



The Trustees of the Marlborough Community Vehicle Trust (MCVT) established the following **Health and Safety (H&S) procedures** to ensure the safety of volunteers and passengers.

## **Aim**

To ensure the safe transport of all drivers and passengers and promote awareness of Health and Safety issues.

## **Scope**

All Marlborough Community Vehicle Trust volunteers. The Marlborough Community Vehicle Trust is responsible as officers of the PCBU (Persons *conducting a business or undertaking*) for the purpose of compliance to the Health and Safety at Work Act 2015.

## **Policy**

### **Marlborough Community Vehicle Trust**

As a responsible entity the MCVT will:

1. Comply with the Health and Safety at Work Act 2015.
2. Maintain an open and consultative style in managing Health and Safety issues and fully involve our volunteers to actively engage in these processes.
3. Reinforce the concept that all people volunteering within our entity (the MCVT) will have a responsibility for maintaining Health and Safety.
4. Ensure the following records are maintained and current:
  - All vehicles are fully insured
  - Volunteer driver Police checks are renewed every 3 years
  - Volunteer drivers' licences are validated and held on file
  - Volunteer drivers' health declarations are renewed every 2 years and held on file.
  - Vehicle orientation is completed for each new volunteer driver
5. Reimburse drivers for all costs associated with obtaining their biennial health declaration.
6. Ensure all drivers understand their responsibility to identify, recognise and avoid potential hazards and/or risks to themselves and to those they transport.
7. Ensure all drivers sign relevant documents to acknowledge they have received vehicle orientation training and information pertaining to Health and Safety obligations prior to commencing their voluntary driving role.
8. Report, record and investigate any volunteering related injuries.

9. Ensure vehicles receive regular maintenance by qualified mechanics.
10. Ensure vehicles are equipped with first-aid kits, fire extinguishers, blanket, drinking water and breakdown warning tools.
11. Provide masks and hand sanitizers for drivers and passengers if needed.
12. Require passengers and drivers to report illness symptoms and to avoid travel, if possible, when unwell.
13. Ensure all passengers understand and have agreed to the MCVT passenger conditions of carriage, which outline expectations of passenger conduct.
14. Implement safeguarding procedures for vulnerable passengers such as children or young persons under 18 or elderly passengers (e.g., escort requirements).
15. Encourage reporting of any incidents or hazards to improve future safety procedures.
16. Provide drivers with emergency contact numbers and instructions for breakdowns or accidents.
17. Provide opportunities for basic first aid training for drivers on a voluntary basis as the MCVT's expectation is that the driver will call **111** in the event of a medical emergency.

## **Volunteer Drivers' responsibilities**

Volunteer drivers must:

1. Hold and supply a copy of a current driver's licence
2. Be medically fit and supply a doctor's medical clearance every 2 years.
3. Provide to the MCVT receipts for any costs associated with the biennial medical clearance to ensure reimbursement of those expenses.
4. Report to the MCVT any medical condition which would affect driving.
5. Agree to the process for obtaining a Ministry of Justice vetting clearance every 3 years.
6. Report to the MCVT any serious traffic infringement which may result in loss of driver's licence.
7. Adhere to all road safety rules and always be mindful of their own occupational health and safety.
8. Conduct vehicle safety checks (lights, brakes, tyres, fuel, etc.) before use.
9. Ensure all passengers use seat belts.
10. Treat all passengers with respect.
11. Report any incidents, hazards or adverse events to the MCVT Operations Coordinator on **021 968 921**.
12. Ensure any passenger, who has indicated they are currently unwell with influenza-like symptoms, is requested to wear a personal protection mask, and to also wear a mask themselves throughout the journey.
13. Clean and sanitize vehicles, especially high-touch areas (handles, seats, etc.), after transporting a passenger who has been identified as being unwell with influenza-like symptoms.
14. Fully cooperate with MCVT on any issues relating to Health and Safety.

Driver's name .....

Signature .....

Date .....