

	CODE OF CONDUCT	Version No:	1
	VOLUNTEER DRIVERS	Issued:	
		Next Review:	Feb 2012

COMMUNITY TRANSPORT PROGRAM

Code of Conduct

- ... Drivers will at all times be conscientious in the performance of their driving duties.
- ... Exercise proper courtesy, care and sensitivity when dealing with passengers, fellow drivers and Council officers.
- ... Exercise discretion in an emergency situation, but on no account leave the passengers unsupervised in such a situation.
- ... Do not convey any person other than authorised passengers.
- ... Do not drive in bare feet, thongs or similar footwear, or high heeled shoes.
- ... Wear neat casual dress.
- ... Do not take any drug likely to impair performance as a driver.
- ... Do not smoke in vehicles.
- ... Satisfy a zero blood alcohol reading at all times while driving.
- ... Do not wear headphones or ear muffs while driving.

Volunteer Driver Duties and Responsibilities

- ... Ensure the safety of individuals or groups while they are entering, travelling in and alighting from the vehicle and report any improper conduct by passengers to Council staff.
- ... Observe the requirements of the Road Traffic Act and Motor Vehicles Act, all signs, signals and road restrictions.
- ... Comply with the conditions of the Commercial Motor Vehicles (Hours of Driving) Act, 1973 section 4 which reads, **a person shall not drive a commercial vehicle for a continuous period of more than 5 hours, drive a vehicle for periods amounting in the aggregate to more than 12 hours in a 24 hour period, or not have at least one period of 24 consecutive hours of rest from driving during the 7 days preceding that time.**
- ... Comply with the regulations of the Occupational Safety Health and Welfare Act, 1986.
- ... Ensure that keys are not left in the ignition when the vehicle is not being driven and that vehicle is secured when unattended.
- ... Collect/return keys and donations/payments to Council staff as soon as possible after the completion of a journey.
- ... Ensure that the doors are closed and all passengers are seated before the vehicle is in motion.
- ... Maintain accurate records of driving undertaken, eg mileage, travel details, etc on bus sheet.
- ... Where seat belts are fitted **request** that they be worn by passengers.
- ... Ensure that the parking brake is engaged when the vehicle is stationary. Instruct passengers to store luggage (other than hand held luggage) in a safe manner in the most appropriate areas of the vehicle ie luggage racks, under seats or vehicle boot. The aisles of buses must be kept clear at all times. Dangerous substances or equipment must not be carried.
- ... Assist passengers with the storage of mobility aids, shopping trolleys and parcels.

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Before using a printed copy, verify that it is the current version

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Volunteer Driver Duties and Responsibilities - cont'd

- ... Report all accidents (whereby damage is caused to any person, vehicle or property) immediately to Council Staff. Drivers are not to make any statement about the accident to other than Police Officers or Council Officer. Generally, it is desirable for volunteer drivers to give full information to the police, however they are not obliged to make any statement which may amount to admission of negligent driving or otherwise involve them in liability for prosecution for any traffic or other offence.
- ... Drivers should supply any other party involved in the accident with the following information only:-
 - ✓ name, address and occupation of driver
 - ✓ name and phone number of Council
 - ✓ vehicle registration number

Where another vehicle or property is involved the volunteer driver must obtain the following information:-

Other Vehicle:

- ✓ description of the vehicle (registration number, make, size, colour, model)
- ✓ driver's name, address, phone number and occupation
- ✓ owner's name, address and phone number
- ✓ insurance company/type of cover (comprehensive or third party property)
- ✓ injured person/s name, address, vehicle, other details
- ✓ damage to vehicle

Damage to Property (other than vehicle)

- ✓ details of property and damage
- ✓ name, address and phone number of the owner

Where damage is sustained to the vehicle the driver or another responsible person must determine whether the vehicle is safe to be driven. Where possible consult with Council Staff as soon as possible.

- ... In the event of a vehicle breakdown during out of town use, arrange repairs as required and contact Council Staff.
- ... Be conversant with and check:
 - ✓ tyres, coolant level, engine oil level, brakes, horn and steering
 - ✓ all lights are operating and that lenses, reflectors, mirrors and front and back windows are clean
 - ✓ wheelchair restraints and hydraulic lifter where provided
 - ✓ gauges and warning systems and stop the vehicle on an indication of fault
 - ✓ safety equipment (eg fire extinguisher, first aid kit, mobile phone, UHF radio)
 - ✓ basic vehicle equipment (eg wheelbrace, jack, fuel tank, etc)

All faults should be reported immediately to Council Staff.



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Application for Volunteer Driver

~ CONFIDENTIAL ~

Date of Application

Applicant's Personal Details	
Surname:	Given Names:
Date of Birth:	
Address:	
Phone No. (home)	Phone No. (work)
Emergency Contact:	Relationship to Applicant:
Contact's Phone No. (home)	Contact's Phone No. (work)
Driver's Licence Details	
Licence No.	Expiry Date:
Class of Licence:	Years Held Licence:
Driving History	
Please list relevant skills, training, previous driving experience (including type of vehicles driven)	
Have you been involved in any accidents involving any motor vehicle during the last 5 years? Yes No If yes, give details:	
Have you been convicted of any offences relating to the use of a motor vehicle during the last 5 years (excluding minor parking or speed camera infringements)? Yes No If yes, give details:	
Have you had your Driver's Licence refused, suspended or cancelled within the past 5 years? Yes No If yes, give details:	

General Information

Have you ever been convicted of a criminal offence or do you have any criminal matters pending against you?

Yes No - if yes give details

Are you prepared to undergo a Police Offender History Check?

Yes No

Have you applied for, or received, accreditation to drive from the Passenger Transport Board?

Yes No - if yes give details

Are you prepared to comply with the provisions of the Code of Conduct and Driver Duties and Responsibilities?

Yes No

Do you have any medical condition, health problem or disability which could restrict your driving activities?

Yes No - if yes give details, including medication:

If this noted on your current Drivers Licence

Yes No

Do you agree to undergo a medical examination, including eye test, if required by Council?

Yes No

Do you agree to immediately notify this organisation if there is any change in your health or medical condition which could adversely affect your driving?

Yes No

Have you had any first aid training?

Yes No - if yes give details:

Are you prepared to drive a Council vehicle?

Yes No

Please supply names, addresses and phone numbers of two referees:

1.

2.