BUS & COACH ASSOCIATION NEW ZEALAND

BUS AND COACH ASSOCIATION NZ

ALPINE CODE OF PRACTICE

NGĀ TIKANGA PIKI MAUNGA A PAHI AOTEAROA

CONTENTS

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Mt Hutt

NZSki

Pacific Tourways

Pearsons Coachlines

Petricevich Tours

Real Journeys

The Remarkables

Ruapehu Alpine Lifts

Smylies Tours

Treble Cone Wanaka

Wanaka Transport Group

As well as the following government agencies[1]*:*

NZ Transport Agency/Waka Kotahi

New Zealand Police/Ngā Pirihimana o Aotearoa

Worksafe/Mahi Haumaru Aotearoa

[1] The assistance provided does not constitute endorsement by these agencies.

FOREWORD

The BCA Alpine Code of Practice (the Code) is a consolidation of best practice for transport operators taking passengers to and from recreational, high-altitude, mountain environments during winter e.g. Alpine resorts and ski fields.

Using this Code should enable passenger transport operators in Alpine environments to minimise the risks of transport-related death and serious injury to passengers and staff.

The Code arguably exceeds the legal minimums currently in place for entry and operation of Alpine passenger services. These legislative obligations set minimum requirements for operators and their vehicles to enter, and stay in, the commercial transport industry for example Certificate of Fitness tests and P Endorsements.

From truck buses to coaches, re-purposed urban buses and mini-vans, multiple Passenger Service Vehicle types are used in New Zealand's Alpine environment. It is important you run vehicles suitable for the extremes of Alpine environments. The Code encourages the use of suitable vehicles, but also incorporates wider considerations by applying Safe Systems thinking.

Safe Systems is a transport safety framework that looks at EVERYTHING affecting the safety of travel. This is a holistic way of assessing and maximizing safety, as focussing on only one aspect of your journey will not get the same results.

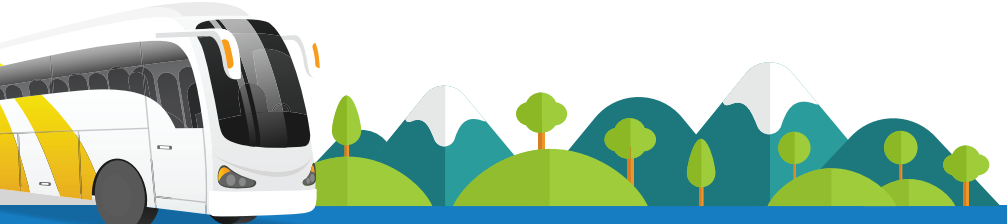
We have deliberately chosen not to provide prescriptive requirements. This is to allow you to tailor the Code's requirements to your organisation's size, method of operation and working style.

As well as assisting with the development of this Code, a collective of the seven largest ski field operators and road controlling authorities (RCAs) in New Zealand have created the 'NZ Alpine Passenger Transport Code – Industry Code of Practice' (The RCA Code). It is important to note nothing in this Code overrides any directive or policy put in place or set by any relevant RCA. On the contrary, like legal minimums, this Code complements and, in some elements, goes beyond that required by the RCA Code.

It is unlikely all operators will be able to meet all Code standards from the get-go. We suggest using the checklist at the back to work your way through what we recommend you begin implementing. This Code will remain as-is, an aspirational guidance document to encourage best practice in 2020 and beyond. It will be the Primary Working Group (made up of BCA members and ski fields) who will continue to meet to discuss alpine safety and possibly create more guidance material as time progresses.

Finally, the BCA would like to thank all the organisations who have taken part in this exercise. Your considerable knowledge, expertise and professionalism is testament to the quality of operators in this industry.

Dr Pim Borren
Chief Executive - Bus and Coach Association NZ
February 2020



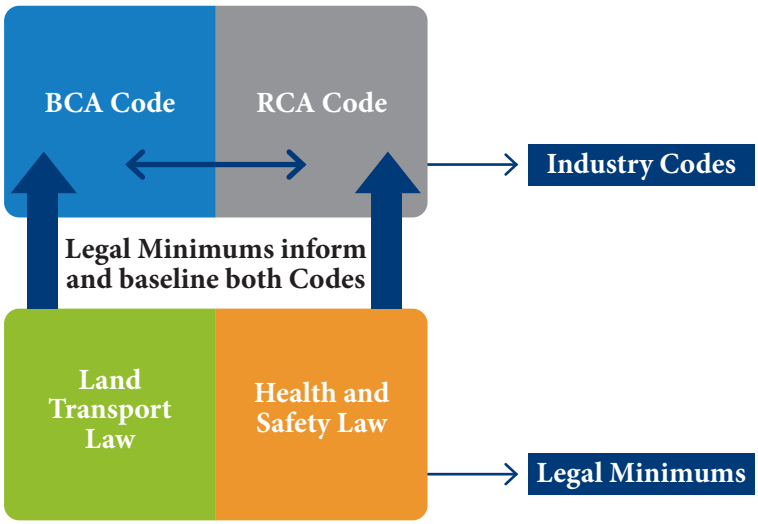
GLOSSARY

Alpine roads	Roads in mountainous areas e.g. ski fields.
BCA	Bus and Coach Association NZ.
Code	BCA Alpine Code of Practice.
Control	Minimises the chance of a risk eventuating/reduces the impact of a risk if it eventuates.
Daily Checks and Maintenance	Vehicle checks, and maintenance performed every day.
Driver	Controller of a vehicle.
HASWA	Health & Safety at Work Act 2015.
Incident	Any unplanned event resulting in, or having a potential for injury, ill-health, damage or other loss.[1]
ISO	International Organization for Standardization.
Issue	When a risk becomes a reality.
LTA	Land Transport Act 1998
NZTA	NZ Transport Agency/Waka Kotahi.
Operator	Controller of a transport provider/company.
Passenger	Anyone being transported inside a vehicle.
Periodic Checks and Maintenance	Vehicle checks, and maintenance performed at intervals longer than a day.
Police	New Zealand Police/Ngā Pirihimana o Aotearoa.
PPE	Personal Protective Equipment.
PSV	Passenger Service Vehicle – a motor vehicle used to carry passengers for hire or reward, including hired vehicles with drivers provided. Motor vehicles capable of carrying 13+ people are also PSVs regardless of hire/reward. Small PSV –12 seats or less, including the driver Large PSV –more than 12 seats
RCA	Road Controlling Authority.
Risk	Something that could cause harm if it transpires.
Road	Surface travelled on by vehicles, includes 'on-road' and all pavement types e.g. sealed, unsealed, dirt etc.
Secondary Braking System	An auxiliary brake, other than a service or parking brake, fitted to a vehicle to enable the driver to control its speed, whether or not it is suitable to stop the vehicle.
Ski fields	Privately-operated recreational areas predominantly used for Snowsports.
SMS	Safety Management System.
SS	Safe Systems.
Traction control devices	Equipment designed to enhance or create additional wheel traction for icy or slippery surfaces e.g. chains
Vehicle	Powered method of transportation, e.g. bus, coach, shuttle, minivan. Throughout the Code this term refers to PSVs (large and small) in Alpine areas.

[1] https://worksafe.govt.nz/the-toolshed/definitions-and-acronyms/#lf-doc-29521

APPROACH

Industry Codes and Legal Minimums



LEGISLATIVE FRAMEWORKS

At time of Code publication, commercial passenger transport in New Zealand is primarily regulated by two pieces of legislation:

- Health & Safety at Work Act 2015 (HASWA) – sets out the responsibilities of employers and employees in relation to workplace safety
- Land Transport Act 1998 (LTA) – sets out the legislative framework for the transport sector.

These legislative frameworks set minimum requirements for operators to enter, and stay in, the commercial transport industry.

Every effort has been made to ensure the Code does not contradict these or any other Acts of parliament, and their rules or regulations at the time of publication.

GUIDING PRINCIPLES

The Code has also been developed to align with the Safe Systems (SS) approach to road safety. Of Scandinavian origin, SS thinking recognises people will make mistakes when driving, but that these mistakes should not injure or kill us.

SS also recognises that the 'system' we travel in contains many different parts. To keep us as safe as possible, all parts of this system should be optimised. These parts, or 'pillars' include:

Safe Road Use

How we drive matters. Sticking to the road rules, driving safely and avoiding reckless behaviours and distractions help keep us all safe.

Safe Vehicles

Depending on your crash, your vehicle could be your worst enemy. By operating the safest vehicle, you can afford, you increase survival chances, and decrease injury risk.

Safe Speeds

In a truly safe system, speed limits match road conditions, and drivers adapt their speeds when they need to.

Safe Roads

Poor road conditions – from uneven surfaces to not having a decent shoulder – can make crashes worse. Good roads can be the difference between life and death.

Post-Crash Response

This factor relates to the speed, quality and effectiveness of initial emergency response and attention, as well as that of longer-term rehabilitation and care[2].

Like all of us, passenger transport operators in Alpine areas generally cannot control all pillars in the system, but what they can do is maximise their influence over the parts they can impact.

[2] This pillar isn't in all Safe System models

RISK MANAGEMENT & CONTROL MEASURES

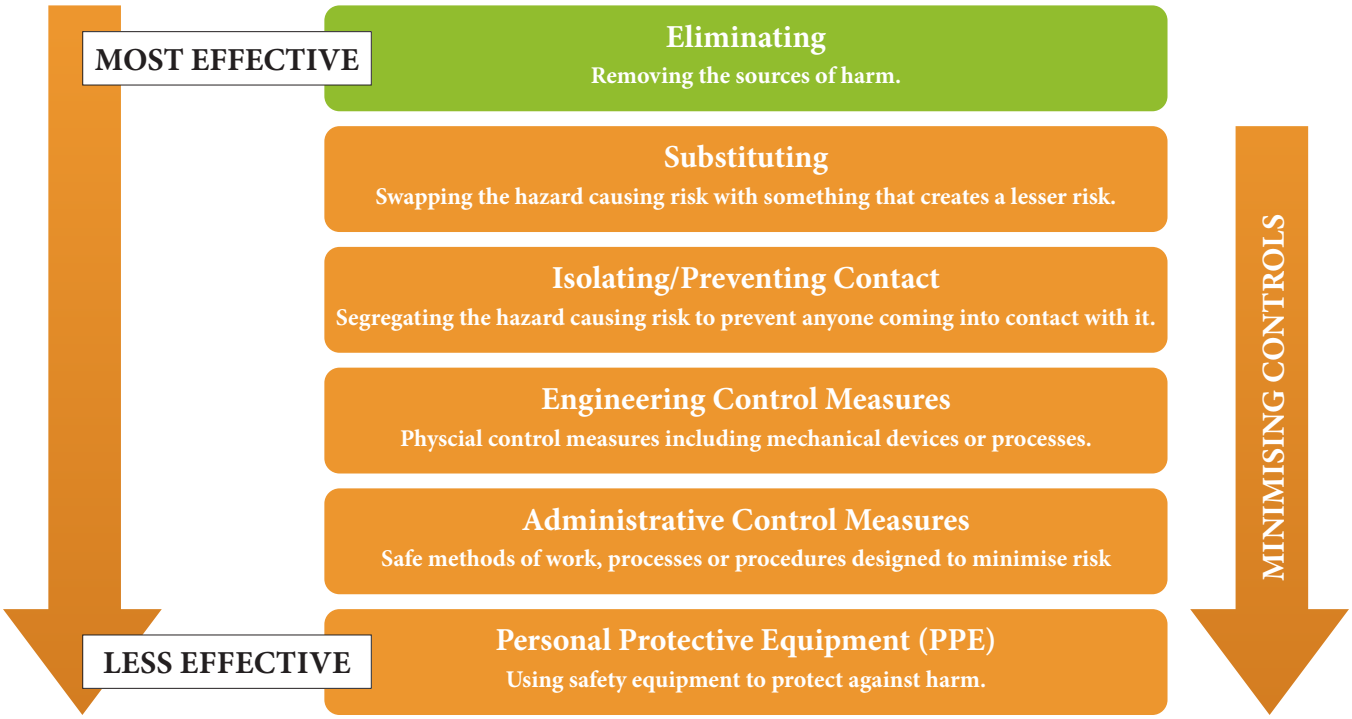
It is recommended you use the risk management guidance provided by WorkSafe. The WorkSafe risk management guide is available via **https://worksafe.govt.nz/managing-health-and-safety/managing-risks/how-to-manage-work-risks/**

As every Alpine operation is different – from area to vehicles to scale and risk – many of the Code's controls are relatively high-level. This flexible approach is necessary as it:

- empowers operators to both maximise safety and tailor the Code to their operating style
- requires operators to take an active role in the identification and management of hazards, risks and issues
- reflects the fact RCAs are generally better placed to eliminate most physical Alpine journey risks e.g. the only 'elimination' control operators can influence is their decision to make or not make a trip.

Where applicable, the Code's components have been classified according to the 'Types of control measures' and 'Hierarchy of Controls' outlined in the above WorkSafe Guide and depicted below:

Hierarchy of Controls[3]



[3] Adapted from 'Identifying, assessing and managing work risks', WorkSafe, July 2017, p.11

ROADS

The Land Transport Act 1998 definition of 'road' includes streets, motorways, footpaths, cycleways, beaches and places the public have access to, whether as of right or not[4]. A lot of Alpine roads fall into this last category, with many Alpine roads in New Zealand being partially or fully privately-owned or controlled. The term 'Road Controlling Authority' (RCA) refers to those people and organisations (or their delegates) who control roads. RCAs can:

- close their roads to some or all traffic
- specify the class and weight of vehicles allowed to use their roads
- impose other conditions where they see fit.

For those roads under their control, RCAs must:

- maintain road user safety
- provide information and safe road conditions about or for those roads under their control.

RCA 'NZ ALPINE PASSENGER TRANSPORT CODE – INDUSTRY CODE OF PRACTICE' (THE RCA CODE)

The RCA Code identifies and mitigates roading risks, with the goal of consistency across all associated ski-fields. In comparison, the Code you are reading now is transport-focussed, however the specifications of the RCA Code complement this Code and vice-versa.

Like this Code, the RCA Code represents a commitment to visitor safety, risk and issue communication, mitigation and isolation. This commitment is illustrated by the RCA Code's guidance on road management, access maintenance and remedial works, as well as information on traction requirements and other minimum transport standards.

OPERATING

You will likely be making daily – and sometimes hourly – decisions about whether to cancel or postpone Alpine journeys. RCA decisions on road closure or applicable conditions will, of course, override any wish or way you want to embark on an Alpine journey. Conversely, if an RCA decides to keep a road open, you and your staff must have the ability to make assessments about whether to make a journey if you or they are not comfortable with conditions such as weather or temperature.

ELIMINATING CONTROL

You must have and follow a documented risk assessment process to determine whether to proceed, postpone, or cancel journeys.

ADMINISTRATIVE CONTROL

Staff must be involved in the identification of operating hazards, risks and issues.

[4] The definition also includes bridges, culverts, ferries, and fords forming part of roads, streets or motorways, or those places the public can access, as well as all sites where vehicles can be weighed.

VEHICLES

You need to run vehicles suitable for the extremes of Alpine environments.

How you maintain and drive your vehicles is of critical importance. Any vehicle, of any age and specification, will compromise the safety of passengers and staff if it is poorly maintained, poorly driven and used in conditions it is not suitable for.

Owing to the extreme nature of Alpine environments, issues of maintenance and driver training become more critical.

It is also important your vehicle/s have enough power to ascend slopes at speeds that do not impede other vehicles. Slow ascent speeds cause disruptions to other road users, as do breakdowns. These can lead other motorists making poor driving choices because of frustration which may lead to incidents.

BRAKES

Prolonged descents require extended braking times, which can increase the risk of brake failure.

Further, your vehicle must not be overloaded by the actual weight of its occupants and their effects.

All large PSVs (Class 2 and above) in Alpine environments must have a fully-functional secondary braking system such as a retarder or exhaust brake. These secondary systems must be maintained to and working within manufacturer's specifications and be able to maintain constant vehicle speeds with minimal use of the service brake. Regular testing is recommended. Large PSVs Vehicles without these systems should not be operated in Alpine environments.

Likewise, small PSVs must have fully-functioning braking systems compliant with manufacturer's specifications. Selecting a lower gear should assist with speed control and minimise the chance of brake failure. (This will form a requirement under driver training).

SUBSTITUTION CONTROL

All large Alpine PSVs must have a fully-functioning, compliant and tested, secondary braking system working to manufacturer's specifications and able to maintain constant vehicle speeds with minimal use of the service brake.

SUBSTITUTION CONTROL

All small Alpine PSVs must have fully-functioning, compliant and tested braking systems working to manufacturer's specifications.

TYRES

As temperatures drop, tyre rubber gets harder, affecting traction and braking ability. Road surface type and your use of traction devices e.g. snow chains, snow socks will also impact the type of tyres your vehicle should have.

The minimum legal tread depth for all tyre types is 1.5mm. However, we recommend a minimum of 4mm is required across the full width of the tyre, regardless of tyre type.

SUBSTITUTION CONTROL

All Alpine PSV tyres require a minimum 4mm tread depth across the full width of all tyres.

WINDSCREENS AND WINDOWS

Extreme levels of condensation can accumulate in vehicles on Alpine roads. A suitable way to adequately manage condensation is essential to maintaining clear windscreens and driver windows.

ENGINEERING CONTROL

All Alpine PSVs must have an effective way of removing windscreen and driver window condensation.

SEATBELTS & SEATING

Due to the risks inherent to Alpine environments, ideally all vehicle seats should have restraints, and all passengers should be seated. Most new, large PSVs have some form of seatbelt e.g. lap or lap-and-diagonal to restrain passengers and drivers in the event of unexpected vehicle movements, braking or collisions. The exception to this requirement is for vehicles specifically designed to carry standing passengers that travel no faster than 30km/h.

ADMINISTRATIVE CONTROL

All passengers must be seated while in transit, regardless of loading certificates. The only exception to this is for car park shuttle vehicles specifically designed to carry standing passengers and these vehicles must travel no faster than 30km/h.

ENGINEERING CONTROL

All Alpine PSVs in your fleet must have compliant seat belts in all seating positions.

ADMINISTRATIVE CONTROL

All Alpine PSV seatbelts need to be certified – either by the original manufacturer's compliance (IE UN/ECE regulations, ADR approval etc.) or by a specialist certifier here in New Zealand

SIDE AND REAR VISIBILITY/ MANEOURVING

Visibility to manoeuvre and reverse safely is essential. A reversing camera system is often the best way to achieve this visibility, particularly for the 'blind zones' that exist in most vehicles at the sides and rear.

ENGINEERING CONTROL

All your Alpine PSVs must have a functional reversing camera system.

PASSENGER EQUIPMENT STORAGE

All ski and snowboard equipment must be properly stored or restrained. This is to prevent these items becoming projectiles in the event of a sudden stop or incident.

Appropriate methods of storage/segregation include the use of luggage lockers for skis/snowboards/poles, and secure placement of smaller equipment such as boots and helmets under passenger seats. Overhead shelving is suitable for soft items only e.g. jackets.

ISOLATION/ENGINEERING CONTROL

All passenger equipment must be securely restrained either inside or outside your Alpine PSVs.

VEHICLE CHECKS

Operating in an Alpine environment requires more frequent vehicle checks and maintenance. Daily checks and maintenance are a must. For periodic checks and maintenance, vehicles regularly used in these environments should be checked and maintained to a higher frequency than vehicles in a 'standard operating environment'.

We recommend performing daily checks and maintenance at the start of each day or shift, again during a shift if a vehicle has been stationary in sub-zero temperatures and at the end of each day or shift. These tasks and applicable measurements/readings must be recorded, and issues rectified as soon as practicable upon discovery.

A handover at the end of each day/shift, with a basic debrief on the presence/absence of any observed or perceived issues should also be performed.

Periodic checks and maintenance should be performed over and above a vehicle's manufacturer's specifications.

ADMINISTRATIVE CONTROL

The below minimums are required per Alpine PSV:

- daily checks and maintenance performed at the start and end of each day/shift
- as well as a check during a shift if the vehicle has been stationary in sub-zero temperatures, and;
- periodic checks and maintenance performed at twice the frequency of manufacturer's specifications.

ADMINISTRATIVE CONTROL

All daily and periodic checks and maintenance on Alpine PSVs must be recorded, including applicable measurements/readings and issues rectified as soon as practicable upon discovery.

ADMINISTRATIVE CONTROL

All drivers must perform a handover at the end of each day/shift, involving a basic debrief on the presence/absence of any observed or perceived Alpine PSV issues.

DRIVERS

To drive a PSV on a road accessible to the public in New Zealand, drivers must:

- have a P endorsement
- have the correct class of licence for the vehicle type they are driving
- be working under a current Transport Services Licence.

These requirements are a legal minimum, and allow drivers who meet them, the right to operate on any public road space in New Zealand.

The dynamic nature of Alpine environments and their associated risks mean drivers operating in these areas should meet a higher threshold of competency than these baselines.

Rigorous training systems are required to ensure drivers are properly prepared to deal with the conditions, routes, vehicles and procedures of your operation. These could involve on-road tests and assessments.

ADMINISTRATIVE CONTROL

You must be able to demonstrate each of your Drivers have basic mechanical understanding of all Alpine PSVs they are expected to drive, particularly in relation to brakes, correct gear selection and the ability to identify and communicate vehicle issues to relevant parties e.g.:

- additional training and vigilance for vehicles with cardan shaft parking brake systems
- for small alpine PSVs, when driving downhill, the selection of lower gears for better speed control and the minimising of brake failure risk.

ADMINISTRATIVE CONTROL

You must have an active staff impairment management policy covering alcohol, drugs and fatigue e.g. sleep, other employment etc.

ADMINISTRATIVE CONTROL

You must be able to demonstrate your Drivers have sufficient training and competency in:

- Driving considerations for different road surfaces
- Your daily Alpine PSV check, maintenance and debrief procedures
- Route knowledge
- Driving Techniques e.g.

Emergency scenarios e.g. loss of traction, skid recovery, loss of air pressure, being towed

- Parking e.g.
  Choosing appropriate surfaces and locations for passenger loading and unloading
- Courteous behaviour e.g.
  sharing the road, consideration of other road users, lane positioning, safe passing areas, safe chain fitting area selection

EQUIPMENT

Operating safely in an Alpine area means carrying, maintaining and using equipment not ordinarily needed for travel in other areas.

ADMINISTRATIVE CONTROL

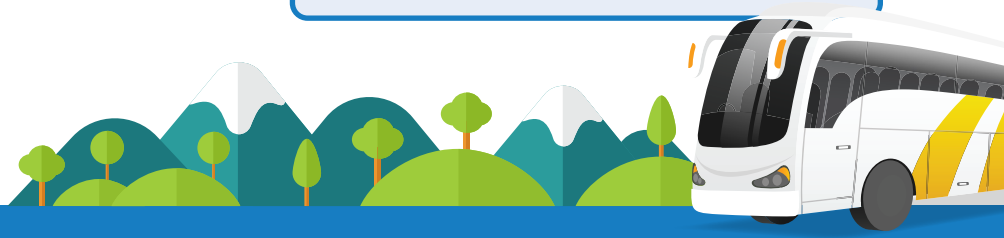
You must be able to demonstrate your Drivers have received training and can competently:

- operate communications equipment
- fit and conduct basic repairs on traction control devices e.g. chains/snow socks
- assess requirements for stationary braking assistance, using where needed e.g. Wheel chocks
- operate fire extinguishers
- administer basic First Aid

REFRESHERS

ADMINISTRATIVE CONTROL

You must be able to demonstrate your Drivers receive ongoing competency assessments and retraining as required in all the aspects of the Code applicable to them.



EQUIPMENT

Operating safely in an Alpine area means carrying, maintaining and using equipment not ordinarily needed for travel in other areas.

TRAILERS

Trailers create risks in Alpine areas, particularly when descending. Always check with the relevant RCA prior to towing a trailer up or down an Alpine road.

ADMINISTRATIVE CONTROL

You must check with the relevant RCA prior to towing a trailer up or down an Alpine road.

ADMINISTRATIVE/PPE CONTROL

Your Alpine PSV vehicles/drivers must carry the following, usable, working, equipment:

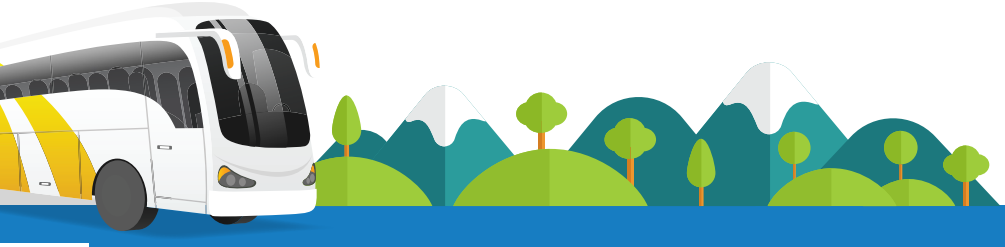
- Communications equipment
- Traction control devices appropriate for your tyres
- Stationary braking assistance e.g. wheel chocks
- First-aid kit
- PPE for the driver e.g. hi-vis vest
- Appropriate driver clothing for Alpine conditions

PASSENGERS

The goal of all bus operators is to transport customers safely to their destination, yet their presence and equipment can also increase your operational risks.

SUBSTITUTION/ ADMINISTRATIVE CONTROL

Your passengers must receive a safety briefing about their journey e.g. equipment storage, seatbelt use, standing etc.



COMMUNICATIONS

Alpine activities make the use and maintenance of effective communication methods important.

ADMINISTRATIVE CONTROL

Your staff must be able to quickly contact and communicate with emergency services/your base/ RCA when in Alpine areas

CRISIS & INCIDENT MANAGEMENT

The SS approach recognises that despite our best efforts, collisions or incidents will occur from time to time. The steps you take to minimise the chances of these events happening, coupled with the skills of your drivers, should work to reduce the severity of consequences.

ADMINISTRATIVE CONTROL

You must have a documented incident management system that outlines:

- Driver and staff responsibilities immediately post-incident involving death/injury/damage e.g. triage, emergency responder and RCA contact
- Immediate post-incident Traffic management
- Preservation of scenes for evidential purposes
- How your company records and investigates incidents

REFERENCES

NZ Transport Agency, 'Annex B heavy vehicle safety check sheet Vehicle safety check inspection requirements – heavy vehicles (GVM greater than 3500 kg)', **https://vehicleinspection.nzta.govt.nz/__data/assets/pdf_file/0007/32884/Annex-B-heavy-vehicle-checksheet.pdf**, accessed 19 November 2018

NZ Transport Agency, 'Annex B light vehicle safety check sheet Vehicle safety check inspection requirements – light vehicles (GVM less than or equal to 3,500 kg)', **https://vehicleinspection.nzta.govt.nz/__data/assets/pdf_file/0010/32878/Annex-B-light-vehicle-checksheet.pdf**, accessed 19 November 2018

WorkSafe, *Identifying, assessing and managing work risks, July 2017*, accessed 4 June 2019, **https://worksafe.govt.nz/managing-health-and-safety/managing-risks/how-to-manage-work-risks/**

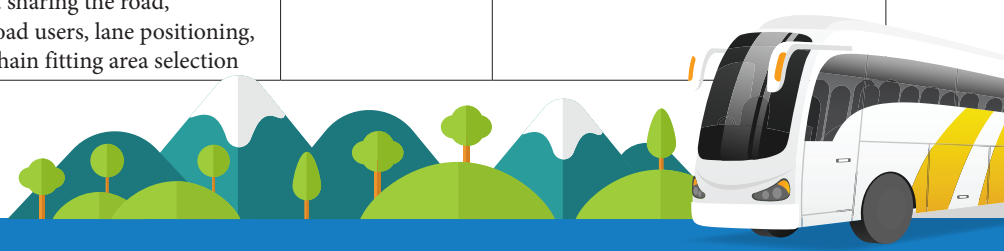
APPENDIX

CODE CHECKLIST

We suggest your SMS will, at a minimum, need to cover the following, and records demonstrating the presence, upkeep and completion of tasks relating to these items are also advisable.

Area	Control Covered	Do you have this? Yes/No	If No, enter reason for absence, and your plan to achieve the required Control (your transitional pathway):
OPERATIONS			
Making a journey	Have and follow a documented hazard, risk and issue assessment process to determine whether to cancel or postpone journeys.		
Identifying hazards, risks & issues	Staff must be involved in the identification of operating hazards, risks and issues.		
VEHICLES			
Braking	All large Alpine PSVs must have a fully-functioning, compliant and tested, secondary braking system working to manufacturer's specifications and able to maintain constant vehicle speeds with minimal use of the service brake.		
	All small Alpine PSVs must have fully-functioning, compliant and tested braking systems working to manufacturer's specifications.		
Tyres	All Alpine PSV tyres require a minimum 4mm tread depth across the full width of all tyres.		
Condensation Removal	All Alpine PSVs must have an effective way of removing condensation from windscreens and driver windows.		
Seatbelts & Seating	All passengers must be seated while in transit, regardless of loading certificates. The only exception to this is for car park shuttle PSVs specifically designed to carry standing passengers and these vehicles must travel no faster than 30km/h.		
	All Alpine PSVs must have compliant seat belts in all seating positions		
	All Alpine PSV seatbelts must be certified--either by the original manufacturer's compliance (IE UN/ECE regulations, ADR approval etc.) or by a specialist certifier in New Zealand		
Side and Rear Visibility/ Manoeuvring	All Alpine PSVs must have a functional reversing camera system.		
Passenger Equipment Storage	All Alpine PSV passenger equipment must be securely restrained either inside or outside the vehicle.		

Area	Control Covered	Do you have this? Yes/No	If No, enter reason for absence, and your plan to achieve the required Control (your transitional pathway):
CHECKS			
Daily Checks and Maintenance	Each Alpine PSV must have checks and maintenance performed at the start and end of each day/shift		
	Alpine PSVs must also be checked and maintained again during a shift if the vehicle has been stationary in sub-zero temperatures.		
	All daily Alpine PSV checks and maintenance must be recorded, including applicable measurements/ readings and issues rectified as soon as practicable upon discovery.		
	All drivers must perform a handover at the end of each day/shift, involving a basic debrief on the presence/absence of any observed or perceived Alpine PSV issues.		
Periodic Checks and Maintenance	Alpine PSV periodic checks and maintenance must be performed at twice the frequency of manufacturer's specifications.		
	All Alpine PSV periodic checks and maintenance must be recorded, including applicable measurements/readings and issues rectified as soon as practicable upon discovery		
DRIVERS			
You can demonstrate each of your Drivers has basic Mechanical Understanding of/ and:	all Alpine PSVs they are expected to drive		
	can identify and communicate vehicle issues to relevant parties for all Alpine PSVs they are expected to drive.		
	brakes and braking for all Alpine PSVs they are expected to drive.		
	understands and uses correct gear selections for all Alpine PSVs they are expected to drive.		
	additional training and vigilance for vehicles with cardan shaft parking brake systems		
	for small alpine PSVs, when driving downhill, the selection of lower gears for better speed control and the minimising of brake failure risk.		
	can carry out your daily Alpine PSV check, maintenance and debrief procedures		
Impairment	You must have an active staff impairment management policy covering alcohol, drugs and fatigue e.g. sleep, other employment etc.		
You can demonstrate each of your Drivers have sufficient training and competency in:	driving considerations for different road surfaces		
	route knowledge		
	driving techniques/emergency scenarios e.g. loss of traction, skid recovery, loss of air pressure, being towed		
	parking e.g. choosing appropriate surfaces and locations for passenger loading and unloading		
	courteous behaviour e.g. sharing the road, consideration of other road users, lane positioning, safe passing areas, safe chain fitting area selection		



Area	Control Covered	Do you have this? Yes/No	If No, enter reason for absence, and your plan to achieve the required Control (your transitional pathway):
In relation to the following equipment, you can demonstrate each Driver can competently:	operate communications equipment		
	fit and conduct basic repairs on traction control devices e.g. chains/snow socks		
	assess requirements for stationary braking assistance, using where needed e.g. Wheel chocks		
	operate fire extinguishers		
	administer basic First Aid		
Refreshers	You must be able to demonstrate your Drivers receive ongoing competency assessments and retraining as required in all the aspects of the Code applicable to them.		
EQUIPMENT			
Trailers	You must check with the relevant RCA prior to towing a trailer up or down an Alpine road.		
Your Alpine PSVs and Alpine drivers must carry the following, usable, working, equipment:	Communications equipment		
	Traction control devices		
	Stationary braking assistance e.g. wheel chocks		
	First-aid kit		
	Personal Protective Equipment for the driver e.g. hi-vis vest, gloves		
	Appropriate driver clothing for Alpine conditions		
PASSENGERS			
Briefing	Passengers must receive a safety briefing about their journey e.g. equipment storage, seatbelt use, standing etc.		
COMMUNICATIONS			
Contact	Staff must be able to quickly contact and communicate with emergency services/your base/ RCA when in Alpine areas		
CRISIS & INCIDENT MANAGEMENT			
You must have a documented incident management system outlining:	Driver and staff responsibilities immediately post-incident involving death/injury/damage e.g. triage, emergency responder and RCA contact		
	immediate post-incident Traffic management		
	preservation of scenes for evidential purposes		
	how your company records and investigates incidents