# Verification of dangerous goods driving procedures – driver interview – template

## Introduction

Internal auditing to assess the safety of your dangerous goods transport system can be facilitated by using the self-audit guide developed by the Department of Mines and Petroleum. It focuses on the visible elements of transport that have been termed the “Six Pillars of Dangerous Goods Transport”.

Your employees are the most valuable resource for your business, and the currency of their training and level of competency underpin the safety of your transport operations.

This interview template prompts you to evaluate the background experience of your drivers and addresses six main areas of dangerous goods transport activity.

It can be used as verification of the training component analysed in the self-audit tool as well as being a good format for interviewing prospective drivers or sub-contractors.

## Conducting the Interview

Bear in mind that many of your drivers have not been formally interviewed or interrogated on their knowledge of company procedures. So, the interviewer needs to create a comfortable atmosphere in order to elicit meaningful responses from your driver and collect relevant information.

Use open-ended questions in each of the six areas to facilitate this process, for example:

* “What experience do you have in …?”
* “How have you been trained in handling of …?”
* “Where have you conducted bulk transfer of …?”
* “What are the steps to be taken in a situation where …?”
* “How do you maintain control of your dangerous goods load during rest breaks?”
* “Tell me about a circumstance where you had to activate incident response.”

Tailor your questions to the transport activities that are routine and applicable to the typical dangerous goods, containers and vehicle combinations that your company operates.

## Driver interview – template

|  |  |
| --- | --- |
| **Name** |  |
| **Current role** |  |

| **Driving aspect** | **Driver information and discussion** |
| --- | --- |
| Background and driving experience |  |
| Most recent dangerous goods training |  |
| Knowledge of product properties and hazards of dangerous goods transported |  |
| Loading dangerous goods   * Consignor standard operating procedure (SOP) * Procedures * Hazards * Accreditation |  |
| Unloading dangerous goods   * Consignee SOP * Procedures * Hazards * Accreditation |  |
| Using transport documentation and emergency information |  |
| Driving a vehicle transporting dangerous goods |  |
| Maintenance of vehicle |  |
| Dangerous situations and emergency response |  |
| Involvement in incidents |  |

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| **Other notes** |
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