



Transportation Policy

Date: October 2012

To be reviewed: October 2013

Aim of this policy

To provide guidelines to employees using company vehicles for transporting children on behalf of caregivers to & from the Centre, and promoting a responsible driving culture within the organisation.

Objectives of the policy

- To ensure that staff who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times.
- To maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users.

Code of conduct

While driving company vehicles or own vehicles for work purposes, staff must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.

The following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:

- drinking or being under the influence of drugs while driving
- driving while disqualified or not correctly licensed
- Reckless or dangerous driving causing death or injury
- failing to stop after a crash
- acquiring demerit points leading to suspension of licence
- Any actions that warrant the suspension of a licence.

Responsibilities as an employee

Every driver of a company vehicle will:

- ensure they hold a current driver licence for the class of vehicle they are driving and this licence is carried when driving a company vehicle
- Immediately notify their manager if their driver licence has been suspended or cancelled, or has had limitations placed upon it
- be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work
- display the highest level of professional conduct when driving a company vehicle
- Regularly check the oil, tyre pressures, radiator and battery levels of company vehicles they regularly use
- comply with traffic legislation when driving
- assess hazards while driving and anticipate 'what if' scenarios
- Drive within the legal speed limits, including driving to the conditions
- wear a safety belt at all times
- Never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures
- avoid distraction when driving – the driver will adjust car stereos/mirrors etc before setting off, or pull over safely in order to do so
- report any near-hits, crashes and scrapes to their manager, including those that do not result in injury, and follow the crash procedures outlined in this policy
- Report infringements to a manager at the earliest opportunity
- Report vehicle defects to a manager before the next vehicle use.

If an employee is driving their own vehicle for the purposes of work, the same policies apply. In addition:

- The employee must seek the employer's agreement before using their vehicle for work
- The car must be legally registered, warranted and insured for the purposes of work – the employee must show evidence of this on request
- The employee must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than for whom there are seat belts
- The vehicle must not be used in conditions for which it was not designed (such as off-road).

Transporting Children

- Children under the age of 7 years must be seated within an approved car seat or booster seat and restrained by a lap belt or use of a normal three point safety belt.
- Booster seats must be used in conjunction with a three-point safety belt or in combination with a separate child safety harness.
- Children must be seated in the rear of the vehicle, as it is safer. This is true regardless of the child's age, size or type of child restraint used.
- The ratio of adults to children is 1:3.
- Children are not to eat inside the vehicle, as there is no direct supervision and therefore deemed an unsafe practise.
- When collecting children from Parents or Caregivers, the driver must obtain a signature on the daily release form.
- When arriving at the Centre, each child must be signed in by the Shuttle Driver and handed directly over to an ECE Teacher.
- A copy of this policy must remain inside the vehicle at all times.
- Shine will supply car seats which meet the necessary industry standards.

Permanent / Casual Bookings

- Advanced permanent bookings reserved by Parents / Caregivers mean that a seat within the vehicle is retained for a particular child.

Illness

- In cases of short term illness, the seat continues to be reserved for the child who has a permanent booking.
- If a child will be away due to illness, the Parent / Caregiver will be required to advise the Shuttle Driver, as soon as possible via text - preferably by 7.00am

Holidays

- If a family plans to be away on holiday, please provide the office with two week's notice to avoid being charged.
- In cases of planned holidays we may try to fill the 'seat' with a casual child for the duration the child is away.

Cancellation

- Cancellation of a permanent booking can be made at any time, however

we require two week's notice to avoid a penalty charge for late notice.

Charges / Payments

- Charges & payments for permanent bookings should be included in a families weekly AP. An initial invoice will be sent via email once Shuttle Service charges have been added.
- One off charges for casual pick-ups may be received by the Shuttle driver or paid through internet banking. If paying via internet, a child's name is required as a reference.

Parents Responsibilities

- Ensure that your child is ready for pick up at the agreed time.
- Take the initiative to buckle your child into a car seat.
- Sign the daily release sheet.
- Contact the Shuttle Driver via text by 7.00am if your child will be away on a booked day due to illness or any other unplanned event.
- Contact the office if you need to make changes to your bookings

Responsibilities as an employer

- The employer will take all steps to ensure company vehicles are as safe as possible and will not require staff to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

The employer will do this by undertaking the following tasks:

- fitting all vehicles with a first aid kit, fire extinguisher, reflective vest, torch and emergency triangle.
- Ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by:
 - servicing the vehicles according to manufacturers' recommendations
 - setting up procedures where employees check vehicles' oil, water, tyre pressures and general cleanliness on a monthly basis, then record the inspections
 - keeping maintenance schedules in the glove boxes of all vehicles, which are completed each time the vehicles are serviced in any way
 - following the maintenance schedules in the vehicles' manuals
 - setting up a procedure to identify and rectify faults as soon as practicable.
 - requiring staff to keep driving logs that are regularly checked by a supervisor or manager. This is also a requirement for Inland Revenue purposes.

The person/position responsible for ensuring this is followed is [Business Manager].

Identifying driver training needs and arranging appropriate training or retraining, including providing:

- a thorough induction to the company's road safety policies and procedures
- driver training opportunities
- advanced driver training or specific practical training as required and identified
- The person/position responsible for ensuring this is followed is [Business Manager].

Encouraging safe driving behaviour by:

- not paying staff speeding or other infringement fines
- forbidding the use of mobile phones while driving
- ensuring the employer is informed if existing staff become unlicensed.

The person/position responsible for ensuring this is followed is [Business Manager].

What employees are to do if there is a crash in a company vehicle:

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic. Ensure your own safety first. Help any injured people and call for assistance if needed.

Try to get the following information:

- details of the other vehicle(s) and registration number(s)
- name(s) and address(es) of the other vehicle owner(s) and driver(s)
- name(s) and address(es) of any witness(es)
- name(s) of insurer(s).

Give the following information:

- your name and address and company details.

If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

Contact the police:

- if there are injuries
- if there is a disagreement over the cause of the crash

- if you damage property other than your own
- if damage to the vehicle looks to be worth more than \$2500.

Follow-up

If there is an injury or major damage, report the crash to your manager as soon as you can.

How the success of the policy will be measured

The success of this policy will be measured by the increase or decrease in:

- the number of traffic infringements received
- the costs of repairs and maintenance
- other financial costs associated with vehicle use
- the average cost of vehicle-related workers' compensation claims.
- Parents satisfaction with the service received

Policy review

This policy will be reviewed after its first year and every year thereafter.