

DRIVING AND COMMUNITY ACCESS POLICY

Table of contents

1. Objective
2. Policy Statement
3. Responsibilities
4. References

Driving and Community Access Policy

1. Objective

To ensure safety for all Helpers and Members when driving and providing community access for Members.

2. Policy Statement

Five Good Friends. is committed to providing safe services and preventing work related injuries. Driving and the provision of community access services will be provided in a safe and effective manner in accordance with relevant State Laws and Australian Standards. Five Good Friends will build a strong safety culture and expects all persons to take responsibility for safety and notify management of any risks, incidents or injuries associated with driving or the provision of community access services.

This Policy states Five Good Friends expectations:

- All Helpers and Members are protected by this Policy in the provision of driving and the provision of community access services for Members
- Driving and the provision of community access services include all times when a Helper is driving a vehicle for the purposes of meeting a Member requirement. This may be with the Member as a passenger or when completing activities on behalf of the Member and is relevant regardless of whether the vehicle belongs to the Member or the Helper
- Helpers should not drive or provide community access services if the road conditions are poor, unclear or unpredictable. Alternative arrangements should be made to meet the Member needs
- All vehicles used in the provision of driving and the provision of community access services will be registered, roadworthy, have compulsory third party insurance
- Registration checks need to be completed using the relevant sites below prior to the vehicle being used for driving and the provision of community access services. A copy of this report must be filed in the Helper's or Member's Dropbox folder
- All drivers must have a current driver's license appropriate to the relevant vehicle classification being used
- Copies of driver's license must be obtained and filed in the Helper's Dropbox folder if the Helper prior to the Helper being engaged driving or the provision of community access services
- All drivers must comply with all State laws at all times. Any breeches and resulting fines will be the responsibility of the driver
- Drivers should notify their insurance provider they are using their

vehicle for work related purposes

- All drivers must notify their manager immediately if they have their license suspended or have serious driving offenses pending
- Appropriate restraints and specially adapted vehicles will be used in accordance with Australian Standards as required
- All motor vehicle accidents occurring whilst vehicles are being used for driving and the provision of community access services must be report to a Manager immediately
- If the motor vehicle accident results in an injury to a person then medical attention is to be sought immediately and the matter reported to a Director or the Head of Care and Member Services and the Incident and Injury Management Policy and procedure followed.

QLD checks

<https://www.service.transport.qld.gov.au/checkrego/application/VehicleResult.xhtml?windowId=3d7>

NSW checks

<https://www.service.nsw.gov.au/transaction/check-vehicle-registration>

VIC checks

<https://www.vicroads.vic.gov.au/registration/buy-sell-or-transfer-a-vehicle/buy-a-vehicle/check-vehicle-registration/vehicle-registration-enquiry>

SA checks

<https://www.ecom.transport.sa.gov.au/et/checkRegistrationExpiryDate.do>

ACT checks

<https://rego.act.gov.au/regosoawicket/public/reg/FindRegistrationPage;jsessionid=C8C0ECCDC16E5DD2AA491A50CCD1F5E7?0>

3. Responsibilities

Directors and the Head of Care and Member Services must act promptly in the event of a motor vehicle accident or injury and are responsible for:

- Prioritising the health and safety of Helpers and Members
- Supporting individuals with insurance claims in the event of an accident
- Consistently identifying and addressing conduct or matter that may cause injury or harm
- Ensuring that matters are dealt with effectively and efficiently

People are ultimately accountable for their own actions and safety.

4. References

4.1 Legislation / Standards


[Driving Laws](#) | [Work Health and Safety Act 2011](#) and [Regulations 2011](#) | [Australian Standards](#)

4.2 Company Documents

Terms and Conditions, Sign Up and Induction Procedures

5. Authorisation and Contacts

Driving and Community Access Updated August 2017
Date adopted: 03.05.17
Applies to: All Five Good Friends staff, volunteers, contractors, sole traders and others

Director: Simon Lockyer	Signature: 
Date Authorised: May 2017	Next Review Date: May 2018
Endorsed by: Head of Care and Member Services	