport chain parties to protect the public, passengers and road users against preventable crashes and dangers, including those that result from decent work deficits of CMV drivers" (para 19).

## Part II: Regulating Contracting Chains for Sustainability and Workers' Power

### 1) Sustainable payments

#### Sustainable payments are safe rates

The Guidelines lay out a framework for 'sustainable payments' for wage-earning and non-wage-earning CMV drivers based on the same principles of the Safe Rates model. Safe Rates systems set minimum rates of pay necessary to ensure that drivers are not pressured into unsafe driving practices and include chain of responsibility mechanisms, which ensure that economic employers and other RT chain parties are held responsible for the payment of these rates. (For a detailed explanation of the Safe Rates model, including how it is implemented in countries such as Australia and South Korea, see, [Worker Power in Supply Chains: the ITF Economic Employer Strategy, Chapter 5: Safe Rates.](#))

#### Embedding trade unions in sustainable payment mechanisms

For non-wage-earning CMV drivers, the Guidelines call on social partners, road transport chain parties and governments to work together to establish sustainable payment mechanisms. The fact that the Guidelines explicitly recognise that trade unions and economic employers should participate in the establishment of sustainable payment mechanisms (or models) is particularly important. From the perspective of trade unions, being included in this process guarantees a seat at the table with economic employers.

Including economic employers in the process forces them to engage with trade unions in a system through which they can be held accountable. The Guidelines also stress that sustainable payments should be enforced through systems of inspection that apply to all RT chain parties (paras 77, 82).

#### Cost recovery and payment for all time worked for non-wage earning CMV drivers

Sustainable payments in the Guidelines are based on the principle of 'cost recovery'. Non-wage-earning CMV drivers should be paid within 30 days (para 75) and be able to predictably recover vehicle and other related fixed, variable and investment costs they have to shoulder themselves due to the fact that they are not recognised as employees.

Drivers must also be compensated adequately for all the time they work including driving and non-driving time (paras 76, 81). The Guidelines state that compensation for personal labour costs should be at the national minimum wage or higher. The [Minimum Wage Fixing Convention, 1970 \(No. 131\)](#), referenced in paragraph 78, requires that minimum wages take into consideration the cost of

living, social security benefits, the relative living standards of other social groups and most importantly, the needs of workers and their families. Labour cost calculations pegged to minimum wages that do not adequately meet these requirements should not be considered sustainable.

Minimum compensation for wage-earning drivers should be adequate and on par with non-wage-earning CMV drivers (paras 80-81).

### 2) Working and driving time, speeding and overloading

#### Safe working and driving times

The Guidelines recognise the need for governments to regulate working and driving times for both wage-earning and non-wage-earning CMV drivers and enforce these regulations in a way that holds all RT parties accountable (para 83, 84, 86, 87, 88, 89). Employers and RT chain parties should also ensure that CMV drivers do not drive while fatigued (42, 83). Guidance on the applicable ILO instruments is provided in paragraphs 83 and 86.

Paragraphs 39(e) and 41 reinforce the responsibility of all RT chain parties for ensuring that drivers, including drivers from foreign countries, receive adequate (sustainable) payments and are not forced to violate driving or working-time legislation or speed, size, weight and load regulations. Paragraph 49(h) recognises that eliminating pressures to engage in these and other unsafe on-road practices and allowing for adequate rest, requires "the improvement of supply chain management practices" by employers and RT chain parties.

### 3) Transparent documentation, contracting and safe driving plans

#### Transparent recordkeeping and contracting

The Guidelines recognise that good and transparent recordkeeping by RT chain parties, employers and CMV drivers on how work is performed and contracted, and regulation of RT service contracts, including the provision of model contracts by governments, are important tools for promoting decent work and safety (paras 163, 176). Paragraphs 68 and 69 provide specific conditions for transparent employment and service contracts for wage-earning and non-wage-earning CMV drivers.

Paragraph 138 provides the relevant ILO instruments on fair recruiting and procurement when contracting RT services. In particular, the Guidelines state that the [Labour Clauses \(Public Contracts\) Convention 1949 \(No. 94\)](#), can be used as a road map for contracting with non-wage CMV drivers across the public and private sectors. This convention stipulates that service contracts should include clauses that ensure payments, hours of work and other working conditions for the workers concerned are on par with industry standards.

## Safe driving plans

In addition to transparent contracts, the Guidelines call for the use, enforcement and regular review and updating of safe driving plans (paras 157, 171-173). Safe driving plans provide information about the RT service being carried out including timeframes, distances, conditions, and methods for fatigue management. A framework for the development of safe driving plans is provided in Appendix D of the Guidelines. Several other more detailed examples are included in Annex II of this brief.

## 4) Inspection and enforcement, chain of responsibility

### Inspection and enforcement

The Guidelines call on governments to adequately fund (para 157) and ensure the quality of enforcement and inspection systems (para 42) and enact and apply affective penalties for violations (165).

### Chain of responsibility

The Guidelines repeatedly reinforce that inspection and enforcement should be carried out based on 'chain of responsibility principles', meaning that all RT chain parties should be held accountable for violations. This applies to violations of sustainable payments, working and driving time, speed and traffic regulations, CMV size and weight regulations, transport of passenger and dangerous goods regulations, etc., and in the case that a CMV driver causes injury or harm to another person (as in in the case of a crash) (paras 77, 82, 98, 176, 179).

### Grievance and redress mechanisms

Inspection and enforcement systems should be accompanied by accessible, equitable, independent and impartial redress and complaint mechanisms for all CMV drivers, which drivers can use without fear of being penalised (paras 49, 56). In particular, the Guidelines propose that road transport regulations include providing access to dispute resolution and redress mechanisms, namely through courts and tribunals (para 176).

### Trade union involvement in inspection and enforcement

The Guidelines call on governments to promote cooperation and information exchange among inspection and enforcement agencies and with trade unions and employers' organisations (para 159). They also call on employers, employers' organisations and RT chain parties to promote and implement due diligence in accordance with the *UN Guiding Principles on Business and Human Rights framework* (para 39). Human rights due diligence

refers to the responsibility of companies to identify, prevent, mitigate and account for negative human rights impacts linked to their business and its supply chain, even if they have not directly caused or contributed to these impacts. The UN Guiding Principles call for consultations with stakeholders, including trade unions, at every stage of the process in designing due diligence models and monitoring and remedying adverse human rights effects. In addition to the UN Guiding Principles, unions can also refer to the *ILO Tripartite Declaration of Principles Concerning Multinational Enterprises and Social Policy (MNE Declaration)* for the due diligence responsibilities of multinationals.

While not going far enough in acknowledging the vital role unions can play in inspection and enforcement, the Guidelines provide a basis for promoting the model of worker inspection the ITF is currently putting into practice through its RT Due Diligence Model (RTDD). (For a detailed explanation of this model see, *Worker Power in Supply Chains: the ITF Economic Employer Strategy, Chapter 4: Worker-based due diligence.*)

The RTDD draws its strength from the fact that workers and unions often know more about what happens in contracting chains than the economic employers that depend upon them. Information gathered by unions through systemic monitoring and inspection for violations of these Guidelines can form the basis for standard-setting negotiations with governments and economic employers, leading to remediation and ultimately more safe and sustainable contracting chains. Following the Guidelines, worker-led inspection can focus on violations of:

- Sustainable payments
- Safe working and driving time
- Speed limits
- Size, weight and load regulations
- Transparent and fair contracting practices
- OSH protocols
- Coverage for occupational illness and injury
- Protection from violence and harassment
- Adequate sanitation and rest facilities
- Fundamental labour rights (freedom of association and collective bargaining)
- Respect for union activities



## PART III: Government, Employer and Economic Employer Responsibility for OSH and Gender Equality

### 1) Occupational safety and health (OSH)

#### OSH protocols and preventative measures

The Guidelines call on governments, social partners and RT chain parties to take responsibility for the development of OSH protocols in line with international standards, provide OSH training and take preventative measures, particularly in relation to crashes or accidents, long-working hours, limited rest breaks, etc. (paras 91-93). Given that earlier sections of the Guidelines make a clear connection between supply chain pressures, decent work deficits and crashes or accidents, these paragraphs reinforce economic employers' responsibility for sustainable supply chain management, sustainable payments and safe working conditions.

The Guidelines also recognise that governments, social partners and RT chain parties have responsibilities to promote and enforce safe loading and unloading, the provision and use of personal protective equipment and the right of CMV drivers to remove themselves from situations where they are being coerced or where their lives or health are threatened (para 100). The Guidelines make clear that CMV drivers should be able to report safety issues without fear of punishment as an essential part of ensuring safety to the general public (para 98). These paragraphs are particularly significant in the context of the Covid-19 pandemic.

Other paragraphs of the Guidelines deal with government responsibilities to regulate hazardous materials (paras 106-107) and vehicle safety (para 111), address sexually transmitted diseases (paras 109-110) and prevent drug and alcohol use (100). In most of these cases, the Guidelines call for government consultation with social partners, or with social partners and RT chain parties.

#### Social insurance, employment injury and illness schemes

The Guidelines call on governments to establish "robust, comprehensive and sustainable national social insurance and/or compensation schemes" including "employment injury protection schemes for all CMV drivers" (paras 127, 129).

Paragraph 123 emphasises that governments, in consultation with social partners, should seek to extend social security systems, including income security in the case of sickness, maternity, unemployment, employment injuries (including as a result of crashes, ingress and egress injuries [i.e. injuries while entering or exiting the cab], loading and unloading), occupational disease, invalidity and old age, and protections for dependent family members in the case of death to all CMV drivers, including non-wage-earning CMV drivers.

However, the Guidelines fall short in that they only specify the responsibilities of employers to ensure wage-earning CMV drivers are covered by these systems (para 128) without addressing the responsibilities of RT chain parties towards non-wage-earning CMV drivers. Nonetheless, they provide a good starting point for unions representing drivers in non-standard forms of employment who are most often not fully covered by social insurance.

### 2) Violence and harassment

The Guidelines call on governments, social partners and RT chain parties to take various actions to reduce violence and harassment against CMV drivers, including risk assessments, stress and route management, the adoption of a zero-tolerance policy towards workplace violence and harassment, preventative measures, intervention to address problems arising from violent incidents including cargo theft, provision of training for managers and CMV drivers, and facilitation of social dialogue (para 103).

Paragraph 101 provides reference to the [Violence and Harassment Convention, 2019 \(No. 190\)](#) and the [Violence and Harassment Recommendation, 2019 \(No. 206\)](#) for an understanding of what constitutes violence and harassment, including "gender-based violence and harassment" and the responsibilities of member states that have ratified the convention.

### 3) Sanitation facilities

The Guidelines recognise that access to appropriate welfare (sanitation) facilities is essential in ensuring workers' health, wellness and decent working conditions, in particular for women workers (paras 112-114). They recognise the responsibilities of governments, employers and RT chain parties to mobilise resources for decent welfare facilities and allow CMV drivers breaks to use them, and involve women CMV drivers in the plan and design of facilities (para 116). They also recognise the responsibilities of governments to make public land available for and build and improve facilities (para 115).

The [ITF Sanitation Charter](#) enumerates issues and rights in relation to sanitation facilities and can be reference together with the Guidelines.

### 4) Addressing gender-based occupational segregation and discrimination

The Guidelines note that a "lack of participation by women means that the (RT) industry is failing to benefit from a fully representative workforce." They give several measures that governments, employers and RT parties should take to address this problem and create a generally more attractive industry. These include attracting more women and other underrepresented groups and promoting women's participation in the sector, guaranteeing maternity, parental and care leave, improving supply chain management practices to allow work-life balance, actions to alleviate obstacles to career progression, providing rest areas, using gender-responsive OSH policies and addressing violence at work, etc. (paras 49, 55, 90).



## **PART IV: Protecting the Rights of Workers in Non-standard Forms of Employment**

### **1) Protecting fundamental labour rights**

The Guidelines recognise the responsibilities of RT chain parties, employers and employers' organisations to remove obstacles and interference to the activities of trade unions representing CMV drivers and provide unions the facilities they need to conduct their activities (para 39). These responsibilities are to the extent contained in national law or the fundamental principles and rights at work. The ILO's fundamental principles and rights at work include the freedom of association of all workers, including those who are not in an employment relationship. By extension, RT chain parties are responsible for guaranteeing the activities of unions representing non-wage-earning CMV drivers.

Paragraph 130 reinforces that all workers, regardless of their employment relationship, have the rights to freedom of association, collective bargaining and to participate in social dialogue. The Guidelines also outline the relevant ILO instruments on the fundamental principles and rights at work and governments' responsibilities under them (paras 37 and 38).

### **2) Other protections for workers in non-standard forms of employment**

#### **Workers in NSFE**

The Guidelines direct governments, social partners and RT chain parties to the [Conclusions of the Meeting of Experts on Non-standard forms of Employment](#) for measures to protect and maintain decent work for workers in this category. These include:

- Labour market and other policies, and appropriate protections at work with the goal of ensuring continuous progress towards decent jobs;
- Actions to promote equality and protect all workers, regardless of their contractual arrangements, against discrimination;
- Design and adaption of social security systems to provide workers in NSFE with conditions equivalent to workers in standard employment;

- Measures to ensure that workers in NSFE have a safe and healthy work environment, including providing access to training, PPE and participation in workplace health and safety systems and processes;
- Development, through social dialogue, of regulatory initiatives and other innovative approaches to enable workers in NSFE to exercise their rights to freedom of association and collective bargaining and enjoy the protection afforded to them under applicable collective agreements. These initiatives should include systems and mechanisms to determine the relevant employer(s) for the purpose of collective bargaining;
- Adequately resourced labour inspection that takes into account expansion of non-standard forms of employment with a high incidence of non-compliance
- Elimination of forms of non-standard work that do not respect fundamental rights at work.

#### **Workers in the informal economy**

For CMV drivers in the informal economy, in particular, the Guidelines recognise the need for upskilling and a transition to the formal economy. They call on government to create enabling environments that support informal workers' exercise of organising and bargaining rights and representative informal workers' organisations' participation in social dialogue concerning the transition to the formal economy, together with other social partners (paras 64-65).

# ANNEX I: LITERATURE ON THE LINK BETWEEN SUPPLY CHAIN PRESSURES, RATES AND CONDITIONS AND HEALTH AND SAFETY IN ROAD TRANSPORT

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# ANNEX II: SAFE DRIVING PLAN EXAMPLES

## 1. Safe Driving Plan included in the New South Wales Transport Industry – Mutual Responsibility for Road Safety (State) Contract Determination

### ANNEXURE A - SAFE DRIVING PLAN (EXAMPLE)

Operator/Consignor Identification		Delivery Period and PUD Details	Remuneration
			How Work is Remunerated having regard to health and safety Kilometre rates for driving and hourly rate for loading/unloading/queuing time
Consignor:	XYZ <Address>	Pick Up Location: Toll Minchinbury Distribution Centre	Remuneration Method and Rate: Transport Industry (State) Award - Grade 7 Long Distance Rates (29.54 cents per km) plus Hourly rate of (\$17.25 base) for all time loading/unloading/queuing.
Transport Operator:	Toll <Address>	Delivery Location: Wagga Wagga XYZ's Store	Remuneration Monitoring/Measuring Systems: GPS, On Board Computer, Auditing cross checks of pay, log book, timesheet, consignment note, GPS & Engine Records, SDP
		Period:  12.30 pm Delivery Window	Means to Limit Work Hours and Work Contact with manager (<insert phone number>) for reporting unexpected delays and rescheduling journey if necessary

Planned Application of Hours	
Planned Total Trip Time: 11.75 hours 7am - 15 minute pre-trip inspection 7.15 am to 12.00pm (Minchinbury - Wagga Wagga) 4.45 hrs driving 30 minutes break prior to unloading 12.30-1.30 pm loading unloading 1.30pm to 4.15pm (Wagga Wagga/Marulan) 30 minutes Marulan (4.45pm) 4.45 - 6.45 Marulan - Minchinbury 2 hours	
Confirmation that driver has been inducted and trained in OHS policy	
Confirmation that driver has been inducted and trained in company D&A policy	

## 2. LINFOX Driver Fatigue Safe Journey Plan

### SCHEDULE B – TEMPLATE LINFOX DRIVER FATIGUE SAFE JOURNEY PLAN

(LIN0045F)

Driver Fatigue Safe Journey Plan									
Date									
Consignor									
Consignor Address									
Consignee									
Consignee Address									
Pick up Location									
Drop off Location									
Subcontractor name & address									
Vehicle Registration	Prime Mover		A Trailer		B Trailer				
Planned Non Driving work time	Hours								
Planned Driving time	Hours								
Planned Rest time	Hours		NB. You must take a 30 minute break at no later than 5 hours after you commence work and/or in accordance with the nominated rest facilities and amenities.						
Planned total trip time	Hours		NB. Estimated Journey Time as taken into account non driving work tasks including loading and unloading schedules and queuing times.						
Actual Start Time					Actual Finish time				
Journey Start Time					Journey Finish time				
<b>Remuneration – km rates will be paid for driving and hourly rates for loading/unloading/queuing times</b>									
Hourly Rate		Kilometre Rate		Load Rate		Trip rate		Other	
Monitoring of the task will occur by way of, but not limited to, GPS tracking and auditing of logbooks, timesheets and consignment notes.									
<b>Driver Declaration</b>								Yes	No
Is your driving licence current?									
Do you hold a current transport industry Blue Card (NSW only)?									
Have you been trained in the Linfox Driver Fatigue Training Program?									
Have you been made aware of suitable rest facilities and amenities?									
If a defect with your vehicle is found, you have reported or rectified it?									
Since the completion of your last shift, have you had:									
<ul style="list-style-type: none"> <li>• a minimum 6 hours continuous sleep (if you are working outside the hours of 12 midnight to 6.00am);</li> <li>OR</li> <li>• a minimum of 8 hours continuous sleep (if you are working inside the hours of 12 midnight to 6.00am)?</li> </ul>									
Are you free from the effects of alcohol and /or drugs (prescription or otherwise) that would impair your ability to work or drive? (Refer to the Linfox Drug & Alcohol policy HRM-LFX-POLIC.002 if clarification required).									
Have you completed a per trip inspection of your vehicle?									
<b>Linfox Declaration</b>								Yes	No
The driver has undergone medical examination in the past 3 years (if aged under 49) or the past 12 months (if aged 49 or over) to determine suitability for work.									
NB. Should the driver answer 'No' to any of the Driver Declaration questions or Linfox management answer 'No' to the Linfox Declaration question, they must not be allocated the work.									
Log Book Checked		Driver work sheet checked		GPRS checked					
In the event of a mechanical failure and/or delays etc please contact the numbers listed below:									
Melbourne Linehaul				Sydney Linehaul					
This Driver Fatigue Management Plan is provided to you as a guide to manage your personnel fatigue. Rest periods must be taken in accordance with the national driving regulations. This plan has regard to the core driving period, the cumulative effects of fatigue, provides for adequate rest periods to deal with the effects of fatigue and has been prepared in accordance with the relevant risk assessment worksheet.									
Variation to plan comments									
Driver Signature									
Manager/Supervisor Signature									



# 3. Australian Logistics Compliance Safe Driving Plan Template

## SAFE DRIVING PLAN (SDP) To be Completed by Driver & Supervisor

reset

SDP Prepared by (name of employer or hirer)  Address of employer or hirer

Trip Start Location  Trip Destination

Contractor's Name  Driver's Name

Driver's Licence Number  Licence Class  Expiry Date

Vehicle Type B-Double  Single  Other  Trip No.

Registration Number(s) P Movers  Motor vehicle GPS tracked Yes/No  Trailers Rego

Driving Hours Scheme SH  BFM  AFM or other

At the time of commencing this task state how many hours are available to you in the next 24 hours before you need to take a long break, i.e. min 7 hours

Work (HH:MM)  Night Hrs:Mins  Record night hours available if BFM or AFM

Vehicle Identification (make and model)

**Driver's Task**  
Description of driving & non driving work, anticipated route, all pick-up and delivery locations and estimate of kms for this part of the task

KMS  Hrs:Mins  Calcs Check

Estimate of Average Driving Speed  Estimate of Rolling Time = Note implications if the driver operating under SH i.e. max 12 hours' work in 24

Working Space

Use this space to include a travel plan detailing anticipated timeframes and distances for the trip including major rest breaks.

Other Work Time E.g. Loading / Safety Checks

Total Work  +

Mandatory Minimum Short Rest Breaks (Total)  +

Mandatory Minimum Long Rest Breaks (Total) and any discretionary rest  +

Estimate of Trip Time  =

Departure Time and Date  OR  Day  Date

ODO Reading Outbound

ETA Based on Above Information Time  OR  Day  Date

Note: An ETA is an **ESTIMATED** time of arrival and is not binding on the driver. Any delays that will alter the ETA will be notified to the receiving branch

Comments e.g. Agreed ETA?

All unexpected delays must be reported at first opportunity to

**DRIVER DECLARATION (pre-departure)**

My work diary has been completed in accordance with legislation and a copy can be made available on request.

If this task takes me past 24 hours, I will take into account what work time is available before a mandatory 24 hour rest period is required.

My previous duties were completed in accordance with legislation. I have taken required rest breaks & I am competent and fit to perform this trip (road transport service) as per the plan in a safe and legal manner taking into account all known identified risks including but not limited to weather, environment and physical conditions e.g. the roads & infrastructure etc.

I have been given a route assessment (if required) with suitable rest areas indicated or I am familiar with the task and I am aware of suitable rest areas.

Any additional risks associated with driving at night have been taken into account and I acknowledge that I should stop and take additional rest if fatigued.

All necessary paperwork has been submitted and a pre departure check completed including a driver vehicle condition report.

My driver's licence is current and appropriate for the task.

Initial/Tick

Driver's Signature  Supervisor's Signature

Print Name  Print Name

Predeparture Check Done? Paperwork submitted





### **About the ITF**

The International Transport Workers' Federation (ITF) is a democratic, affiliate-led federation recognised as the world's leading transport authority. We fight passionately to improve working lives; connecting trade unions from 147 countries to secure rights, equality and justice for their members. We are the voice for nearly 20 million working women and men in the transport industry across the world.

### **For more information**

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[www.itfglobal.org/en/sector/road-transport](http://www.itfglobal.org/en/sector/road-transport)

