

Mooroolbark Baptist Church Driver Policy



Date adopted: September 2024

Purpose

Mooroolbark Baptist Church (MBC) acknowledges that employees and volunteers (collectively to be referred to as 'workers') may need to drive vehicles as part of their ministry activities. This Policy aims to create a framework to prioritise the safety and well-being of all individuals involved in transportation activities associated with our church. By establishing clear guidelines and expectations for worker drivers, ensuring adherence to legal requirements and expectations and promoting responsible driving practices MBC hopes to foster a culture of safety and accountability within our community. Through implementing this Policy, we hope to minimise the risks associated with driving while fulfilling our mission of serving others with compassion and integrity.

Scope

This Policy covers all driving activities included in church ministry programs, events, or activities at Mooroolbark Baptist Church. It does not apply to personal transportation arrangements made by individuals or workers that are not directly related to or authorised for church ministry activities.

Driver Qualifications

Worker drivers must meet the following qualifications:

- Possess a valid driver's license appropriate for the vehicle being driven.
- Be familiar with and adhere to all local traffic laws and regulations.

Worker drivers who are transporting persons **under the age of 18** must also meet the following qualifications:

- Must be fully licensed or hold a Victorian P2 license (green P-Plater)
- Have a clean driving record with no major traffic violations (such as violations resulting in loss of licence or culpable driving charges) within the past 10 years.
- Undergo a screening check which includes working with children's check.
- Have completed a police check within the last 3 years
- Show their drivers licence annually to ministry leader (Records to be kept of sighting)
- Comply with child safe standards , (e.g. avoiding 1-1 ratio in vehicle unless the child is a direct family member)

Document Control Schedule

Document Title: <i>MBC Drivers Policy</i>		Document Ref: <i>Sept 2024</i>	Document responsibility: Diaconate
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Vehicle Safety

- Vehicles used for church-related transportation must undergo regular maintenance and inspections to ensure they are in safe operating condition.
- Vehicles must be registered, have compulsory CTP insurance (this is automatically part of the VicRoads registration if the car is registered in Victoria) and have a minimum of Third Party Property Damage Car Insurance, (this is insurance purchased by the vehicle owner in addition to registration).
- Workers are responsible for conducting inspections of the vehicle, including checking tyre pressure, fluid levels, lights, brakes, and any other essential components.
- Any defects or concerns regarding vehicle safety must be rectified before commencing driving for church activities.

In Case of Emergency

Emergency Contacts

Ambulance/Fire/Police	000
Victorian Bushfire Information	1800 240 667
VicRoads Traffic Hazards	13 11 70
Victorian State Emergency Service	13 25 00
Mooroolbark Police Station	9725 9999

Vehicle Accident

Immediately after the accident

If the accident involves another vehicle, property damage, injury or death:

- Remain calm. Stop immediately and stay at the scene (unless you need to get medical help), and give assistance to any injured person
- If safe to do so, switch off the ignition of involved vehicles to help prevent the risk of fire, and turn on hazard lights. Use other hazard warning items, if available, to warn other traffic
- Where possible the driver should obtain the following details, while not admitting any fault or liability:
 - Name of driver(s) / Injured person(s) / property owner(s)
 - Address and contact phone number
 - Insurance company and employer if applicable
 - Licence number / vehicle registration number
 - Make and model of vehicles involved
 - Damage to other vehicle(s) / property
 - Any witnesses to the incident

As soon as reasonably practicable after the incident

- Report the incident and provide details to the Ministry Leader
- The accident must be reported to the nearest police station if any property, vehicle or livestock is damaged or injured and the owner is not present
- If interstate, find out the relevant State/Territory requirements regarding the reporting of accidents
- Complete an Incident Report form. If the driver is unable to do so, their Ministry Leader must assist in completing the form
- The incident must be investigated by a person authorised by the Diaconate

Vehicle Breakdown

If a vehicle breaks down, actions include:

- Stay calm. Move as far to the left as possible away from traffic
- Turn on the vehicles hazard lights
- If you break down in the way of traffic:
 - Turn on the vehicle's hazard lights
 - If and when it is safe to do so, move any passengers out of the vehicle to a safe area on the side of the road
 - Make sure that the vehicle cannot move
 - Use other hazard warning items, if available, to warn other traffic
 - Avoid standing on the traffic side of vehicles, being particularly careful at night
 - Remain in the safe area away from traffic

Contact the ministry leader as soon as it is safe to do so.

Medical or Injury Emergency

- Remain calm. Eliminate the danger before approaching person
- Provide assistance by qualified first aider if possible
- Contact emergency services if required
- Remain and comfort person
- Notify ministry leader immediately (or ASAP if after office hours)

Vehicle Checks

Drivers are recommended to perform the following safety check regularly and prior to undertaking a long country journey (such as driving for ministry purposes longer than 50km):

- ☐ Fuel, water, oil levels are adequate
- ☐ The windscreen, mirrors and windows are undamaged (no chips / cracks)
- ☐ Lights and indicators are functional
- ☐ Windscreen wipers are functional and visibility is good (check mirrors, washers, demisters, etc.)
- ☐ Brakes are functional (including the hand brake)
- ☐ Tyres (including the spare tyre if provided) have adequate tread and inflation
- ☐ Seatbelts are functional and not damaged
- ☐ The horn is working
- ☐ The tyre replacement tool kit contains all appropriate items
- ☐ Hands-free mobile phone facilities (if fitted) are functional
- ☐ Current MBC Drivers Policy is kept accessible in the vehicle
- ☐ The vehicle's registration is current
- ☐ No missing fittings or body damage that may be unsafe
- ☐ Scheduled service and maintenance record is up-to-date



Speeding causes accidents



No smoking in vehicles



Obey all road rules



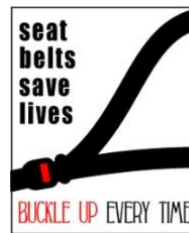
Report faults and damage



No hand held while driving



Don't drink and drive



Seatbelts must be worn