

Purpose and Scope

This policy establishes the standards for safe and responsible use of motor vehicles for the transportation of customers. This policy applies to all staff who operate vehicles on behalf of Access4u to transport customers. Access4u is committed to maintaining a safe and high-quality standard of support at all times.

Responsibilities and delegations

This policy applies to	Governing Body. Staff and Volunteers
Specific responsibilities	<p>The Board – Responsible for ensuring effective governance mechanisms are in place.</p> <p>The CEO and Managers – Responsible for monitoring and ensuring adherence to Policy and related procedures. Ensuring due diligence and takes reasonable steps to ensure Access4u are meeting their obligations. Ensure objectives of the policy are achieved.</p> <p>Staff – Responsible for adherence to this and related policies, procedures and forms that support this policy.</p>
Policy approval	CEO

Policy context – this policy relates to:

Standards	National Disability Insurance Scheme Quality and Safety Framework
Legislation	<p>National Disability Insurance Scheme Act 2013</p> <p>Disability Discrimination Act (DDA) 1992</p> <p>The Disability Services Act SA 1993</p> <p>Department for Communities and Social Inclusion</p> <p>Road Traffic Act 1961</p>
Contractual obligations	Staff Employment Contract
Organisation policies and procedures	<p>Staff Induction Policy and Procedure</p> <p>Motor Vehicle Use Procedure</p>
Forms, record keeping, other documents	<p>Code of Conduct Agreement</p> <p>Incident Report Form</p> <p>Application for Use of Private Vehicle for Business Purposes Form</p> <p>Company fleet and customer vehicle – conditions of use agreement</p> <p>Private Vehicle Roadworthiness Report</p> <p>Company or customer vehicle inspection form</p> <p>Company vehicle malfunction or damage report form</p> <p>Customer vehicle– conditions of use agreement</p> <p>Company vehicle – passenger use agreement form</p>

	Employee Driver's Declaration Incident Management Register
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Driver responsibilities

All health and safety procedures extend to staff working outside of the organisation, including when they are working away from Access4u's facilities. Staff conducting work away from Access4u have a responsibility to identify and act in response to potential or actual hazards.

Access4u provides vehicles for the use of workers in work-related activities. It is the responsibility of all workers to maintain the vehicle's cleanliness and fill the petrol tank. All motor vehicles are issued with a folder containing a Vehicle Log book, a copy of Access4U's Accident Procedure, refuelling instructions, insurance and roadside assistance details and any specific instructions in relation to make and model of a vehicle.

Staff must demonstrate to Access4u that they:

- Hold a current full driver's licence;
- Do not have any restrictions on their licence;
- Are medically fit to drive; and
- Use the Vehicle Log book when taking a vehicle.

When driving a Customer, staff must ensure that they:

- Check the vehicle for safety before using it;
- Have located a first aid kit within the vehicle before using it;
- Know where to find the roadside assistance details within the vehicle;
- Are fit to drive (e.g. medically fit, not over fatigued, etc.);
- Drive safely at all times;
- Do not drive while texting or using any handheld devices;
- Do not drive while under the influence of alcohol;
- Are aware of and looking out for potential hazards;
- Comply with all road laws in their respective state or territory;
- Only use Access4u's vehicles for work-related activities, unless personal use is part of the contract; and
- Do not smoke in the vehicle.

Access4u will carry out checks to ensure that all staff and Customers are safe when using vehicles at work including:

- Performing safety checks on vehicles (checking tyre pressure etc.);
- Scheduling periodic maintenance as outlined in each vehicle's manual, to ensure it remains in good condition;
- Providing a copy of this policy to all staff using Access4u's vehicles;
- Ensuring vehicles are registered and insured and that all organisational vehicles have comprehensive insurance.

Using personal vehicles

If staff are required to use their own vehicle while delivering supports, it is the responsibility of the staff member to maintain an appropriate level of motor vehicle insurance. As a minimum, the staff member must maintain compulsory third party (CTP) personal injury insurance for their vehicle. Unless in the case of an emergency, previous approval must be obtained from the relevant Manager (or other delegated authority) prior to using private vehicles for work purposes.

The staff member is liable for any excess costs or associated costs to repair a vehicle for any damage that occurs to a staff member's personal vehicle while delivering services or supports. The exception is when a participant causes the damage to the support workers vehicle.

[Note: Insurance can be a complex area legally. Insurance companies differ in their rules around when a person is insured while driving their private vehicle for work purposes. All parties should seek advice from an insurance broker or legal adviser to ensure they maintain the appropriate level of insurance cover for their circumstances.]

Driver fatigue

Staff should be mindful of the potential risks when driving long distances (e.g., fatigue). It is important that the following measures are considered and followed:

- Sufficient sleep prior to driving;
- Recognising the symptoms of driver fatigue such as yawning, drowsiness and poor concentration;
- Stopping every two hours for a break; and
- Understanding the effects of medications, which may affect driving ability.

Transporting children

Access4u operates in accordance with the National Child Restraining laws when transporting children. This includes the following requirements:

- Children younger than six months must be secured in a rearward-facing restraint;
- Children aged six months to four years must be secured in either a rearward or a forward-facing restraint;
- Children aged four to seven years must be secured in a forward-facing child restraint or booster seat;
- Children aged younger than four years cannot travel in the front seat of a vehicle with two or more rows of seats; and
- Children aged four to seven years cannot travel in the front seat of a vehicle with two or more rows of seats unless all other back seats are occupied by children younger than seven years and are seated in either a child restraint or booster seat.

Vehicle incidents

If an incident occurs, staff must follow incident management procedures, complete an **Incident Report Form**.

If Access4u's vehicle is damaged or stolen, then staff must compile an **Accident Report Form** for insurance purposes and notify their manager immediately.

If an accident occurs, then staff must immediately:

- Immobilise the vehicle to reduce the risk of fire and park safely on the side of the road, if possible;
- Turn the hazard warning lights on;
- Provide assistance to others involved in the accident, if it is safe to do so;
- Call the police and, if anyone is injured or killed, call an ambulance service—both by dialling 000;
- If the police attend, then provide the attending officer with your details;
- If the police attend, then the attending officer will usually provide all drivers with a police report number. If this does not happen, then ask for it. You should also ask the attending officer to provide his or her name, rank, number and station;
- Exchange information with the other driver, including names, addresses and registration numbers; and
- Take photos of the scene and of all vehicles involved—including the registration numbers, especially if the police are not in attendance.

The staff member involved in the incident must also contact Access4u as soon as practicably possible to advise of the incident and receive a debriefing. The relevant manager or their delegate will take the following actions:

- If there has been an injury, dangerous incident or death to any staff member or volunteer due to the accident, call SafeWork SA on 1300 365 255 immediately for advice and report to Torrens Health's National Manager Workplace Health and Safety.
- Contact the organisation's insurance company and lodge a claim. Note that insurance companies usually want to take statements immediately after the accident. If the staff member is uncertain on how to proceed they should seek legal advice before providing a statement or lodging a claim.
- Follow up on the overall health and welfare of any staff, volunteers, Customers or Board members involved in the accident. Ensure that everyone involved has had a medical examination no later than a week after the accident and obtain and file a copy of it.
- If required, arrange for further medical assessments and specialist treatment for staff, volunteers and service users. This includes referring staff to the employee assistance program provider or arranging other debriefing options.
- Document and file all action and relevant reports in personnel or service users' files.
- Contact the police the following day and ensure that all relevant facts have been reported, while obtaining or checking the police report number and the details of the investigating officer.
- Request a police report when one has been completed.
- Enter the event into the incident management register. If the event poses an ongoing risk to the organisation, follow the Risk Management Policy.
- Establish and maintain a file on the incident. Keep all the accident-related documents and

information together. This information should include any insurance claim numbers, details on the claim's manager who is handling the claim, names and phone numbers of all contacts, receipts for a rental vehicle and other expenses incurred due to the accident.

Disciplinary consequences

Employees who do not follow the rules of this policy may face disciplinary consequences. For minor offences Access4u may issue reprimands and revoke use of the organisation's vehicle. For major offences, Access4u may terminate the employee and/or take legal action as needed.