

14. Programs and Activities Driving Procedure

Purpose

Lord Somers Camps and Power House (LSC&PH) is committed to providing a safe and healthy work environment for all people involved in its activities.

With driving being a key part of many LSC&PH activities, it has been identified as an area of risk. The following procedure have been established and are required to be followed to decrease the risks associated with driving to and from LSC&PH programs and activities whilst fatigued, under the influence of alcohol or other drugs, and not following road rules.

Scope

These Procedures apply to any LSC&PH involved in developing and / or delivering programs or activities which require driving.

Definitions

Employee	Any person employed by Lord Somers Camp and Power House.
Executive Team	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.
First year Staff	Someone volunteering for the first time
Fit to drive	Not affected by fatigue, alcohol, medication, or drugs (prescription, over-the-counter, or illicit)
Leader	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: <ul style="list-style-type: none"> • Camp Leaders • Deputy Camp Leaders • Executive Officers • Programs Leader • Slushie King and Slushee Queen • Heads of Departments • Safety Officer

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Member	Any person who has a current membership subscription to LSC&PH, including various life memberships, term membership or honorary life membership.
Participant	Any person who attends an LSC&PH program as a participant or a grouper.
Slushees	Female-identifying volunteers who assist during programs
Slushies	Male-identifying volunteers who assist during programs
Volunteer	Any Non-Member who attends LSC&PH activities as a member of the camp's staff under direction of a Camp Leader.

Responsibilities

CEO	<p>Ensure that all relevant staff are aware of the requirements of this Procedure</p> <p>Ensure sufficient resources are available to support compliance with this Procedure</p>
Executive Team	Prepare the Emergency Driver Schedule prior to the commencement of the program or activity. This shall include 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.
Safety Officer	<p>Review all activities at a program or activity and ensure that they do not present an unreasonable risk to participants, staff or others.</p> <p>In the instance that the Emergency Driver's vehicle is not considered "safe" or "reliable", provide a suitable vehicle which is registered, insured and in roadworthy condition, as well as being fuelled and having an automatic transmission.</p>
Leadership teams	Ensure rostering and other requirements communicated to staff involved in driving to and from LSC&PH programs and activities reflect the requirements of this Procedure.
All Staff (Employees and Volunteers)	<p>Do not drive if affected by</p> <ul style="list-style-type: none"> • fatigue • alcohol • drugs – prescription, over-the-counter, or illicit

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Procedures

1. Fatigue management

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 an 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.

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

- Members and volunteers must **NOT** provide transportation to **ANY** under 18 year old participant of an 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

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participant in and take reasonable actions to prevent or mitigate these. 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.

Members and Volunteers driving other Members/Volunteers to programs

- 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.

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.

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)

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- 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.

Long trips undertaken as part of LSC&PH Programs

Any LSC&PH program that requires members or volunteers to carpool for any 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 have a minimum 30 minute break after 2 hours of driving
- Driving between midnight and 8am is to be avoided where possible

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Slushies/Slushees/Staff driving during Lord or Lady Somers Camp

- Slushies/Slushees are not to drive inside or outside of camp during a Lord or Lady Somers Camp, if it is their first time as a volunteer
- 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 inside or 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

Slushies/Slushees/Staff returning from Lord or Lady Somers Camp

- Slushies/Slushees, new staff (young adults) and first year staff are to have at least one full night of sleep if they are to drive at the completion of a camp.
- Slushies/Slushees, 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.

2. Alcohol

All drivers and (where applicable) navigators must comply strictly with all legal requirements applicable to drinking alcohol and driving.

In addition to these legal requirements, drivers must have a blood alcohol concentration of 0.00 if engaging in LSC&PH-related driving with any passenger on board.

3. Drugs

Whilst driving on LSC&PH business, drivers shall not be under the influence of any other substance or medication that could impair their ability to safely operate a vehicle.

In addition to illicit drugs, this includes prescription drugs and over-the-counter medications.

Actions to be taken if fatigue, alcohol or drugs are suspected

Any member of the Leadership Team is authorised to stand a driver down from their duties if there is reasonable suspicion that they may be affected by fatigue, alcohol or drugs.

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4. Adherence with road rules

All people driving on the course of their duties are expected to hold a current Victorian drivers' licence for the type of vehicle being driven.

Drivers will comply with

- *Occupational Health and Safety Act 2004 (Vic)*
- *Road Safety Act 1986 (Vic)*
- *Road Safety Road Rules 2009 (Vic)*

Other relevant policies and procedures

- Workplace Health and Safety policy
- Risk Management policy
- Extreme Weather procedure

Procedure review

This Policy will be reviewed every three 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.