

## Transport Policy

### Scope

To provide transport services to TBCC clients and community in the Murraylands region.

### Purpose

Motor Vehicle and the Transportation of Clients is 'a must' within TBCC. In particular we cover a geographical area of 33,000 square kilometres that enables us to provide services to the elderly and transport disadvantaged in isolated rural and remote areas of the Murray Mallee region.

### 1 Bus use conditions:

When not in use by TBCC the bus is available for hire to community and business (subject to hire terms and conditions). This process is a guiding tool to use when using the TBCC Toyota mini bus.

Hire of the bus by other organisations and community groups or members is by approval from the TBCC bus bookings CEO. TBCC use of the bus takes priority to hiring requests. A first aid kit is located in the bus and must remain with the bus at all times.

- Drivers must have an appropriate current licence before hiring the bus (must be sighted at time of pick up)
- Alcohol and prescription/recreational drugs must not be consumed by the designated driver
- Approved drivers are to be familiar with and adhere to Guidelines; and understand the bus height is 2285mm high
- Vehicle monitoring and location services are administered by TBCC. The bus is to be collected and returned to TBCC for inspections unless otherwise negotiated.
- Bus fuel tank will be full at commencement of the hire and must be full on return at the expense of hirer, if not filled, additional charges will apply **\*only diesel fuel to be used.**
- Log book must be completed by the driver for each journey
- Food, drink, drugs, alcohol or smoking is not permitted on bus, drinking water is permitted
- Passengers (must wear seat belts) numbers are not to exceed seats allocation within the bus.
- Group vehicles may only be driven by approved Group driver;
- Drivers and passengers travelling in Group Vehicles must wear fitted seat belts at all times. In the event of a passenger being unrestrained in a TBCC vehicle, the reason must be justified to the CEO
- Drivers must have headlights on at all times on 2 lane highways on the open road.
- Any damage incurred to a TBCC vehicle is to be immediately notified to management and documented on an Incident/Accident form and submitted to administration within 24 hours of the damage occurring;
- In the event of any damage to the vehicle the Driver will be responsible for payment of any standard excess and any liability incurred as a result of violating the QBE Insurance (Australia) Limited Commercial Motor Vehicle Insurance Policy. Standard excess: \$1,000 (+ additional age excesses applicable)
- TBCC has Third Party Liability coverage to the value of: \$32,500,000: note this is void if the hirer has not taken all reasonable steps to ensure that they or any other person who operates the vehicle has been authorised to do so under relevant legislation.
- Approved drivers are to follow road laws and 'good driver habits'.
- Passenger standing or movement is not permitted whilst the vehicle is in motion due to compromising the vehicles stability.
- Vehicle must be locked at all times when unattended
- All personal belongings/equipment left in the bus is at own risk. TBCC does not cover such items should a break in occur.

- All vehicles are supplied with an approved first aid kit which must not be removed from the vehicle.
- All vehicles are fitted with Bluetooth capability to enable hands-free use of mobile devices
- Drivers are reminded that all Road Transport rules in regard to use of mobile phones in vehicles must be adhered to at all times.
- NOTE: Learners permit and P1 License holders are **not** allowed to use a mobile device of **any** kind while driving.
- Mobile phone ban includes:
- using hands-free mode including Bluetooth technology, loud speaker operation, text messaging.

## **2 Coorong Coaches Medical Bus**

Coorong Coaches is owned and operated by Stones Bus Service 149 Stirling Road, Keith SA 5267 contact (08) 8755 3307 and contracted by Department for Planning Transport and Infrastructure to provide a medical bus from Keith to Adelaide Monday – Friday. TBCC brokers the bookings for this service contracted by Department for Human Services.

## **3 Community Passenger Network cars**

Community Passenger Network (CPN) cars (2015 & 2017 Toyota Aurions) were provided to TBCC by deed of transfer from Coorong, Southern Mallee and Karoonda East Murray Councils to be used for the purpose of the Murray Mallee Community Passenger Network (MMCPN).

## **4 Private use of vehicles**

Request for private use of vehicles must be in writing to the TBCC CEO for approval. Fee discounts/waivers for bus hire will be determined the TBCC Board of Management. All drivers and passengers are to be properly restrained in the vehicle (e.g., children should be restrained in approved, correctly installed safety seats).

Employees/volunteers are not allowed to:

- Drive TBCC vehicles if un-licenced
- Smoke inside any of TBCC vehicles.
- Lease, sell or lend TBCC vehicles.
- Violate distracted driving laws by using a phone or texting while driving.
- Use a TBCC vehicles to teach someone how to drive without approval from TBCC CEO.
- Leave TBCC vehicles unlocked, unattended or parked in dangerous areas.
- Allow unauthorized people to drive TBCC vehicles, unless an emergency mandates it.

## **5 Breakdown/accidents**

Drivers are required to report any accident involving a TBCC vehicle to the TBCC CEO or other designated company representative as soon as possible following an accident. A copy of the vehicle registration and insurance information, as well as an incident report form, should be carried in the vehicle at all times.

## **6 Insurance claim conditions**

We will not pay for claims under this clause:

- (a) unless you have taken all reasonable steps to ensure that the hirer, or any other person who will operate your vehicle is authorised to do so under relevant legislation;
- (b) where you have not provided the hirer with adequate operating instructions and the loss or damage was caused by incorrect operation;
- (c) for theft occasioned by any person to whom your vehicle is let on hire;
- (d) where another policy has been effected for the loss by a party other than you, however, if such cover is not extensive as this policy we will pay for all losses arising from the difference in the cover and conditions subject to the conditions and exclusions of this policy;

(e) for any liability when the vehicle is being transported or operated by the party hiring the vehicle.

## **7 Speed and Red light cameras**

South Australia Traffic Regulations advise drivers to slow down and stay safe. It is an automatic requirement for all vehicles used as pool vehicles to have a Vehicle Log Sheet. Dates, times and destinations must be completed and signed by the driver.

With the introduction of Speed and Red Light Camera, payment of fines incurred due to infringement notices received for a vehicle owned or operated by "The Group", will become the responsibility of the driver at the time of the infringement. "The Group" will accept no responsibility for the payment of fines incurred by person driving the vehicle at the time of the infringement and would expect driver to comply with prompt payment of fines.


## **8. Home Garaging**

Home garaged vehicles are primarily provided for convenience of collection 'outside usual business hours' calls. Home garaging is to be (where possible) off street parking and only authorised by TBCC CEO.

## **9. Cleaning**

Provision of a vehicle under the preceding terms requires the incumbent to keep the allocated vehicle in a clean and presentable condition.

1. *If the TBCC vehicles are going to be used off main bitumen roads please notify TBCC at the time of booking*
2. *On completion of an excursion/trip in a TBCC vehicle, the driver is responsible to ensure that vehicle is left clean; failure to do so will result in a cleaning fee to be paid by the user/hirer.*
3. All vehicles are to be refueled before the vehicle fuel tank registers lower than ¼ full. The driver is responsible for ensuring the correct fuel is put into the vehicle tank.

<b>Date first formulated</b>	23/10/2017	
<b>Dates approved by Board</b>	V1 V2 V3	Oct 17 April 18 April 19
<b>Next Review Date</b>	April 2020	
<b>Related Documents</b>	First Aid Policy Hot Weather Policy TBCC MMCPN - Transport on Fire Risk Days Procedure Human Resources Management Policy User Rights and responsibilities Complaints Policy & Procedure Child safe Policy Diversity and Social Inclusion Policy	
<b>Legislation</b>	South Australian Transport Act <a href="https://www.legislation.sa.gov.au/LZ/C/A/Passenger%20Transport%20Act%201994.aspx">https://www.legislation.sa.gov.au/LZ/C/A/Passenger%20Transport%20Act%201994.aspx</a> Equal Opportunity Act 1984 <a href="https://www.legislation.sa.gov.au/LZ/C/A/EQUAL%20OPPORTUNITY%20ACT%201984.aspx">https://www.legislation.sa.gov.au/LZ/C/A/EQUAL%20OPPORTUNITY%20ACT%201984.aspx</a> Work Health & Safety Act <a href="https://www.legislation.sa.gov.au/LZ/C/A/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012.aspx">https://www.legislation.sa.gov.au/LZ/C/A/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012.aspx</a> Childrens Protection Act 1993 <a href="https://www.legislation.sa.gov.au/LZ/C/A/CHILDRENS%20PROTECTION%20ACT%201993.aspx">https://www.legislation.sa.gov.au/LZ/C/A/CHILDRENS%20PROTECTION%20ACT%201993.aspx</a> Aged Care Act 1997 <a href="https://www.legislation.gov.au/Details/C2013C00389">https://www.legislation.gov.au/Details/C2013C00389</a> Commonwealth Privacy Act 1988 <a href="https://www.oaic.gov.au/privacy-law/privacy-act/">https://www.oaic.gov.au/privacy-law/privacy-act/</a> DCSI Critical Client Incidents Policy Coronial Policy <a href="http://dcsi.sa.gov.au/about-us/policies/corporate">http://dcsi.sa.gov.au/about-us/policies/corporate</a>	
<b>Signed on behalf of TBCC Board of Management by:</b>		
<b>Name:</b> Jack Hunt		
<b>Position held:</b> Chairperson		<b>Signature:</b> 
		5 April 2019