



mainroads
WESTERN AUSTRALIA

Western Australian Heavy Vehicle Pilot Licence

Business Rules

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Amendments

Revision Number	Revision Date	Description of Key Changes	Section / Page No.
1	07/10/2019	Add this table. Change medical time period requirements	Page 2 & 5

1. ABOUT THESE BUSINESS RULES

Purpose

- 1.1 In Western Australia, heavy vehicle pilot licence requirements are prescribed in Part 13A of the *Road Traffic (Vehicles) Regulations 2014*. The *Heavy Vehicle Pilot Licence (HVPL) Business Rules* define the requirements applicable to the administration of the HVPL Scheme.

The following *Business Rules* have been developed to ensure all HVPL holders operate to an improved standard of operation and professionalism within the industry. This document explains what the required steps are to obtain a HVPL, maintain a HVPL and possible HVPL sanctions.

Application

- 1.2 The *HVPL Business Rules* apply to all heavy vehicle pilots who hold a HVPL.

Legal status of the Business Rules

- 1.3 The *Regulations* prescribe that a pilot vehicle that accompanies an oversize or over-mass vehicle must only be driven by a person who is the holder of a “Heavy Vehicle Pilot Licence” and is declared as an “Authorised Person”, unless otherwise authorised.
- 1.4 The HVPL Scheme does not exempt drivers of a pilot vehicle from any other applicable legislation. Any applied sanction is in addition to normal penalties incurred for a breach of other legislation.

Related documents

- 1.5 These *Business Rules* must be read in conjunction with the:

- *Heavy Vehicle Pilot Licence Code of Conduct*

- 1.6 Additionally, the following documents provide further guidance for heavy vehicle pilots in complying with the *Business Rules*.

- *Heavy Vehicle Pilot Licence Medical Assessment Instructions*
- *Heavy Vehicle Pilot Licence Record of Movement*
- *Oversize Vehicle and Pilot General Requirements*

The above documentation and further information relating to the HVPL Scheme is available on the Pilots page of the Main Roads website at www.mainroads.wa.gov.au or please call Main Roads Heavy Vehicle Helpdesk on 138 486.

How the Business Rules may be amended

- 1.7 These *Business Rules* will be periodically revised to reflect changes in the HVPL Scheme, new requirements and consultation with users. Revisions may constitute a part or the whole of this document.
- 1.8 Any amendments will be issued with a release date reflected on the front cover of the document and published on the Pilots page of the Main Roads Website.

2. HEAVY VEHICLE PILOT LICENCE REQUIREMENTS

Fee and charges

- 2.1 The fee payable for a new application or for a renewal of a HVPL is \$205.00.
- 2.2 A HVPL is valid for a maximum of three years, unless suspended or cancelled.
- 2.3 Costs associated with the training requirements to become a HVPL holder are the responsibility of the person applying for the HVPL.

Record of movements

- 2.4 As required by the *HVPL Code of Conduct*, the driver of a pilot vehicle must keep a “record of movement” for each journey undertaken as a pilot for an oversize vehicle or over-mass vehicle. The *Heavy Vehicle Pilot Licence Record of Movement* form or similar may be used and must contain the following:
 - a) Name(s) and HVPL number(s) of the pilot(s) involved in the movement;
 - b) Date, time and address of departure;
 - c) Registration number(s) of oversize vehicle(s) being piloted;
 - d) Permit number or exemption travelling under;
 - e) Name of Traffic Escort Warden(s) if applicable;
 - f) Load description;
 - g) Vehicle and load dimensions, including total width, height, length and any other measurement specified within the order or permit that has to be met;
 - h) Dimension of the vehicle (where no load is carried);
 - i) Intended route;
 - j) Details of bridges to be crossed under supervision;
 - k) Destination address;
 - l) Date, time of arrival; and
 - m) Details of any incident resulting in damage to a vehicle(s) or property.
- 2.5 Where applicable items at 2.4 (a) to (k) must be completed and a pre-briefing should be conducted by the lead pilot, prior to commencing the movement.
- 2.6 Where an issue arises or incident occurs whilst the movement is being undertaken, on completion of the movement, the lead pilot shall conduct a debriefing. In this instance the lead pilot must provide a copy of the record of movement to the operator within a reasonable time after the movement has been completed.
- 2.7 Pilots involved in the pilot operation, who completed the record of movement or part record, must keep a copy of the record in the pilot vehicle during for the duration the movement.
- 2.8 The record must be produced if requested by a police officer, transport inspector or traffic escort warden.
- 2.9 The record of movement must be kept for a period of not less than 12 months.

Other Agencies relevant to the HVPL Scheme

- 2.10 The Western Australian Commissioner of Police is the approving authority for the “Authorised Person” Gazettal of a HVPL holder. This is facilitated through the issue of a HVPL by Main Roads.
- 2.11 Registered Training Providers (RTP) coordinate the required training to become and HVPL holder. Authorised trainers in Western Australia are listed on the Pilots page of the Main Roads website.

3. APPLYING FOR A HEAVY VEHICLE PILOT LICENCE

- 3.1 A person making application for a HVPL must submit:
- a) A completed *Heavy Vehicle Pilot Licence Application Form* available from the Pilots page of the Main Roads website;
 - b) Written evidence of a passed Assessment of Fitness to Drive for Commercial Vehicle Drivers Medical examination, which is current at the time of the HVPL application; and must have a period greater than 12 months before the medical expires. The *Heavy Vehicle Pilot Licence Medical Assessment Instructions* and *Heavy Vehicle Pilot Licence Medical Assessment Form* are available on the Pilots page of the Main Roads website;
 - c) Written evidence of attendance and successful completion of a Heavy Vehicle Pilot Licence training course provided by a Main Roads approved RTO; and
 - d) A copy of the applicant’s current motor vehicle driver’s licence.
- 3.2 Probationary drivers will not be issued with a HVPL.

4. EXISTING HOLDERS OF A HEAVY VEHICLE PILOT LICENCE

Renewal requirements

- 4.1 It is a HVPL holder’s responsibility to ensure their licence is renewed. An application for the renewal of a HVPL can be submitted anytime within three months prior to the HVPL expiry date.
- 4.2 A HVPL holder should submit a renewal application and payment at least 14 days prior to the expiry date of their current licence, to ensure the licence can be renewed before the current licence expires.
- 4.3 A HVPL holder’s application for a renewal must include:
- a) A completed *Heavy Vehicle Pilot Licence Application Form* available from the Pilots page of the Main Roads website;
 - b) Written evidence of a passed Assessment of Fitness to Drive for Commercial Vehicle Drivers Medical examination, which must be current at the time the renewal is due and must have a period greater than 12 months before the medical expires. The *Heavy Vehicle Pilot Licence Medical Assessment Instructions* and *Heavy Vehicle Pilot Licence Medical Assessment Form* are available on the Pilots page of the Main Roads website;
 - c) Written evidence of attendance and successful completion of a Heavy Vehicle Pilot Licence refresher training course provided by a Main Roads approved RTP; and
 - d) A copy of the applicant’s current motor vehicle driver’s licence.

5. MAINTAINING A HEAVY VEHICLE PILOT LICENCE

- 5.1 Ongoing participation in the HVPL Scheme requires HVPL holders to notify Main Roads when circumstances change. This includes, but is not limited to, medical reasons, incorrect information or loss of authorisation to drive a motor vehicle, which would preclude the HVPL holder from continuing to be able to hold a HVPL.

Compliance is monitored through a program of:

- a) Random compliance checks;
- b) On-road compliance checks; and
- c) Investigation of complaints.

Random compliance checks

- 5.2 Random compliance checks are conducted by Main Roads to gather information on a HVPL holder's level of compliance. These checks cover compliance with the conditions of the HVPL Scheme and compliance with relevant legislation.

On-road compliance checks

- 5.3 On-road intercepts provide information on compliance with the conditions of the Scheme as well as with other relevant legislation. On-road intercepts are undertaken by Main Roads and Western Australian Police.
- 5.4 If a heavy vehicle pilot is intercepted on the road, an intercept report may be completed by the enforcement officer. Where an intercept report has been completed that is specific to the pilot vehicle, a copy will be provided to the heavy vehicle pilot and should be retained.
- 5.5 A driver of a heavy vehicle pilot vehicle must produce any transport documentation in relation to the load or vehicle being piloted upon request by a Transport Inspector, Police Officer or an authorised person.

Investigation of complaints

- 5.6 A complaint may be received from another agency, transport operator, or a member of the public, verbally or in writing. Main Roads has the discretion to act on a complaint that relates directly to the conditions of a HVPL or conditions contained within a permit.
- 5.7 The details of a person or company making a complaint against a pilot will remain confidential and will not be conveyed to the HVPL holder or company who is the subject of that complaint.
- 5.8 If a complaint is investigated, Main Roads is not obliged to advise the HVPL holder of the complaint.
- 5.9 If, after the investigation, the complaint is substantiated, Main Roads may take action against the HVPL holder (see section 6).

6. HEAVY VEHICLE PILOT LICENCE SANCTIONS

Cancellation or suspension

- 6.1 Main Roads, by notice in writing given to a HVPL holder, may cancel or suspend the person's HVPL if the holder:
- a) Has not complied with the HVPL;
 - b) Obtained the HVPL because of false or misleading information;
 - c) Is not physically or mentally fit to engage safely in the activities that are authorised by the HVPL;
 - d) Is not competent to engage safely in the activities that are authorised by the HVPL;
 - e) Is not qualified under the Regulations to hold the HVPL;
 - f) Is convicted of an offence against road law; or
 - g) Is convicted of an offence against a law of another place that substantially corresponds to an offence against a road law.
- 6.2 Main Roads will send a Show Cause letter stating the alleged grounds for suspending or cancelling the HVPL and will provide the HVPL holder 28 days to respond.
- 6.3 Failure to provide satisfactory evidence negating the alleged grounds for suspension or cancellation within 28 days will result in the suspension or cancellation of the HVPL.
- 6.4 The HVPL holder will be notified in writing of the outcome of the Show Cause process.
- 6.5 A decision by Main Roads to suspend or cancel a HVPL is a reviewable decision (see section 7).

7. REVIEW

- 7.1 A HVPL holder who is subject to a decision to cancel or suspend their HVPL, has a right of review under Part 15 of the *Road Traffic (Vehicles) Regulations 2014*.