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# Audit Regime

## Oversize Vehicle Pilot Video

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## Document Control

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## Amendments

Revision Number	Revision Date	Description of Key Changes	Section / Page No.
1	15/01/2020	Amended video quality requirements.	s.4.2
2	05/03/2020	Clarify continual recording only required when oversize vehicle is on the road.	s.5

## 1 PURPOSE

It is a requirement under an Oversize Permit, including a Period Permit and a Single Trip Permit, that all pilot vehicles accompanying a load in excess of 4.5 metres in width be fitted with forward facing video recording devices.

The purpose of this document is to detail the responsibilities, the minimum video recording device requirements, the storage requirements for the video recordings and the associated auditing process.

## 2 RESPONSIBILITIES

### 2.1 Transport Operator / Permit Holder

The transport operator / permit holder must ensure:

- (a) Details of the Pilots used for each relevant movement are recorded in accordance with Section 3;
- (b) Details of the Pilots used for each relevant movement are provided to Main Roads upon request, in accordance with Section 7; and
- (c) The pilot vehicle is fitted with a video recording device in accordance with Section 4.

### 2.2 Pilot

The Pilot must ensure:

- (a) The pilot vehicle is fitted with a video recording device in accordance with Section 4;
- (b) All relevant movements are recorded in accordance with Section 5;
- (c) All video recordings are stored in accordance with Section 6; and
- (d) Video recordings are provided to Main Roads upon request, in accordance with Section 7.

## 3 MAINTAINING RECORDS OF MOVEMENTS

The transport operator / permit holder must maintain records of each movement of a load in excess of 4.5 metres in width, including the following details:

- (a) The permit number applying to the particular journey;
- (b) Commencement date and time for the particular journey, or portion of the journey;
- (c) Commencement location for the particular journey, or portion of the journey;
- (d) Date and time the particular journey, or portion of the journey, ended;
- (e) Location the particular journey, or portion of the journey, ended; and
- (f) The *Heavy Vehicle Pilot Licence* number of each pilot used during the journey.

## 4 VIDEO RECORDING DEVICE REQUIREMENTS

### 4.1 Mounting the Video Recording Device

The video recording device must be mounted in the following manner:

- (a) Secured in a mounting affixed to the inside or on the front of the pilot vehicle while being used;

- (b) In such a way as to meet the requirements of regulation 263 of the Road Traffic Code 2000 - "Drivers to have uninterrupted and undistracted views etc.";
- (c) As close as practical to the horizontal centreline of the pilot vehicle; and
- (d) So that the recording device records a clear field of vision of the path directly in front of the pilot vehicle.

## 4.2 Image Quality

The image recorded from the video recording device must record in high definition with a minimum resolution of 1080p.

# 5 RECORDING OVERSIZE VEHICLE MOVEMENTS

Prior to accompanying the Oversize Vehicle onto the public road network, the Pilot must ensure:

- (a) The video recording device is in good working order;
- (b) The video recording device is recording;
- (c) The video recording device is able to continually record for the duration of the movement, whenever the Oversize Vehicle is on the road; and
- (d) The video recording device displays the correct time and date on the video recording.

# 6 VIDEO FOOTAGE STORAGE REQUIREMENTS

## 6.1 Pilot Video Register

For each video recording, the Pilot must maintain a register that includes the following information:

- (a) The Pilot's *Heavy Vehicle Pilot Licence* number;
- (b) The permit number applying to the particular journey;
- (c) Commencement date and time for the particular journey, or portion of the journey;
- (d) Commencement location for the particular journey, or portion of the journey;
- (e) Date and time the particular journey, or portion of the journey, ended;
- (f) Location the particular journey, or portion of the journey, ended; and
- (g) The title of the saved video recording.

## 6.2 Storage Duration

All video recording must be retained by the Pilot for a minimum period of thirty (30) days from the date the journey ended.

## 6.3 Video Format

The video recording must be available for audit purposes in a format compatible with standard Microsoft Windows applications.

# 7 AUDITING PROCESS

## 7.1 On-road Compliance Audit

On-road compliance audits may be conducted by Main Roads to ensure the Pilot is operating in accordance with the requirements specified in this document.

## 7.2 Random Audit

A Pilot may be subject to periodic random audits conducted by Main Roads to ascertain if the Pilot has acted in accordance with the requirements specified in this document.

## 7.3 Triggered Audit

Where Main Roads has reason to believe a Pilot has not acted in accordance with the requirements specified in this document, or an on-road incident has occurred, a triggered audit may be conducted.

## 7.4 Providing Video Recordings and Documentation

When Main Roads conducts a random or triggered audit:

- (a) The transport operator / permit holder must provide details of each requested movement to Main Roads within the timeframe stipulated in the request; and
- (b) The Pilot must forward the requested, unedited, video recording(s) and a copy of the Pilot Video Register to Main Roads within the timeframe stipulated in the request.

## 8 NON-COMPLIANCE ACTION

Main Roads has the discretion to take any of the following actions if a Pilot or Transport Operator fails to comply with the requirements specified in this document:

- (a) Issue an infringement or commence court proceedings for failing to comply with a provision of the Oversize Permit;
- (b) Suspend or cancel a Heavy Vehicle Pilot License; or
- (c) Suspend the issue of any permits that are subject to the Oversize Pilot Video requirements.