

	PRM-POL-05-02 – APPLICATION FOR VOLUNTEER BUS DRIVER & INDUCTION FORMS	Version No:	1.0
		Issued:	February 2016
		Next Review:	February 2018

Responsibility:	Governance
Minutes reference:	12/15 - C311 CDO/10/15
Related Policies/Procedures:	PRM-POL-05 – Community Bus Transport Scheme PRM-POL-05-01 – Application for hire of Community Bus
Review Frequency:	Budget review & at expiration of lease with CDEC

CODE OF CONDUCT

GENERAL

- Drivers will at all times be conscientious in the performance of their driving duties.
- Exercise proper courtesy, care and sensitivity when dealing with passengers, fellow drivers and Council officers.
- Exercise discretion in an emergency situation.
- Do not convey any person other than authorised passengers.
- Do not drive in bare feet, thongs or similar footwear, or high heeled shoes.
- Wear neat casual dress.
- Do not take any drug likely to impair performance as a driver.
- Do not smoke in vehicles.
- Satisfy a zero blood alcohol reading at all times while driving.
- Do not wear headphones or ear muffs while driving.
- Driver must be at least 25 years of age

Volunteer Driver Duties and Responsibilities

- Ensure the safety of individuals or groups while they are entering, travelling in and alighting from the vehicle and report any improper conduct by passengers to Council staff.
- Observe the requirements of the Road Traffic Act and Motor Vehicles Act, all signs, signals and road restrictions.
- Comply with the conditions of the Commercial Motor Vehicles (Hours of Driving) Act, 1973 section 4 which reads, ***a person shall not drive a commercial vehicle for a continuous period of more than 5 hours, drive a vehicle for periods amounting in the aggregate to more than 12 hours in a 24 hour period, or not have at least one period of 24 consecutive hours of rest from driving during the 7 days preceding that time.***
- Comply with the regulations of the Work Health and Safety Act, 2012.
- Ensure that keys are not left in the ignition when the vehicle is not being driven and that vehicle is secured when unattended.
- Ensure that the doors are closed and all passengers are seated before the vehicle is in motion.
- Maintain accurate records of driving undertaken, eg mileage, travel details, etc on bus sheet.
- Where seat belts are fitted **request** that they be worn by passengers.
- Ensure that the parking brake is engaged when the vehicle is stationary. Instruct passengers to store luggage (other than hand held luggage) in a safe manner in the most appropriate areas of the vehicle ie luggage racks, under seats or vehicle boot. The aisles of buses must be kept clear at all times. Dangerous substances or equipment must not be carried.
- Assist passengers with the storage of mobility aids, shopping trolleys and parcels.



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Accidents

Report all accidents (whereby damage is caused to any person, vehicle or property) immediately to Council Staff. Drivers are not to make any statement about the accident to other than Police Officers or Council Officer. Generally, it is desirable for volunteer drivers to give full information to the police, however they are not obliged to make any statement which may amount to admission of negligent driving or otherwise involve them in liability for prosecution for any traffic or other offence.

Drivers should supply any other party involved in the accident with the following information only:-

- name, address and occupation of driver
- name and phone number of Council
- vehicle registration number

Where another vehicle or property is involved the volunteer driver must obtain the following information:-

Other Vehicle:

- description of the vehicle (registration number, make, size, colour, model)
- driver's name, address, phone number and occupation
- owner's name, address and phone number
- insurance company/type of cover (comprehensive or third party property)
- injured person/s name, address, vehicle, other details
- damage to vehicle

Damage to Property (other than vehicle)

- details of property and damage
- name, address and phone number of the owner

Where damage is sustained to the vehicle the driver or another responsible person must determine whether the vehicle is safe to be driven. Where possible consult with Council staff as soon as possible.

In the event of a vehicle breakdown during out of town use, arrange suitable alternative transportation and contact Council Staff to arrange repairs as required.

Be observant with and check:

- tyres, coolant level, engine oil level, brakes, horn and steering
- all lights are operating and that lenses, reflectors, mirrors and front and back windows are clean
- wheelchair restraints and hydraulic lifter where provided
- gauges and warning systems and stop the vehicle on an indication of fault
- safety equipment (eg fire extinguisher, first aid kit, mobile phone, UHF radio)
- basic vehicle equipment (eg wheelbrace, jack, fuel tank, etc)

All faults should be reported immediately to Council Staff.

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~ CONFIDENTIAL ~

Date of Application

Applicant's Personal Details

Are you willing to be placed on the Volunteer Driver Public Register: YES / NO	
Surname:	Given Names:
Address:	Date of Birth:
Phone No. (home)	Phone No. (work)
Emergency Contact:	Relationship to Applicant:
Contact's Phone No.:	Contact's mobile:

Driver's Licence Details

Licence No.	Class of Licence:
Expiry Date:	Years Held Licence:

Driving History

Please list relevant skills, training, previous driving experience (including type of vehicles driven):
Have you been involved in any accidents involving any motor vehicle during the last 5 years? Yes No If yes, give details:
Have you been convicted of any offences relating to the use of a motor vehicle during the last 5 years (excluding minor parking or speed camera infringements)? Yes No If yes, give details:
Have you had your Driver's Licence refused, suspended or cancelled within the past 5 years? Yes No If yes, give details:



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General Information
<p>Have you ever been convicted of a criminal offence or do you have any criminal matters pending against you? Yes No If yes give details</p>
<p>Are you prepared to undergo a Police Offender History Check? Yes No</p>
<p>Have you applied for, or received, accreditation to drive from the Passenger Transport Board? Yes No If yes give details</p>
<p>Are you prepared to comply with the provisions of the Code of Conduct and Driver Duties and Responsibilities? Yes No</p>
<p>Do you have any medical condition, health problem or disability which could restrict your driving activities? Yes No If yes give details, including medication:</p>
<p>Is this noted on your current Drivers Licence Yes No</p>
<p>Do you agree to undergo a medical examination, including eye test, if required by Council? Yes No</p>
<p>Do you agree to immediately notify this organisation if there is any change in your health or medical condition which could adversely affect your driving? Yes No</p>
<p>Have you had any first aid training? Yes No If yes give details:</p>
<p>Please supply names, addresses and phone numbers of two referees: 1. 2.</p>

DECLARATION BY BUS DRIVER (only required once per driver)



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I.....hereby declare that I have read and understand fully the Code of Conduct and requirements and the requirements as set therein. I expressly declare that:

I am a holder of a Licence Class AB, HB, LB, HC, MC, HR, LR or MR. (Please circle relevant class of licence)

I will not consume alcohol or drugs for a period of twelve (12) hours prior to driving the bus, NOR CONSUME ALCOHOL whilst I am driving the Bus or the Bus is in my control.

.....
Signature of Driver

.....
Signature of Witness
(Council Staff)

Date:/...../.....



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**BUS INDUCTION CHECK OFF LIST
(Council to complete)**

- Heavy Vehicle License Class: LR / MR (Copy taken)**
- ID Plate Locations** for Number of Seating (26 including, Annual Inspection Label, Registration and Number Plates.
- Location of** First Aid Kit, Fire Extinguisher, Emergency Exits, Spare Tyre, Jack and Tools.
- Relevant Documentation** Code of Conduct, Drivers License Registers and Log Books, Emergency Contacts, Key Return Location.
- Explain** Bus, Pre-start check and Councils Maintenance Program, Fuel Type **DIESEL**.
- Ensure** the Driver has read the Safe Work Instruction (SWI) for operating the Disability Access lift and is aware where the SWI is located
- Vehicle Controls, Orientation** Park Brake, Exhaust Brake, Side door and Step Operation.
- Wheelchair** Loading, Restraint and Unloading Procedure (SOP)
- Test Drive** Optional as requested.
- OTHER:**

Date: _____

Name: _____

I have, on the date above, been inducted to drive the District Council of Lower Eyre Peninsula’s Community Bus and have been provided a copy of the Bus Driver’s Code of Conduct.

Signed: _____
(person inducted)

Signed: _____
(District Council of Lower Eyre Peninsula Representative)

****ONCE COMPLETED, THIS FORM IS TO BE KEPT IN THE APPROVED BUS DRIVER REGISTER****