

Driving and Community Access Policy

At a Glance

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.

Scope

This policy refers to all Helpers.

Objective

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

Definition

- 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.

Policy Statement

- 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, and have compulsory third-party insurance.

- Vehicle registration needs to be confirmed 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 Fountain profile or Member's Dropbox folder.
- All drivers must have a current driver licence appropriate to the relevant vehicle classification being used.
- A copy of a Helper's driver licence must be obtained and filed in the their Fountain profile prior to the Helper being engaged for driving or the provision of community access services.
- All drivers must comply with all State laws at all times. Any breaches 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 offences 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 reported to a Manager immediately.
- If the motor vehicle accident results in an injury to any person then medical attention is to be sought immediately and the matter reported to a manager, and the Incident Management Policy and related workflow followed.
- Managers 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
 - consistently identifying and addressing conduct or matters 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.

References and Related Documents

Five Good Friends

- Terms and Conditions

External

- Work Health and Safety Act 2011 (Qld)

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