ZV2X LOGISTICS

WORK HEALTH AND SAFETY POLICY | ZVL-WHS-014

Driving for Work Policy

Trucks, vans and cars driven for ZV2X Logistics, at our Laverton North, Dandenong South, Corio and Wendouree depots and on the road between them.

Version	3.1, approved 3 March 2026
Approved by	Michael Doran, Managing Director
Policy owner	Fleet and WHS Manager
Applies to	Every employee, labour-hire worker and contractor who drives a ZV2X vehicle, or drives their own vehicle on ZV2X business
Next review	March 2027, or sooner after a serious incident or a change in the law
Changes in 3.1	Section 11 updated for the trackers and cameras fitted across the fleet in February 2026. Heavy vehicle following distance raised to 4 seconds.

1 Why we have this policy

Driving is the most dangerous thing most of our people do at work. Our 110 vehicles cover about 3.5 million kilometres a year delivering freight and building materials to customers and building sites across Melbourne, Geelong and the Central Highlands. This policy sets the rules for driving a ZV2X vehicle, so that everyone gets home safely and our vehicles do not put other road users at risk.

It sits under our Work Health and Safety Policy (ZVL-WHS-001). It does not replace the road rules or the Heavy Vehicle National Law. Where the law sets a stricter rule, the law applies.

2 Who it applies to

Group	Vehicles	Who drives them
Heavy vehicles	60 trucks: prime movers, crane trucks, tray trucks and tippers	Delivery drivers holding an HR, HC or MC licence
Vans	30 vans	Express delivery drivers and depot staff
Cars	20 cars and utes	Sales representatives, who may also use them privately under a vehicle agreement

It also covers anyone driving their own vehicle on ZV2X business, apart from sections 11 and 12, which apply only to ZV2X vehicles.

3 Responsibilities

- **Managing Director:** provides the vehicles, equipment and time needed to follow this policy.
- **Fleet and WHS Manager:** owns this policy, keeps the vehicle and driver records, reviews safety reports, and makes sure the vehicle systems are set up to match this policy.
- **Depot managers:** plan delivery runs that can be driven legally and safely, check licences, follow up the weekly safety summary with their drivers, and report incidents.
- **Drivers:** follow this policy and the road rules, check their vehicle before use, and report incidents, near misses and defects straight away.

4 Licences and fitness to drive

- You must hold a current licence of the right class for the vehicle. Licences are checked at induction and every six months, and you must tell your depot manager the same day if your licence is suspended, cancelled or restricted.
- You must not drive with any alcohol or drugs in your system. Heavy vehicle drivers are tested under our Alcohol and Other Drugs Procedure (ZVL-WHS-006).
- Tell your manager about any medical condition or medication that could affect your driving.

5 Speed

- Drive at or below the signposted speed limit, and slower when conditions call for it.
- **Heavy vehicles must not exceed 100 km/h** anywhere, including on roads signposted 110 km/h.
- **Depot yards are 10 km/h.** Walk-through areas, loading bays and the visitor car park are marked on each depot's site plan.

6 Seatbelts

Seatbelts are worn by everyone in the vehicle at all times while it is moving, including in the yard and on site.

7 Phones and distractions

- Never hold or touch a phone while driving, including when stopped at lights or in traffic. Hands-free calls are allowed only using the vehicle's own system or a fixed cradle, and keep them short.
- Do not eat, smoke or vape while driving. Smoking and vaping are not allowed in any ZV2X vehicle.
- Set navigation before you move off.

8 Following distance and driving smoothly

- Stay at least **2 seconds** behind the vehicle ahead in a car or van, and at least **4 seconds** in a truck. Leave more room in rain, at night and when loaded.
- Brake, accelerate and corner smoothly. A loaded crane truck or tipper can tip over at speeds that feel safe in a car.
- Come to a complete stop at stop signs, and always stop for red lights.

9 Fatigue

- **Heavy vehicle drivers** (over 12 tonnes GVM) follow the Standard Hours in the Heavy Vehicle National Law and keep a work diary when the law requires one. In short: no more than 5 hours 15 minutes of work without a 15-minute rest break, and no more than 12 hours of work in a day. Depot managers must plan runs that fit inside these limits.
- **All other drivers** take a break of at least 15 minutes every 2 hours of driving, and do not drive more than 10 hours in a day.
- If you feel tired, stop as soon as it is safe and rest. No delivery is worth driving tired, and you will never be disciplined for stopping to rest.

10 Vehicle checks, loads and cranes

- Complete the pre-start check in the Geotab Drive app before the first trip of each day, and report defects. Do not drive a vehicle with a safety defect.
- Restrain every load to the Load Restraint Guide. Do not exceed the vehicle's mass limits.
- Crane trucks are operated only by people holding the right high risk work licence, under the Crane Operation Procedure (ZVL-WHS-011).
- Use a spotter when reversing a truck in a yard or on site, unless the site has a marked reversing bay.

11 Trackers, cameras and driver keys

Every ZV2X vehicle has a Geotab tracker and a two-way camera that faces the road and the driver's seat. They are there to keep drivers safe, to give us evidence after an incident, and to help us coach. They are not used to watch people for the sake of it.

- **Driver key.** Tap your personal driver key on the reader at the start of every trip. The vehicle beeps until you do. This links each trip and event to the person driving.
- **What is recorded:** location, speed, harsh driving, seatbelt use, and driving events detected by the camera, such as phone use, distraction, tiredness and following too closely. The camera records short video clips around each event. It does not record sound.
- **In-cab warnings:** the vehicle beeps when you are well over a speed limit, including in a depot yard, and the camera gives a voice warning when it sees phone use or signs of tiredness, so you can correct it.
- **Who can see it:** the Fleet and WHS Manager, your depot manager, and the Zetifi team who support the system. Clips are kept for 90 days unless they relate to an incident or investigation.
- **Cars used privately:** location is recorded during private use, as it is for business use. Only the Fleet and WHS Manager can see private trips, and only to investigate an incident, a breach of this policy, or a stolen vehicle.
- Do not cover, unplug, move or tamper with a tracker, camera or driver key reader. If one is damaged, report it.

We follow Victorian surveillance law and our Privacy Policy (ZVL-HR-009). Every driver was told in writing before the cameras were switched on, and a notice in each cab says the vehicle is fitted with a camera.

12 Incidents, collisions and near misses

- If you are in a collision, make the scene safe, call 000 if anyone is hurt, and call your depot manager straight away. Report every collision, however minor, before the end of the shift.
- Report near misses and damage found on a vehicle the same day.
- Video and data around a collision are kept as part of the incident record.

13 When this policy is not followed

We start with a conversation. A breach shown in the weekly safety summary is first followed up by your depot manager, usually by reviewing the clip together. Repeated or serious breaches, such as high speed in a truck, phone use while driving, or tampering with a camera, are managed under our Disciplinary Procedure (ZVL-HR-004).

14 Related documents

Work Health and Safety Policy (ZVL-WHS-001); Alcohol and Other Drugs Procedure (ZVL-WHS-006); Crane Operation Procedure (ZVL-WHS-011); Privacy Policy (ZVL-HR-009); Disciplinary Procedure (ZVL-HR-004); Vehicle Agreement for Sales Representatives (ZVL-HR-012).

Michael Doran Managing Director	Sarah Ellison Fleet and WHS Manager	Date: 3 March 2026

Sample document for a fictional company, prepared by Zetifi to show how a driving policy links to a Connected Fleet Safety Plan. ZV2X Logistics and the people named are not real.