



Unscheduled stops (emergencies or breakdowns)

While travelling, vehicles should not stop unless for an emergency or other purpose critical to the completion of the journey, such as for refuelling, fatigue management to comply with the law, or a mechanical failure.

Follow instructions

The driver and passengers must follow instructions given by the person in control of the vehicle (if not the driver), a Police Officer or an Emergency Officer (Public Health)

When outside of the vehicles, all disembarked drivers/passengers must wear masks.

In the event of an unscheduled break in the journey, all passengers should remain inside the vehicle if it is safe to do so.

Disembark only if necessary

Passengers should disembark one at a time working towards the rear of the vehicle and move safely to an area away from anyone not travelling with them.

Everyone in the team bubble should remain more than 1.5 m from any other person that is not travelling with them, and wear facemasks. For example, breakdown response/recovery personnel.

If possible, please display a prominent sign informing those not in the team that they cannot approach your team.

The person in control (if not the driver) should do a roll call before recommencing the journey.

Make sure everyone practices good personal hygiene and uses sanitiser upon entry and exit of vehicle.

If unscheduled repairs are required (onsite or offsite)

Communicate with the repair/recovery personnel

As soon as possible, advise the repair or recovery personnel that the vehicle has been occupied by a person who has travelled from interstate and/or is subject to COVID-19 restrictions.

Ensure appropriate PPE is worn and proper sanitisation occurs

Before repair or recovery personnel commence work on the vehicle or interact with the driver or passengers, ensure:

- the area where work is being performed is free from anyone else not specifically required to undertake repair or recovery work
- repair or recovery personnel wear appropriate PPE to protect themselves from the risk of contracting COVID-19. Examples include, single use latex or nylon gloves, a surgical mask, disposable plastic aprons and eye protection.



- all areas of the vehicle that will be worked on are cleaned (where practicable) using either a product that cleans and disinfects at the same time, or the two-step process firstly cleaning with a detergent and then with a disinfectant (refer to *Guideline for sanitising equipment, machinery and vehicles*)
- the repair or recovery personnel dispose of the PPE appropriately at the completion of the work, together with any cleaning materials used prior to or while undertaking the work
- payment for goods and services is contactless.

When it is known that a vehicle **cannot be repaired** in an appropriate timeframe (for example, within 2-3 hours) the driver in charge of the vehicle must arrange alternative transportation for all the people relying on that vehicle for transportation, as soon as possible.

Use other vehicles in the same convoy

First priority option will be to accommodate persons seeking alternative transport, in any other available vehicles associated with the same freight convoy.

Continue to follow all COVID-19 safety requirements such as wearing a mask, sanitising your hands, and sanitising vehicle surfaces.

Hire or borrow alternative vehicle

If a member of your convoy group cannot pick you up, you may need to hire or borrow a vehicle.

When hiring or borrowing a vehicle, ensure you:

- clearly communicate to the hire company or owner that the vehicle will be occupied by people who have travelled from interstate and/or is subject to COVID-19 restrictions
- have the vehicle delivered via contactless methods. For example, have the vehicle (and keys) left at a specific location where there are no people from outside the team bubble; complete necessary paperwork via email, or have your employer complete the paperwork for you.
- continue to follow your quarantine management plan (QMP), COVID-19 safety plan, and all other COVID-19 safety requirements
- complete a full sanitisation of the vehicle, when you have finished with the vehicle, while wearing appropriate PPE (such as single use latex or nylon gloves, a surgical mask, disposable plastic aprons, eye protection) as per the *Guideline for sanitising equipment, machinery and vehicles*
- return the vehicle via contactless methods, such as leaving it at a specific location
- make payment via contactless methods
- keep records of your close contacts (as per mandatory requirements).

