

Driving Procedure



Driving is a part of what we do at **LSC&PH**, and it comes with its share of risks and responsibilities. To ensure everyone's safety, we've put together this simple procedure that all of us can follow when driving to and from our programs and activities. It's all about keeping our community safe by reducing the risks of fatigue.



On Call and Rostered Driver Responsibilities

- Hold a valid Australian driver's license
- Full license for 2 years (co-drivers)
- No recent night duty
- Minimum 6 hours of sleep for 2 consecutive nights
- No alcohol 12 hours before or during on-call
- No influence from impairing substances, including prescription and over-the-counter drugs

Members and volunteers **must NOT provide transportation** to ANY participant under 18-year-old in programs they're also part of.

- Exceptions**
- Family-related programs (e.g., Easter Camp)
 - Billed participants (e.g., interstate groupers)
 - Emergency transport to places like a doctor's office, hospital, or home with prior parent/guardian consent and at least two accompanying adults (18+)

Safe Driving Rules

When driving to and from **LSC&PH** programs:

- Car-pool with others
- Use program arranged transportation
- Probationary license holders use alternative transport options
- For trips over 100km, a fully licensed driver must take the wheel
- Avoid late night and early morning driving
- Minimum 6 hours sleep for 2 consecutive nights before driving
- Leadership teams should limit night duty and assign it to members not driving the next day

Managing fatigue better makes our travel safer

Any member of the Leadership Team can suspend drivers for suspected fatigue or substance influence.

Comply with:
Occupational Health and Safety Act 2004 (Vic)
Road Safety Act 1986 (Vic)
Road Safety Road Rules 2009 (Vic)



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Procedure Purpose

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

Driving is a key part of many LSC&PH activities and has been identified as an area of potential risk. The following procedure is required to be followed by all LSC&PH people 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.

Procedure Scope

This Procedure applies to any LSC&PH people (staff, members, volunteers, or participants) involved in developing, delivering, managing programs or activities which require driving. The aim is to mitigate foreseeable risks associated with driving.

Fatigue has been identified as a major contributor to road accidents. Fatigue can be caused by:

- Being awake continuously for an extended period of time (more than 16 hours)
- Lack of enough quality sleep.
- Driving at times when you are normally asleep (e.g., 12am–6am) or in the afternoon lull (1pm–4pm), when our biological time clock makes most of us feel sleepy.
- Having a sleep disorder such as sleep apnoea.

Fatigue has a direct impact upon workplace safety. It is the responsibility of LSC&PH and its people to protect themselves, their colleagues and other road users.

Responsibility for fatigue in the workplace:

- LSC&PH has a duty of care to protect staff, members, volunteers, and participants who suffer from fatigue
- Members, volunteers, and participants have Occupational Health and Safety obligations to advise LSC&PH of their fatigue

Procedure At A Glance



Staying at Camp?



Driving from Camp or
performing driving duties?



Had minimum 6
uninterrupted hours of sleep
for 2 consecutive nights



Hold a valid drivers license
and abide by all motoring
rules and laws.

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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 and may be delegated to other members or volunteers.
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	<p>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:</p> <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
Member	Any person who has a current membership subscription to LSC&PH, including various life memberships, term membership or honorary life membership.
Participant	A person who attends or takes part in an LSC&PH program or activity who is not a designated volunteer member or staff.
Slushees	Female presenting volunteers who assist during programs
Slushies	Male presenting 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.

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Responsibilities

CEO (Chief Executive Officer)	<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	<p>Ensure rostering and other requirements are communicated to staff involved in driving to and from LSC&PH programs and activities reflect the requirements of this Procedure.</p>
Safety Officer	<p>Prepare the Emergency Driver Roster prior to the commencement of the program or activity. (This shall include the expected dates/times staff will be on duty and, if using their own vehicle, ensure that it is registered, insured (comprehensive cover) and in roadworthy condition.)</p> <p>Safety Officers also prepare the Nigh Duty Rosters which may impact staff driving to and from camp.</p> <p>The Safety Officer will pass up the Emergency Driver Roster to the Executive Team to be approved before it is communicated</p> <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>
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

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

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- Members and volunteers are encouraged to use buses and any other form of group transportation organised by the leaders of an LSC&PH program
- Camp Leaders may impose group transport options/rules to reduce the risk of driving fatigued
- 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 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 6am 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 fatigued during the initial briefing at the beginning of camp and at the end of a program ask members and volunteers to assess their own fatigue before attempting to drive home
- Alternative transportation (such as taxi, uber or off-site family member) can be arranged by the Executive (with consent from next of kin for those under 18) at any stage of camp to avoid members and volunteers driving fatigued
- All drivers, including both members and volunteers, must ensure they get a minimum of six hours of uninterrupted sleep for two consecutive nights before departing from camp. This includes going to bed no later than midnight for the two nights preceding their departure in the morning. This means:
 - At Community Camp or other weekend camps you must be in bed by midnight for both nights before driving
 - At Big Camp part time you must be in bed by midnight for the final two consecutive nights of your service before driving
 - At Big Camp full time you must be in bed by midnight for the final two consecutive nights of camp before driving
- LSC&PH members and volunteers must not place any participants at risk due to their own potential fatigue impaired driving.



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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.

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 meet the sleep requirements outlined above 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. Where the participant is under 18 years of age there must be two accompanying adults (one being the driver). In this situation, members or volunteers are to be aware of the potential risks they are placing the 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 meeting the sleep requirements outlined above, 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 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 use buses organised by LSC&PH where available, and otherwise 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. In the event of travelling with an under 18-year-old then two adults must accompany the person.

Night duty and driving

- Any members, volunteers or employees that complete an overnight shift, night duty or unable to have 6-hour continuous sleep for two consecutive nights due to their duties are not to drive the following day.
- Leadership teams are encouraged to minimise the need for night duty during LSC&PH programs

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where safe to do so.

- Safety Officers (or 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-hour continuous sleep or greater for two consecutive nights) before they have to drive.

Members and Volunteers on-call for driving duty during programs

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.

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

- Have held a valid driver licence for at least 2 years (applies to co-drivers also)
- Not have been involved in night patrol/night duty the previous two evenings
- Have adequate sleep (minimum of 6 continuous hours or more for two consecutive nights) 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 the Safety Officer or 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.

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.

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 On-Call or Emergency Drivers, the drivers 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

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In lieu of On Call/Emergency Drivers the Executive may employ other modes of transportation as appropriate:

- Next of kin/emergency contact retrieving staff, participant, grouper from Camp
- Ambulance for medical emergencies
- Uber or taxi arranged by next of kin/emergency contact for the staffer, participant or grouper

Staff (members and volunteers) are to minimize any driving outside of camp during a Lord or Lady Somers Big Camp to the minimum necessary for operation of the camp with approval from the Executive Team

Any staff who drive or are on call to drive are to ensure that they have had an adequate sleep opportunity (minimum 6 continuous hours or more for 2 consecutive nights) and not consumed alcohol 12 hours prior to driving

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; the 'navigator' and driver are to abstain from consuming alcohol for 12 hours prior to driving
- The driver and navigator must have a minimum 30-minute break after every 2 hours of driving
- Driving between midnight and 6am is to be avoided where possible
- Public transport, such as trains, where practical, should be considered as a suitable substitute to driving

Slushies/Slushees/First Year Staff and Probationary licence holders driving to or during Lord or Lady Somers Camp

- Slushies/Slushees/First Year Staff and Probationary licence holders are strongly discouraged from driving to a Lord or Lady Somers Big Camp, instead they can use the bus transportation provided by LSC&PH or find alternative arrangements with the Staff Coordinator
- If Slushies/Slushees/Staff require items outside of camp, they are to use the Logistics Department/Quartermasters to source these items

Slushies/Slushees/First Year Staff and Probationary licence holders returning from Lord or Lady Somers Camp

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- Slushies/Slushees, First Year Staff and drivers on a Probationary licence are prohibited from driving home from Lord or Lady Somers Camp and are strongly encouraged to make use of the available bus transportation provided by LSC&PH or find alternative transportation arrangements with the Staff coordinator.

2. Adherence with road rules

All people driving on the course of their duties are expected to hold a current Australian 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

- Code of Conduct
- Code of Conduct Behaviour Guide
- Child Safety and Client Protection Policy
- Child Safety and Client Protection Procedure
- Managing Breaches of the Code of Conduct Procedure
- Fitness for Work Policy
- Drug and Alcohol Policy
- OSH Strategy
- Risk Management Policy and Procedure
- Extreme Weather Procedure

Procedure review

This Procedure 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 Procedure will be recommended by the Risk Committee to the Board.