


# PROCEDURE

## Passenger vehicle safety



Issued with the authority of the Chief Commissioner  
and Chief Executive Officer of Scouts Australia NSW

Chief Commissioner signature		Chief Executive Officer signature	
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# Passenger vehicle safety

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# 1 Purpose

This procedure describes the health and safety responsibilities at Scouts NSW in relation to passenger vehicles, including vehicle obtained under a grant. It applies to employed staff, volunteers and other position holders. Collectively, these individuals are called “workers”.

This document should be considered in addition to the Scouts NSW Company Vehicle Policy which applies to drivers of vehicles owned and leased by Scouts NSW (including those obtained via a grant) and vehicles owned by professional employed staff members when using their vehicle for work purposes. It also refers to the Child Protection Policy, which states the requirements for transporting youths for recreational purposes.

# 2 Responsibilities

**Drivers** are responsible for:

- Maintaining a current valid driver licence for the vehicles they drive. See Appendix – [Driver Licence and other vehicle requirements](#) for a basic outline.
- Ceasing driving and notifying Scouts NSW in the event they are disqualified from driving
- Maintaining an up to date knowledge of, and obeying, road rules
- If driving their own vehicle, ensuring it is appropriately registered and insured and never if there are known safety issues
- Paying for any fines they incur
- Recognise signs of personal fatigue, effects of medication or drugs and take appropriate action to mitigate the risks presented.
- Raise reasonable concerns about work/driving demand with their manager or other event manager.
- Completing the Scouts NSW documentation relevant to the situation
- Reporting issue to Scouts NSW owned or leased vehicles to the vehicle co-ordinator
- Reporting vehicle damage on Scouts NSW owned or leased vehicles to the insurer (via the vehicle coordinator)
- Reporting vehicle incidents using Scouts NSW [WHS incident report form](#).

## Finance team at State Office

- For vehicles obtained under a grant, consult with the relevant Region Commissioner (RC) when progressing grant applications for vehicles to ensure the conditions of the grant are within expectations and can be met eg. usage and garaging requirements.
- Provide the relevant RC with a copy of the funding agreement

Maintain financial processes for fuel cards, reimbursements etc

## Region Commissioner (RC)

The RC for a region that is a beneficiary of a vehicle provided under a grant, shall:

- Review the conditions of the funding agreement
- Appoint an appropriate individual to fulfil the role of vehicle co-ordinator (see below)

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- On-going, liaise with the Vehicle co-ordinator and state finance team to continually meet the requirements the funding agreement.
- Consult with relevant people on what additional equipment, if any, is required eg cargo barriers, first aid kit, fire extinguisher.

**Vehicle co-ordinator** – the respective site Manager or other person responsible for maintaining Scouts NSW owned or leased vehicle is referred to in this policy as the “vehicle co-ordinator”.

- Reviewing licence details of drivers based on the information provided in the **Driver Declaration** form.
- Providing drivers with a briefing on the specific vehicle and any documentation required eg log books.
- Be aware of any specific licence class required or insurance exclusions such as ‘driver over 25 years only’ or ‘no P-plate drivers’ and check these against the Application for Driver Authorisation for individual drivers.
- Conducting vehicle inspections
- Arrange repairs, regular maintenance, cleaning, registration, movement of keys etc
- Co-ordinate and retain records of log book, fuel card and toll transactions
- Maintaining appropriate confidentiality of personal details of drivers and incidents.
- Where requested, contributing to the analysis of vehicle incidents and corrective actions.
- Maintain any additional equipment such as cargo barriers, first aid kit, fire extinguisher.
- Additional responsibilities for buses or other vehicles provided under a funding agreement (grant): Liaise with the relevant RC regarding the relevant conditions of the funding agreement (eg approved usage, requirement to notify sponsor of incidents, garaging requirements etc)

**Managers and leaders are responsible for:**

- Plan work and recreational activities in a way which enables individuals to manage fatigue risks appropriately i.e. set start and finish times for meetings and events allowing reasonable travel time for attendees to and from their homes, appropriate rostering and adequate rest time in between shifts.
- Uphold the value of safe driving and implement the requirements of this procedure.

## 3 Driver approval

This section is applicable only to vehicles owned / leased by Scouts NSW including those obtained via a grant.

Before driving the vehicle for the first time, the driver must show proof of currency of licence by submitting the **Driver Declaration** form. The **vehicle co-ordinator** will liaise with Head of Risk as necessary to review the completed declaration form and the accompanying information, with a view to; 1) allow the driver to drive the vehicle OR 2) request more information, or 3) decline the driver’s application on the basis that it does not allow the driver to meet the conditions required.

## 4 Vehicle Briefing

This section is applicable to only vehicles owned / leased by Scouts NSW including those obtained via a grant.

Once the driver is approved, the **vehicle co-ordinator** will brief the driver on the operation of the specific vehicle. The vehicle briefing will include:

- vehicle operational features
- garaging / parking requirements
- refuelling instructions
- any specific insurance exclusions eg age / licence type / prohibited use
- any requirements for log book and other documentation
- break down service information

*Additional information if the vehicle will be used to transport youths:*

- discussion regarding child protection policy requirements for transporting youths

*Additional information for buses provided under a funding agreement (grant)*

- Relevant conditions of the funding agreement (eg approved usage, requirement to notify sponsor of incidents, garaging requirements etc)
- Driver must be over 25 years old and on a 'full' licence i.e not on a learner permit or provisional licence.

## 5 Vehicle incidents

- In the case of an incident, exchange only the required information with the other driver(s) and don't admit liability, even if you believe you were the one at fault.
- Drivers must report vehicle damage to Scouts NSW owned or leased vehicles to the **Vehicle co-ordinator**, and to the insurer.
- Vehicle must also be reported to Scout using [H-S 15.1 On-line incident report form](#).
- Vehicle incidents shall be reviewed and analysed as per the requirements of Scouts NSW [PRO 15 Incident reporting and analysis](#).
- See additional information regarding incidents in the [Scouts NSW POL09 Vehicle Policy](#).

## 6 Vehicle inspections

The vehicle co-ordinator shall inspect the vehicle regularly using H-S 20.1 Vehicle inspection Checklist. The required frequencies are shown in [Appendix 1 – Driver Licence and other vehicle requirements](#). This inspection is in addition to the required registration check once the vehicle reaches a certain age as per RMS requirements.

## 7 Vehicles obtained under a grant

Vehicles obtained under the allocation of a grant are considered company vehicles and are subject to the relevant company vehicle provisions listed in this procedure as well as the following points in this section.

Where vehicles are obtained under a grant the State Office Finance Team is to provide the beneficiary Region Commissioner with a copy of all associated grant documentation, including the Funding Agreement.

The relevant Region Commissioner will be responsible for appointing a Vehicle Coordinator and ensuring compliance to the conditions of the funding agreement, including use restrictions and reporting requirements.

For vehicles obtained under a grant which are used to transport members, all authorised drivers must be over 25 years in age and must not be on L or P plates.

The relevant Commissioner is responsible for allocating a housing location for vehicles obtained under a grant and communicating this with the Association's State Office Finance Team.

The Vehicle Coordinator is responsible for arranging servicing in accordance with the manufacturer's servicing schedule.

The beneficiary of the grant is responsible for covering the ongoing running and day to day costs such as fuel, tolls, road costs and cleaning expenses, except where these are covered by the grant.

For vehicles obtained under a grant the Association requires regular vehicle inspections to be carried out, at a minimum of once per year or as agreed with the Association's State Office Finance Team.

The Association is responsible for covering servicing costs of vehicles covered by a grant, unless otherwise agreed with the Association's State Office Finance Team.

In the lead up to expiry of the grant agreement, the beneficiary and the Association's State Office Finance Team will meet to clarify the arrangements in relation to costs and maintenance once the grant expires.

## 8 Fatigue Management

Driver fatigue is one of the top three contributors to the road toll. Research has shown that fatigue can be as dangerous as other road safety issues, such as drink driving. But unlike drink driving, there are no laws regulating driver fatigue. Scouts NSW shall take steps to increase awareness of fatigue and provide opportunities for drivers to plan their journey safely.

Managers and other event organisers should set reasonable start and finish times for events so that attendees may leave their home and return home at a reasonable time of day. This should also bear in mind the day of the week. For example, on a Sunday evening, attendees should be given the opportunity to return home at a reasonable time for sufficient sleep to be alert for work the next day.

Individuals are affected by fatigue to varying degrees and at different times. We all live in various locations, have different lifestyles, take various medications and hold responsibilities with varying degrees of physical and mental demand. It follows that not all Scouting events can be considerate to every individual's personal situation on any given day. Therefore, we all must take responsibility

for managing our own fatigue levels. This involves being aware of the signs of fatigue and planning our activities to help prevent fatigue, as well as recognising the signs of fatigue and making appropriate decisions to mitigate the risk of driving when fatigued.

Some suggestions for individual drivers for reducing risks associated with fatigue include:

- Plan your activities so you don't start off tired. Test yourself on the [Test your tired self](#) app. from Transport for NSW.
- Don't ignore the signs of fatigue. Delay your journey or take a break if showing the signs of fatigue.
- Take regular breaks when driving (eg every two hours) or share the driving
- Drink plenty of water and keep cool
- Plan your route so you don't add to the time and stress by getting lost
- Avoid alcohol the night before
- Be aware of the effects that some medications may have on tiredness level.

## 9 Vehicle equipment

Vehicles must be fitted with any safety equipment that is appropriate to the expected use of the vehicle. The required equipment will vary for the vehicle in question. Equipment might include:

- Cargo barriers in station wagons
- Tarpaulin covers for utes
- Lockable tool box
- Fire extinguisher – must be secured so that it does not fly forward during an emergency stop
- First Aid kit (mandated for vehicles owned and leased by Scouts NSW).

## 10 Transporting youths in vehicles

When using any vehicle for transporting youths, the requirements of the Child Protection Policy apply. See Appendix – [Driver Licence and other vehicle requirements](#) for a basic outline. For more detail, refer to the Scouts NSW Child Protection Policy.

Comply with the Roads and Maritime Services' requirements regarding age appropriate and approved child safety seats where applicable.

## 11 Records / References

- NSW Scouts POL09 Company Vehicle Policy
- NSW Scouts Child Protection Policy
- NSW Roads and Maritime Services web site

## 12 Associated Forms

- H-S 20.1 Vehicle inspection form

- H-S 20.2 Driver Declaration

## 13 Appendices

- Driver License and other vehicle requirements.



## Driver License and other vehicle requirements

Vehicle Type	Driver competency Requirements	Driver Declaration required?	Additional requirements when transporting youths	Additional Requirements (indicative only – check policy and procedure for details)
<b>SCOUTS OWNED OR LEASED VEHICLES, including under grant</b>				
Buses (up to 12 passengers including the driver)	C class licence Vehicle briefing Must be 25 or older No L or P-platers	YES	Two-deep leadership policy applies.	Log book Vehicle inspection using <a href="#">WHS 20.2 – Vehicle inspection Form</a> at min. quarterly.
<a href="#">Other Scouts vehicles</a> eg 4WD for use by Activity Centres staff	C class licence Driver declaration Vehicle briefing No L platers If manual transmission – driver must be competent at driving manual and if P plater, licence endorsed to allow manual transmission	YES	As above.  PLUS, if driver is on provisional licence, informed parental permission is required for youth passengers (Reference: Child Protection Policy)	Log book Vehicle inspection using <a href="#">WHS 20.2 – Vehicle inspection Form</a> at min. annually, preferably at different time from registration check.
<b>PRIVATELY OWNED VEHICLES</b>				
<a href="#">workers – work use</a> eg going to off-site meetings <a href="#">Members – recreational use</a> eg members travelling to Scouting event	C class licence	NO	As above	Registered, with no known safety faults
<b>RENTED VEHICLE</b>				
<a href="#">workers – work use</a> eg driving when interstate for work <a href="#">Members – recreational use</a> eg members travelling to Scouting event	As above PLUS driver competent at manual transmission if applicable	NO	As above	<u>Prior to driving:</u> Observe vehicle for damage and report it to the vendor
<b>TOWING</b>				
<a href="#">Additional requirements for TOWING MOBILE CLIMBING WALL or TRAILERS</a>	Terms and conditions of booking form eg driver competent experienced at reversing and towing large trailer	No	NA	Registered, with no known safety faults

Comply with the Roads and Maritime Services' requirements regarding age appropriate and approved child safety seats where applicable.