



# Driving and Community Access Policy

## **Purpose**

Good Friends is committed to providing safe services and preventing work related injuries. Driving and the provision of community access services will be provided in a safe and effective manner in accordance with the New Zealand Land Transport (Road User) laws. Good Friends will build a strong safety culture and expects all persons to take responsibility for safety and notify management of any risks, incidents or injuries associated with driving or the provision of community access services.

## **Scope**

This policy applies to all contractors, members, families/whanau, nominated representatives and volunteers.

## **Objective**

To ensure safety for all contractors and Members when driving and providing community access for Members.

## **Definition**

Driving and the provision of community access services include all times when a contractor is driving a vehicle for the purposes of meeting a Member requirement. This may be with the Member as a passenger or when completing activities on behalf of the Member and is relevant regardless of whether the vehicle belongs to the Member or the contractor.

## **Policy Statement**

- Contractors should not drive or provide community access services if the road conditions are poor, unclear or unpredictable. Alternative arrangements should be made to meet the Member needs.
- All vehicles used in the provision of driving and the provision of community access services will be registered, roadworthy, and have compulsory third-party insurance.
- Vehicle registration needs to be confirmed prior to the vehicle being used for driving and the provision of community access services. A copy of this report must be filed in the contractors or Member's folder.

- All drivers must have a current New Zealand driver's license appropriate to the relevant vehicle classification being used.
- A copy of a contractors driver license must be obtained and filed in their folder prior to the contractor being engaged for driving or the provision of community access services.
- All drivers must comply with all laws at all times. Any breaches and resulting fines will be the responsibility of the driver.
- Drivers should notify their insurance provider that they are using their vehicle for work related purposes.
- All drivers must notify their manager immediately if they have their license suspended or have serious driving offences pending.
- Specially adapted vehicles will be used in accordance with New Zealand standards as required.
- All motor vehicle accidents occurring whilst vehicles are being used for driving and the provision of community access services must be reported to a manager immediately.
- If the motor vehicle accident results in an injury to any person then medical attention is to be sought immediately and the matter reported to a manager, and the Incident Management Policy followed.
- Managers must act promptly in the event of a motor vehicle accident or injury and are responsible for:
  - prioritising the health and safety of contractors and Members
  - supporting individuals with insurance claims
  - consistently identifying and addressing conduct or matters that may cause injury or harm
  - ensuring that matters are dealt with effectively and efficiently.
- People are ultimately accountable for their own actions and safety.

### **References and Related Documents**

Good Friends Helper Agreement

New Zealand Health and Safety at Work Act (2015).