

**Programs and Activities Driving Policy**

**SUMMARY**

Members, volunteers and employees who participate in LSC&PH programs are likely to experience fatigue while participating in our programs due to a combination of physical exertion, sleep restriction, and a need to be alert for extended periods of time. As fatigue is a leading cause of preventable motor vehicle injuries and fatalities in Australia, this policy exists to increase the awareness of the risks associated with fatigue travelling to and from LSC&PH programs. This policy expects that as a minimum all members, volunteers and employees will abide by the relevant road laws and regulations. This policy is designed to provide guidelines for members, volunteers and employees in planning LSC&PH programs.

**1. INTRODUCTION**

**a. Purpose**

The purpose of this policy is to set out practices that reduce the risks associate with driving to and from LSC&PH programs and activities.

**b. Responsibility**

Leadership teams must ensure that this policy is applied within their programs and activities. Members, volunteers and employees must adhere to the requirements of this policy.

**c. Definitions**

**Employee** means any person employed by Lord Somers Camp and Power House.

**Executive Team** means a leadership team for a specific LSC&PH program or activity. Specific members/ roles of an Executive Team are at the discretion of the Program or Activity Leader.

A **leader** is any person (paid or unpaid) over the age of 18 who is responsible for the control and safety of members/volunteers placed in their care whilst holding a formal position in Lord Somers Camp and Power House. A leader could include but is not limited to:

- Camp Leaders
- Deputy Camp Leaders
- Executive Officers
- Programs Leader
- Slushie King & Slushee Queen
- Heads of Departments

A **member** is any person who has a current membership subscription to LSC&PH, including various life memberships, term membership or honorary life membership.

**Volunteers** are any Non-Members who attend LSC&PH activities as a member of the camp's staff under direction of a Camp Leader.

A **participant** is any person who attends an LSC&PH program as a participant or a grouper.

Name: Driving Policy	Document number: 5.0
Developed by: LSC&PH Risk Committee	Approved by: LSC&PH Board
Release date: 30 October 2019	Rev: 3.1
Authorising area: Risk Committee	Document owner: CEO

**Programs and Activities Driving Policy**

**2. POLICY**

**a. Members and Volunteers Driving to and from LSC&PH programs**

- Members and volunteers are encouraged to car-pool and not to drive to programs alone
- Members and volunteers are encouraged to use buses and any other form of group transportation organised by the leaders of a LSC&PH program
- Members and volunteers who are probationary licence holders are to be especially encouraged to utilise any alternative transportation options available or to car-pool with full licence holders
- Members and volunteers are to be discouraged from supervising learner permit holders, driving under a learner permit, or riding a motorcycle to or from LSC&PH programs and activities due to the increased vigilance required in carrying out these activities
- Members and volunteers are discouraged from driving when possible between midnight and 8am due to increased risk of fatigue related accidents at this time
- Leaders of LSC&PH programs are encouraged to highlight to members and volunteers the risks associated with driving during the final briefing at the end of a program
- All members and volunteers are to be provided with the minimum of a 6 hour sleep opportunity and preferably an 8 to 10 hour sleep opportunity on the night prior to leaving a camp (e.g. Slushie/ee Camp, Community Camps) if they are driving the subsequent day

**b. Participants of LSC&PH programs being driven by Members or Volunteers**

- Members and volunteers must **NOT** provide transportation to **ANY** participant of a LSC&PH program that the member is also participating in
- LSC&PH members and volunteers must not place any participants at risk due to their own fatigue impaired driving

Exceptions to this rule are:

- LSC&PH programs such as Easter Camp, Christmas Camp and Work Camps, that involve children and parents (members or volunteers) from the same family. In this situation, members and volunteers are to ensure they are fit to drive before leaving the program and ensure that they get an adequate sleep opportunity prior to leaving camp.
- If a participant of a program has been billeted out to a member or volunteer (e.g. interstate grouper), the member or volunteer is authorised to drive the participant to and from the program. In this situation, members or volunteers are to be aware of the potential risks they are placing the participant in. The members or volunteers are to ensure they are fit to drive before leaving the program by having a minimum of a 6 hour sleep opportunity and preferably longer sleep opportunity on the night prior to leaving a camp. Leadership teams of programs should make every effort to find suitable alternative transportation from a program for these participants.
- Members and volunteers may drive participants to locations such as Doctor/Health Care Facility/Hospital/Home Address or other suitable location in the case of emergencies.
  - It is the responsibility of the leadership team of a program to inform participant's parents/guardians of the transport to the particular destination and obtain their consent for the transportation arrangements.
  - A minimum of two members or volunteers (aged over 18) are to accompany the participant to the destination.

**c. Members and Volunteers driving other Members/Volunteers to programs**

Name: Driving Policy	Document number: 5.0
Developed by: LSC&PH Risk Committee	Approved by: LSC&PH Board
Release date: 30 October 2019	Rev: 3.1
Authorising area: Risk Committee	Document owner: CEO

**Programs and Activities Driving Policy**

- Members and volunteers are encouraged to car-pool
- Members and volunteers may only drive other members or volunteers to programs if that member or volunteer is over 18 years of age.

**d. Night duty and driving**

- Any members, volunteers or employees that complete an overnight shift, night duty or unable to spend at least six hours in bed due to their duties are not to drive during the following day.
- Leadership teams are encouraged to minimise the need for night duty during LSC&PH programs where safe to do so.
- Leadership teams are to coordinate the allocation of planned night duty shifts to members who do not need to drive the following day.
- If a member or volunteer performs night duty (due to an emergency or unforeseen circumstances), leadership teams are to ensure that the member or volunteer is given an adequate sleep opportunity (minimum of 6 hours and preferably 8 to 10 hours) before they have to drive.

**e. Members and Volunteers On-call for Driving Duty during Programs**

Any member or volunteer scheduled to be the On-Call or the Emergency Driver at a camp or program must:

- Have held a full driver licence for at least 2 years (applies to co-drivers)
- Not have been involved in night patrol/night duty the previous evening
- Have adequate sleep (minimum of 6 hours) prior to being on-call
- Not consume alcohol in the 12 hours prior or during the period they are on-call

All On-Call or Emergency Drivers should be communicated with prior to camp or a program by an Executive Team member with the expected dates/times they will be on duty and, if using their own vehicle, ensure that it is registered, insured (comprehensive cover) and in roadworthy condition. In the instance that the vehicle is not considered “safe” or “reliable” by the Safety Officer, then the Safety Officer will provide a suitable vehicle which is registered, insured and in roadworthy condition, as well as being fuelled and having an automatic transmission.

In the event of mobilising an On-Call or Emergency Driver, the person will be issued with a checklist document outlining the equipment and information they need to take including:

- Address and map of hospitals, emergency clinics or GPs in the immediate area
- Medical Forms of injured person
- Contact details for parent/guardian, Camp and LSC&PH Albert Park Office
- 2 charged mobile phones

A minimum of 2 members or volunteers (driver and co-driver) are required for this role, ideally one of the pair is a senior person capable of talking effectively to the injured person, parents/guardians and health professionals.

It is a requirement of the LSC&PH Executive Team to prepare the Emergency Driver Schedule prior to the commencement of the program or activity.

**f. Long trips undertaken as part of LSC&PH Programs**

Name: Driving Policy	Document number: 5.0
Developed by: LSC&PH Risk Committee	Approved by: LSC&PH Board
Release date: 30 October 2019	Rev: 3.1
Authorising area: Risk Committee	Document owner: CEO

**Programs and Activities Driving Policy**

Any LSC&PH program that requires members or volunteers to travel together as a group for a trip further than 100km (e.g. Community Outreach Initiative) must abide by the following long distance driving rules.

- For all trips over 100km a fully licensed (non-probationary) driver must drive
- A member or volunteer is to be seated next to the driver and assist in navigation; this 'navigator' is to abstain from consuming alcohol
- The driver and navigator must be relieved after 2 hours of driving
- Driving between midnight and 8am is to be avoided where possible

**g. Slushies/Slushees/Staff driving during Lord or Lady Somers Camp**

- Slushies/Slushees are not to drive outside of camp during a Lord or Lady Somers Camp
- If Slushies/Slushees require items outside of camp, they are to use the Logistics Department/Quartermasters to source these items
- JFS, new staff (young adults) and first year staff are not to drive outside of camp during a Lord or Lady Somers Camp
- Staff (members and volunteers) are to minimise any driving outside of camp during a Lord or Lady Somers Camp to the minimum necessary for operation of the camp. Any staff that drive or are on call to drive are to ensure that they have had an adequate sleep opportunity (minimum 6 hours) and not consumed alcohol prior to driving

**h. Slushies/Slushees/Staff returning from Lord or Lady Somers Camp**

- Slushies/Slushees, JFS, new staff (young adults) and first year staff are not to drive at the completion of a Lord or Lady Somers Camp
- Slushies/Slushees, JFS, new staff (young adults) and first year staff are to make use of available bus transportation and other transportation arrangements made by the Leadership teams

**3. SUPPORTING POLICIES**

There are a number of LSC&PH policies which support or relate to the Driving Policy including, but not limited to:

- Risk Management Policy
- Extreme Weather Procedure

**4. REVIEW OF POLICY**

This Policy will be reviewed every two years, by the LSC&PH Risk Committee, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Risk Committee to the Board.

**ANNEX 1: Background to LSC&PH Driving Policy**

Fatigue and alcohol consumption are the leading causes of fatal accidents and injuries on the road. Fatigue can be caused by a combination of physical exertion, psychological strain from prolonged engagement with the surrounding environment, and from sleepiness. Members of LSC&PH are vulnerable to experiencing sleepiness during or after LSC&PH programs as they may have limited opportunities to sleep. Although every individual reacts slightly differently to the loss of sleep, 6 hours of sleep (per 24 hours over short durations less than a week) is considered to be the minimum amount of sleep required for safe vehicle operation.

Name: Driving Policy	Document number: 5.0
Developed by: LSC&PH Risk Committee	Approved by: LSC&PH Board
Release date: 30 October 2019	Rev: 3.1
Authorising area: Risk Committee	Document owner: CEO

**Programs and Activities Driving Policy**

The young adults (18-25 year olds) who are heavily involved in LSC&PH programs as members are particularly vulnerable to the effects of sleepiness while driving for a number of reasons that are outlined below.

**1. Age**

Adolescents sleep more than adults and need this sleep. This adolescent “drive” or need for more sleep continues until the early 20s. Eighteen to 25 year olds are disproportionately represented in fatigue related car accidents, where it is thought that inexperience, social circumstances, and the biological drive for sleep compound to increase the risk for young adults.

**2. Awareness of fatigue with age**

Young adults are less aware of their sleepiness than older adults. Eighteen to 25 year olds have been found to state that their alertness is acceptable well after their alertness has decreased to unsafe levels. There is a discrepancy between how tired (or not tired) young adults say they “feel” and their (poor) performance in tests of alertness. A 40-50 year old subjected to the same conditions is likely to do the opposite of young adults. The older age group actually tends to overestimate how tired they “feel” compared to actual measured drop in performance for alertness tasks. This serves as a bit of a protective factor for this age group, as they are thought to be more likely to discontinue potentially dangerous behaviour earlier. This age group is also more resilient to reduced alertness; their alertness drops to a lesser extent than young adults when they are sleep deprived.

**3. Lack of recovery from sleep deprivation**

Studies have shown that alertness levels from sleep deprivation (staying awake for more than 18 hours) and chronic sleep restriction (getting less than 8 hours sleep per day for a number of days) do not return to their normal levels after a single 12-14 hour recovery sleep. As members participating in Big Camp may experience sleep restriction, acute sleep deprivation, and more sleep restriction as the recovery for the sleep deprivation, it is important to recognise that more than one long duration recovery sleep may be required before reaction times and attention levels are restored to a level required for safe driving of a motor vehicle.

There is still research going into why recovery is not complete after one good long sleep. It is thought that there is a build-up of chemicals (waste products) in the brain that occur with prolonged wakefulness. These chemicals may require more than one good sleep to be flushed out. It is worth noting that the recovery sleeps in research settings occur in a comfortable bed in a cool, noise free and very dimly lit environment. Daytime recovery sleeps of 4-6 hours following all night Night Duty in the Slush Hut would lead to less effective recovery of alertness levels.

The quality of a recovery sleep can be further diminished by the consumption of alcohol, at even moderate levels. Relatively moderate consumption of alcohol has the effect of superficially improving subjective sleep quality, as you seem to fall asleep faster. However, any alcohol consumption reduces the quality of consolidated deeper sleep required for recovery of alertness.

**4. Physical exertion compounds with being awake for a long time to reduce alertness**

Alertness is lower in people that have physically exerted themselves more during prolonged periods of wakefulness. Members of camp may undertake substantial amounts of manual labour for prolonged periods, which will further compound the effects of combined sleep restriction, sleep deprivation, and young adults increased “drive” for sleep.

**5. Lack of Sleep & Alcohol consumption give similar patterns in results**

Name: Driving Policy	Document number: 5.0
Developed by: LSC&PH Risk Committee	Approved by: LSC&PH Board
Release date: 30 October 2019	Rev: 3.1
Authorising area: Risk Committee	Document owner: CEO

***Programs and Activities Driving Policy***

Researchers have compared the alertness between people who have consumed alcohol, and those that have been deprived or restricted of sleep. After 17-18 hours of being awake, individuals will perform the same in driving tests as someone with a BAC>.05. After being awake all night, your equivalent BAC=0.1

Due to difficulties and dangers in giving people consistent doses of alcohol for extended periods of time, researchers have not really looked at this relationship over durations longer than 24 hours. However, given the single night effects of fatigue and all other impacts listed above, it is likely that Members "BAC equivalent level" of fatigue after a couple of days at camp is likely to fluctuate between BAC=0.1 on the morning following Night Duty to somewhere near .05 until they leave camp.

Name: Driving Policy	Document number: 5.0
Developed by: LSC&PH Risk Committee	Approved by: LSC&PH Board
Release date: 30 October 2019	Rev: 3.1
Authorising area: Risk Committee	Document owner: CEO