

Transport



"My safety is taken seriously."

Intent

Staff/kaimahi may need to transport people for various purposes.

It is important that safety concerns are identified and addressed beforehand in each situation and that the vehicle is fit for purpose.

Responsibilities

Management will ensure:

- vehicles used to transport people are safe and fit for purpose
- anyone who transports a person for the organisation has a current license to drive and carry passengers
- safeguards in this policy are complied with (eg system for notifying colleagues, recording incidents).

Kaimahi and volunteers will encourage rangatahi and others to arrange their own means of transportation. They must comply with this policy when required to transport a person for the organisation.

Requirements

Safety measures

The risks of transporting person(s) should be considered and assessed in every circumstance and appropriate precautions taken. Transporting should not proceed if risks can't be adequately addressed.

Wherever possible, transport should be pre-arranged and not interrupted by unscheduled stops.

Kaimahi will:

- carry a mobile phone
- inform a colleague or management about transporting including the name of the rangatahi involved, the purpose and the destination (eg notification shared calendar)
- check that passengers are properly secured in the vehicle before starting the trip
- comply with management instructions that may be issued generally or specifically about transporting a rangatahi.

Transporting tamariki, rangatahi

Where possible, we will transport tamariki/rangatahi while in their parents' care and supervision. But if this is not possible, kaimahi must:

- obtain parental/caregiver permission for transporting a child/young person under 14 years
- ensure any child, 7 years and under, is restrained in a seat belt and an older child, in a booster seat (unless 148cm tall or 12 years old)
- not transport the rangatahi if risks cannot be adequately controlled
- not leave the child or young person unattended in the car at any time. When dropping off, the kaimahi must take the child/young person to the pre-arranged location/ person.

Risk situations

Two staff/kaimahi should be involved in transporting if:

- supervision is required (eg more than 3 children without their caregiver are being transported)
- there is a risk of absconding, harming self or others, or interfering with safe driving. The passenger who poses the risk should be seated in the backseat behind the passenger seat. The accompanying kaimahi should be seated beside the person behind the driver.

A kaimahi can refuse or cease transporting the person(s) if they feel unsafe or threatened.

If a passenger becomes agitated during travel, the driver should pull over to the side of the road, ask them to take time and calm down. If necessary, they will be asked to step out of the car. If they remain agitated, the staff/kaimahi should contact management for advice or if necessary, contact the Police.

Vehicle

Vehicles must be roadworthy, registered and warranted.

Child restraints must be used for tamariki and seat belts for other passengers. If a child restraint is not available but is required by law, the child will not be able to be transported. An alternative mode of travel should be arranged (eg bus, taxi).

Drivers must hold a full drivers license.

Organisational vehicles must only be used for work purposes and driven by authorised people.

Group outings

The staff/client ratio for when transporting a group will be determined after assessing factors such as:

- the nature and location of activities
- the age, ability and needs of the group members (eg child known to suffer from car sickness)
- the duration, time and nature of the journey
- any relevant requirements at the destination (eg for unloading)
- the competence and behaviour of group members
- the duration of planned activities
- first aid cover.

Compliance

Social Sector Accreditation Standards- Level 2, Health and safety 1.0-2.0; Client services and programmes 2.0

Social Sector Accreditation Standards- Level 3, Health and safety 1.0.

Health and Safety at Work 2015

Helpful links

[Background and child safety checking](#)

Review

Date: June 2020

Next review: by May 2022