

# Saint John of God Kerry Services

Hospitality - Compassion - Respect

06

## Transport Policy and Procedure

Saint John of God Kerry Services

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# Policy and Procedure

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**It is the policy of Saint John of God Kerry Services to ensure that drivers and Escort/Accompanying Staffs are aware of responsibilities and duties whilst using vehicles of the Service and exercise caution and safety awareness at all times in order to ensure safety of all passengers.**

1. Driving Licence/Class of Vehicle
  - 1.1 Staff members can only drive the class of vehicle for which they are licensed to drive e.g. B, D etc.
  - 1.2 Staff members wishing to drive the Service vehicles must complete a Driver's Declaration Form on an annual basis and submit, along with a copy of their Driving Licence, to the Administration Office, Tralee.
2. Responsibilities of the Driver
  - 2.1 It is the Driver who assumes ultimate responsibility of the vehicle and passengers while in the vehicle.
  - 2.2 For Saint Mary of the Angels, when a vehicle is assigned to a department/ staff member/unit it is the Transport Department that assumes responsibility for the servicing and arranging for NCT appointments. The cleanliness of the vehicle rests with the respective department/staff member/unit.
  - 2.3 For all other locations outside of those noted in 2.2 when a vehicle is assigned to a department/staff member/location, it is that department/staff member/location who assumes full responsibility to ensure the vehicle is maintained, serviced as well as arranging NCT appointments, ensuring in date insurance and tax discs are displayed.
  - 2.4 Where Tax is due for renewal the department/ staff member/location with responsibility for the vehicle will communicate same to the Administration Office, Tralee/Transport Dept., Beaufort, as appropriate, at least one month before expiry date.
  - 2.5 Following NCT examinations the original NCT Certificate will be retained on the vehicle file retained in the Administration Office, Tralee.
  - 2.6 All drivers have to abide by the all relevant transport legislation and the specific standards comprised in same. Drivers must drive in a safe manner at all times and within the designated speed limits.
  - 2.7 Prior to commencing any journey the Driver will ensure the completeness of the Vehicle Pack and presence of safety items in the vehicle as follows;  
*Pack Comprises*
    - Accident Report Form (State Claims Agency)
    - Garage listing of locations throughout Ireland accepting the Valero Fuel Cards
    - Risk and Safety Services Form (State Claims Agency)
    - Transport Policy and Procedure
    - Fuel Card guidance document
    - Vehicle Checklist and Journey Recording Form*Safety Items*
    - First Aid Kit
    - Hi Viz Jacket
    - Torch with working batteries

- Warning Triangle  
and will complete the Vehicle Checklist and Journey Recording Form (See Appendix A) while also noting any defects that may have occurred during the journey upon returning to location/arriving at destination.
  - 2.8 Completed Vehicle Checklist and Journey Recording Forms will be retained for the current and preceding Calendar year by the relevant department/staff member/location and may be subject to inspection at any given time by the Service.
  - 2.9 It is the responsibility of the driver to report, without delay, to their Supervisor or designated person any noted vehicle defects, including warning lights for items such as oil, water etc. Any such defects should be attended to/repared without delay.
  - 2.10 Fuel levels are to be checked by the staff member prior to commencing the journey and to arrange fuel refill, if required, prior to returning the vehicle. In any case the petrol/diesel gauge is not to fall below ¼ full.
  - 2.11 Vehicles can be refuelled at designated Filling Stations where the staff member signs for fuel purchase.
  - 2.12 The driver of the vehicle must sign for fuel as well as printing their name on the paperwork from the filling station which details date of purchase, value of purchase and registration of vehicle. All such receipts are to be returned to the Administration Office, Tralee by the last working day of each month for account reconciliation.
  - 2.13 Hi-Vis jackets retained in all vehicles are to be put on by the Driver in the event of an accident or if Escort/Accompanying Staffing service users across busy roads.
  - 2.14 In the event of an accident or near miss the driver will report, without delay, full details of same to their Supervisor/Supervisor on duty.
  - 2.15 Following an incident/accident a NIRF02 needs to be completed and staff need to revert to the State Claims Agency Motor Accident Report Form must be completed and forwarded to the Administration Office, Tralee for notification.
  - 2.16 The driver will not leave a vehicle unattended while the engine is running
  - 2.17 Keys for the vehicle will not be left in the ignition unattended by the driver nor will they be given by the driver to anyone other than another staff member.
3. Responsibilities of the Escort/Accompanying Staff where available:
- 3.1 The Escort/Accompanying Staff will assist with service users entering and/or exiting the vehicle.
  - 3.2 The Escort/Accompanying Staff is responsible for ensuring that seat belts/harnesses are securely fastened and fitted properly before the commencement of and throughout the journey.
  - 3.3 The Escort/Accompanying Staff will advise the Driver when all passengers are safety seated and secured in order that the Driver knows it is safe to commence the journey.
  - 3.4 The Escort/Accompanying Staff will ensure that all individuals behave appropriately on the bus and do not distract the driver during the course of the journey.
  - 3.5 Any behavioural incident concerning service users will be reported by the Escort/Accompanying Staff to their Supervisor while also completing a National Incident Report Form, where appropriate.

- 3.6 The Escort/Accompanying Staff must supervise service users at all times during the journey requesting the driver to stop the vehicle should a service user need attending to.
  - 3.7 The Escort/Accompanying Staff will ensure that service users do not leave a vehicle until it is at a complete stop.
  - 3.8 In the event of an accident or emergency situation the Escort/Accompanying Staff is required to remain with the service users at all times.
  - 3.9 The Escort/Accompanying Staff will assist the Driver in any situation, which facilitates the safe and efficient movement of passengers.
  - 3.10 Communication of messages or information from families/parents to the relevant staff members will be done so by the Escort/Accompanying Staff as the service users arrive for Day Service.
  - 3.11 The Escort/Accompanying Staff will ensure that the cabin of the vehicle is left clean and tidy after each journey including disinfecting and cleaning any seat/floor area made wet or soiled during the journey on which they were Escort/Accompanying Staff.
  - 3.12 The Escort/Accompanying Staff will report to the appropriate Supervisor of any vehicles' interior found in an unclean or unsafe condition which will in turn be reported to the Administration Office, Tralee or Transport Department, as appropriate.
4. Driving Infringements & Fines
    - 4.1 Responsibility for payment of any fines incurred while driving a service vehicle e.g. parking, speeding etc. rests with the driver and the incidence of same must be notified to the Operations Manager.
    - 4.2 Penalty points received as a result of a driving infringement will be applied to the Driving Licence of the person driving the vehicle at the time of infringement and no liability for same will be applied to the Service.
    - 4.3 Any penalty points that give rise to disqualification during the period of time since last submission of Driver's Declaration and Driving Licence must be notified to the Administrative Office, Tralee for removal of the staff member's name from the Service's Approved Drivers List.
5. Use of Personal Cars
    - 5.1 The use of personal vehicles will only be used where a service vehicle is not available, when it is absolutely necessary the travel occurs on the day in question and where the journey has been approved by the person's Supervisor.
    - 5.2 Prior to a staff member using their personal vehicle for business use they must submit an application for same to their Supervisor which must be approved by the Regional Director.
    - 5.2 In circumstances where staff members have authorisation to use their own car for business purposes the staff member will submit, on an annual basis, to the Administrative Office, Tralee a copy of a) up-to-date insurance certificate with evidence of indemnity to the Service/Order, b) current driving licence and c) a completed Driver's Declaration form.
    - 5.3 In the event of an incident/accident when a staff member is using their own vehicle whilst on business of the service it is the motor insurer of the vehicle involved who will respond to any claim arising be that in respect of a colleague, service user or other third party.

6. Emergency Responsibilities
  - 6.1 In the case of an accident/emergency the driver will, in the first instance, ensure the safety of the service users.
  - 6.2 The driver will seek help and report circumstances immediately to their Supervisor.
  - 6.3 Under no circumstances will service users be left unattended.
  - 6.4 Where there is an Escort/Accompanying Staff on board the Escort/Accompanying Staff will remain with the service users while the driver seeks help.
  - 6.5 In the event of the driver not being in a position to seek help the Escort/Accompanying Staff assumes responsibility for the service users whilst at the same time requesting a passer-by makes contact with the relevant Supervisor to request help.
7. Vehicle Breakdown
  - 7.1 In the event of a breakdown the hazard lights of the vehicle are to be turned on and the Warning Triangle placed appropriately as to alert oncoming traffic.
  - 7.2 For all vehicles, contact is to be made with AA Fleet Breakdown Assist on 0818 667788 quoting the registration number of the Saint John of God vehicle (details in Insurance Disc holder).
  - 7.3 On calling the AA please give the following information:
    - Car make, model, colour and registration number
    - Details of exact location
    - Nature of rescue
    - If you are in a vulnerable situation/dangerous location
8. Road Traffic Accidents (RTA)
  - 8.1 If involved in an RTA the driver/Accompanying staff will ensure that service users are given the appropriate medical treatment, if required.
  - 8.2 The Driver will not drive the vehicle unless it is safe to do so and where a vehicle is not roadworthy they will report this to their Supervisor.
  - 8.3 In the event of injury to a service user the Driver will inform their Supervisor or Supervisor on Duty in a timely manner and advise, where applicable, which hospital passengers have been transported to.
  - 8.4 The relevant Programme Manager will inform the family/next of kin of details of the accident and location of service user at time of contact.
  - 8.5 In the event of injury to a staff member as a result of the accident the relevant Programme Manager/Operations Manager will make contact with the staff member's next of kin to advise of the accident and location of staff member at time of contact.
  - 8.6 In line with the Order's insurance policy the staff member will inform and co-operate fully with the Gardaí.
  - 8.7 In the event of the accident involving another vehicle, before moving from the scene the staff member will, in conjunction with the third party, complete the Third Party Details section of the Risk & Safety Services Form) a copy of which is retained and replenished as necessary by the Driver in the Vehicle Pack contained in the glove compartment of each vehicle.
  - 8.8 Under no circumstances will a staff member accept liability for the accident.

- 8.9 Upon returning to work the staff member will complete a NIRF02 and refer to State Claims Agency Motor Accident Report Form and forward same to the Administrative Office, Tralee no later than 48 hours of the accident occurring.
9. Vehicle Records
- 9.1 Vehicle files will be retained at a central location in the Administration Office, Tralee.
- 9.2 Each Vehicle file will comprise the following sections;
- Tax & Registration
  - Servicing
  - NCT
  - Motor Incidents
  - Miscellaneous

**Appendix A**



**Saint John of God Kerry Services  
Vehicle Checklist and Journey Recording**

Vehicle Registration: \_\_\_\_\_

Starting Mileage:	Purpose of Journey:	Ok/Present	✓
Finishing Mileage:	Destination:	Defect/Absent	X

Tyre condition	Fuel Level	Passengers Name
Lights and warning systems	Mirrors are intact, secure and correctly positioned	1.
Seat belts	Wipers	2.
Cleanliness of windscreen	Condition of any wheelchair restraining systems	3.
Insurance	Tax disc in date	4.
NCT in date	First Aid Kit	5.
Breakdown Triangle	Torch with working batteries	6.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Saint John of God Kerry Services  
Vehicle Checklist and Journey Recording**

Vehicle Registration: \_\_\_\_\_

Starting Mileage:	Purpose of Journey:	Ok/Present	✓
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Tyre condition	Fuel Level	Passengers Name
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Insurance	Tax disc in date	4.
NCT in date	First Aid Kit	5.
Breakdown Triangle	Torch with working batteries	6.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B

### Tyre and Tread Depth Gauge



#### Tread Depth Measurement

1. Press the ON button to activate. If the gauge displays tyre pressure, press the ON button to change to tread depth mode.
2. Hold the gauge body flat against the tread to be measured, and push the slider into the grooved section of the tyre until it meets resistance. The tread depth reading will be displayed along with a colour indicator.
  - a) Depth of less than 1.6mm, the colour bar displays red.
  - b) 1.6mm to 3.2mm the colour bar displays yellow
  - c) Depth above 3.2mm, the colour displays green
3. Remove the gauge from the tyre and the gauge will automatically shut off after 10 seconds.



#### Measuring tyre pressure

1. Press the ON button to activate. If the gauge displays tread depth, press the ON button to change to tyre pressure mode
2. Remove the valve cap and align the nozzle of the tyre gauge with the valve system on your wheel.
3. Press the gauge nozzle onto the tip of the valve system. As you engage the tyre gauge to the valve system, a sudden surge of air will create a crisp sound. Listen for any leaks.
4. Hold the tyre gauge firmly on the valve until a reading appears on the display and locks. The pressure reading stays on display for about 10 seconds and then goes to 0.0. The gauge will automatically shut off in about 10 after 0.0 appears.



#### Replace the battery

To replace the battery open the battery cover on back of unit and remove the old battery, inset one new CR 2032 battery, ensuring correct polarity. Replace the battery cover. Use only new batteries.



SIGNATURE PAGE

I have read, understand and agree to adhere to the attached Policy and Procedure:

<b>Print Name</b>	<b>Signature</b>	<b>Area of Work</b>	<b>Date</b>