

Safe Driving Procedure

Purpose

The purpose of this Safe Driving Procedure is to ensure the safety of volunteers and their recipients while driving on behalf of ACVVS. This procedure aims to promote responsible driving practices, reduce the risk of accidents, and ensure compliance with traffic laws and regulations.

Driver Eligibility and Requirements

- Drivers must first be aware of their own capability and that of the recipient when considering taking a recipient in their vehicle. This would include loading and unloading a mobility aid, the weight of the aid and the space required in the vehicle to carry the item. In the case of a wheelchair the recipient must be able to get from the wheelchair to and from the passenger seat unaided.
- Items must be stored in a safe and secure position in the vehicle. Eg. Wheelchair/walker in the boot, walking stick on the floor of the back seat.
- Only individuals who hold a valid, unrestricted, and current driver's license appropriate for the type of vehicle they will be operating are eligible to drive on behalf of ACVVS.
- Drivers must provide a copy of their driver's license, registration and insurance documents to the ACVVS Coordinator before taking a recipient in their vehicle. The driver must ensure that their license remains valid throughout their engagement with the organisation.
- Drivers must notify ACVVS immediately of any changes in their driving status, such as license suspension, revocation, or any driving-related convictions.

Vehicle Safety and Maintenance

- Drivers must ensure their vehicles, used for organisational purposes, are regularly inspected, maintained, and comply with relevant safety standards.
- Drivers should conduct a pre-trip inspection to ensure that the vehicle is in good working condition, including checking tires, brakes, lights, signals, and fluid levels.
- Any vehicle defects or safety concerns should be reported to the Management Committee of ACVVS for immediate resolution.

Safe Driving Practices

- Drivers must obey all traffic laws, regulations, and speed limits always.
- The use of mobile phones while driving is strictly prohibited. Drivers should refrain from making calls, texting, or engaging in any other form of mobile device use while the vehicle is in motion. If necessary, drivers should pull over to a safe location before using their mobile devices.
- The safety of our volunteers, recipients and the public are paramount. Therefore, it is strictly prohibited for anyone engaged in driving-related activities to operate a vehicle while under the influence of alcohol or drugs. This policy ensures compliance with legal requirements and emphasizes our commitment to maintaining a safe driving environment. Violations of this policy may result in disciplinary action, as we strive to always promote responsible and sober driving practices.
- Drivers should always wear seat belts and ensure that all passengers are also properly restrained.
- Drivers should maintain a safe following distance, especially in adverse weather conditions or heavy traffic.
- Drivers should avoid aggressive driving behaviours such as tailgating, sudden lane changes, or excessive speeding.
- Drivers should remain alert and attentive while driving, refraining from any activities that may distract them from the road, such as eating, grooming, or engaging in extensive conversations.
- If a driver feels that their driving abilities have diminished due to any reason, such as fatigue, illness, or other factors, they are responsible for immediately ceasing driving and notifying their designated contact within ACVVS. Safety should always be the top priority, and drivers should not hesitate to seek assistance or alternative arrangements when necessary.

Incidents and Reporting

- In case of an accident, drivers must prioritize the safety and well-being of all individuals involved. They should immediately contact emergency services if required.
- Drivers should report all accidents, incidents, or near misses to their immediate supervisor or designated contact within ACVVS as soon as possible, providing detailed information and any relevant documentation.
- Drivers should cooperate fully with any investigations conducted by relevant authorities or insurance providers following an accident or incident.

Driving and Health Impacts

In the interest of safety and the well-being of all involved. Volunteers while driving on behalf of the Organisation if their ability to operate a vehicle is impacted by health matters, including medication, must cease driving.

The organisation recognizes the importance of ensuring that drivers are in optimal health conditions to maintain safe driving practices. If a team member's health condition or medication regimen poses a risk to their driving ability, it is imperative that they refrain from driving.

This procedure is implemented to prioritize the safety of volunteers, passengers, and other road users.

Volunteers are encouraged to communicate openly with ACVVS regarding any health matters or medication changes that may affect their ability to drive safely, allowing for appropriate adjustments and alternative arrangements to be made. By adhering to this policy, ACVVS aims to uphold its commitment to the safety and well-being of everyone involved in its initiatives.

Responsibilities for fines

At ACVVS, the responsibility for fines incurred while driving on behalf of the organisation lies with the individual driver. Any fines resulting from traffic violations or non-compliance with road regulations, such as speeding tickets or parking fines, are the personal responsibility of the driver who incurred them.

It is important for volunteers to exercise caution and adhere to all traffic laws and regulations to avoid fines and penalties. ACVVS will not assume liability for fines incurred by drivers while performing their duties. Therefore, it is essential for drivers to remain vigilant, practice safe driving habits, and comply with all applicable laws to maintain a clean driving record and minimize any potential financial impact from fines.

Compliance and Review

This Safe Driving Procedure is subject to periodic review to ensure its effectiveness and alignment with legal requirements and best practices. Any necessary updates or revisions will be communicated to all Volunteers engaged in driving activities.

By adhering to this Safe Driving Procedure, Volunteers at ACVVS can contribute to a safer driving environment, protect the well-being of themselves and others, and uphold the organisation's commitment to safety and responsible practices.