

# ENTRY POLICY FOR VEHICLE INSPECTIONS

## Work, Health and Safety Requirements - Notice to Drivers & Other Personnel

*A signed copy of this entry policy must be given to the Vehicle Examiner before inspections will commence*

To ensure the work health and safety of vehicle examiners, drivers and other persons at a depot and surrounding yard area including any workshop area (**depot**) where Vehicle Inspections Tasmania vehicle examiners are undertaking inspections, drivers and any other persons must comply with the following rules:

1. The workshop or vehicle inspection area within the depot is not to be entered without authorisation from the vehicle examiner or the depot operator or the depot operator's representative
2. **There must be no passengers in the bus at all times during a vehicle inspection.** Passengers who may travel with the driver must be offloaded outside of the inspection premises before entering
3. **Drivers and others must follow all directions given by the vehicle examiner** when entering the workshop or vehicle inspection area to present the vehicle for inspection. The vehicle examiner will advise the driver when to stop and start the vehicle, when to apply parking and other brakes and when to adjust gears.
4. **Safety vests or other high visibility clothing** and other required personal protective equipment (PPE) **must be worn** correctly at all times by drivers and other persons within the depot. Carrying your safety vest or other high visibility clothing is not acceptable.
5. **The Driver must remain in the vehicle at all times** unless directed by the VE to be shown an area on the vehicle such as a Non-Conformance Critical.
6. Drivers must **obey all speed limit and other safety signs** upon entering the depot.
7. **The speed limit** within any depot for the purposes of any vehicle inspection is **walking pace (5km)** unless otherwise directed by the vehicle examiner or the depot operator's representative.
8. When reversing a vehicle within the depot, the driver must sound the horn and use hazard lights.
9. **No smoking** or lighting of cigarettes is permitted within the depot except at any designated smoking area (where applicable) within the depot.

10. **No inappropriate conduct**, including swearing, bullying or aggressive behaviour will be tolerated at any time.

## COVID-19 UPDATE

Vehicle Inspections Tasmania has instituted changes to vehicle inspections for all vehicles and types to ensure the health and safety of our employees. There will be changes to how you present the vehicle to us for inspection and by the Vehicle Examiner (VE) in his dealings with you or your driver.

- The VE at all times will **abide by the government policy on social distancing** from other persons.
- All Drivers **must complete Tas QR code check in** before the inspection will be undertaken
- **We request that all vehicle interior touch points be thoroughly sanitized** before being presented for inspection.
- **I do not suffer from any of the following symptoms relating to COVID -19**
  - Fever/chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhoea

Failure by you or your driver to observe any of the above conditions may result in your inspection being discontinued immediately. Breaches of the above directions may result in formal warnings or offending persons being prohibited from entering the depot for vehicle inspections undertaken by Vehicle Inspections Tasmania.

*If you have any queries on the above changes to our vehicle inspection procedures please contact me on 1300 727 799*

***Sign this entry policy and bring it with you to the inspection***

I .....**have read and understood this entry policy**  
**provided by Vehicle Inspections Tasmania**

**Signed .....** **Date .../.../.....** **Time .....am/pm.**

Geoff Lewis  
Company Secretary  
15<sup>th</sup> December 2021