



Transport Policy

Overview

At Every Human, the safety of participants and staff is paramount. This Transport Policy sets the principles and guidelines, so the organisation meets its duty of care responsibilities, while complying with all relevant regulations, when transporting participants.

This includes company-owned vehicles, vehicles owned by participants, and vehicles owned by staff.

Every Human strives to ensure all employees provide safe and compliant transportation of participants. Employees must ensure that the insurance policy is current at the time of transporting clients and notify management should the insurance coverage change or lapse. Employees must also ensure the insurance policy allows for the vehicle to be used in the course of employment and seek advice from an insurance broker or legal adviser to ensure they maintain the appropriate level of insurance cover for their circumstances.



Staff Responsibilities

All **Staff Members** are required to:

- Maintain a current Driver's Licence appropriate for the vehicle and advise management if any changes occur, including suspensions, disqualifications and expirations
- Adhere to this policy and obey all relevant road rules
- Ensure your personal vehicle is registered, insured and roadworthy when being used to provide transportation services or to complete duties on shift
- It is preferred that all private vehicles used by employees to transport clients have comprehensive insurance, however at a minimum third-party property insurance cover will be accepted
- Ensure a participant's vehicle is roadworthy if being used to provide services
- Monitor and report participant kilometres accurately and honestly
- Utilise all required safety equipment including seatbelts and specialised seating to provide maximum protection
- The vehicle must always be clean and presentable when providing transport. No waste, pet hair and dust minimization are required to ensure the space is hygienic and comfortable for participants
- Advise Management of incidents that occur

Key Management Personnel are required to:

- Model appropriate standards of behaviour and
- Ensure vehicles used are fit for purpose
- Ensure all company vehicles are registered, insured and maintained
- Ensure all staff have a current driver's licence and personal vehicles are insured throughout the duration that transportation services are provided
- Ensure appropriate risk management is in place and training is provided to staff operating a vehicle for work related duties
- Collect and verify kilometres recorded for transporting participants
- Ensure all employees are trained in First Aid, CPR and emergency procedures

All **Staff Members** are prohibited from:

- Operating a vehicle while under the influence of drugs or alcohol
- Smoking in the participants vehicle or in any vehicle where a participant is present
- Using a mobile phone while driving, with the exception of a handsfree device

Breach of Policy

Employees found in breach of this policy will face disciplinary action, up to and including termination of employment. Violations will be taken seriously and addressed promptly to ensure the safety and well-being of our participants. Failure to maintain vehicle safety standards, inadequately licenced drivers, improper use of safety equipment, or non-compliance with emergency procedures, will be subject to investigation. Depending on the nature and severity of the breach, corrective actions may include additional training, disciplinary measures, or other appropriate actions to rectify the issue and prevent recurrence. All breaches will be documented thoroughly, and corrective actions will be taken to uphold the highest standards of participant care and safety.



Relevant Items

Regulations relevant to this policy include:

- *Work Health and Safety Act 2011 (Cth)*

Internal Documents relevant to this policy include:

- Vehicle Accident Form
- Incident Report Form
- Incident Management Policy