



BUS POLICY & PROCEDURES

Policy:

The aim of this policy and procedure is to inform bus usage in a safe and comfortable manner that is satisfactory to our volunteers, staff and all other parties involved, and presents a basis of usage requirements for external users

Responsibilities – Volunteering Geelong

1. Volunteering Geelong will ensure that its operations, its vehicle and its drivers conform to all licensing, accreditation and insurance requirements as defined in QBE Insurance – Road Transport Driver Declaration - Appendix 1.
2. To provide external users with a clean, well presented, roadworthy and reliable vehicle to meet the standard as defined in Appendix 1.
3. To ensure the driver is licensed, authorised, trained, sufficiently knowledgeable and competent to perform the required use as defined in Appendix 1.

Responsibilities – The Driver

Prior to bus keys being accessed by driver or his/her agent:

1. The driver will ensure that the intended use of the bus has been clearly articulated to the bus coordinator – as defined in **bus booking & usage form**
2. The driver will ensure that he/she is competent and capable of driving the bus
3. The driver will ensure he /she is fit, well and able to undertake the driving
4. The driver will inspect the vehicle to ensure the vehicle is free from visual defects and damage and that it is suitable and capable for road readiness.
5. The driver will ensure the vehicle is clean and full of fuel
6. The driver will ensure regulatory accreditations or authorities are displayed, and compiles and / or completes any necessary logbooks and inspection forms as required by Volunteering Geelong.
7. The driver will make every effort to ensure the passengers ensure a safe and comfortable journey
8. The driver will ensure that all passengers are seated in accordance with the legal seating capacity of the bus, that all passengers are, and remain seated safely and properly, and that all carry-on luggage is stowed and secured correctly.
9. The driver will abide by all road and traffic rules and be responsible for the payment of any fines relating to road and parking rules.
10. The driver will ensure that he/she is 0.00 blood alcohol level at all times whilst driving the bus and 0.00 tolerance of drugs

Use of Volunteering Geelong Bus:

- Primarily the bus is intended for use by Volunteering Geelong and the Geelong community.
- External groups using the bus will pay for the privilege and be responsible for all fuel costs.
- Use limited to 100 kms per trip or outside of these kms as approved by Chief Executive Officer.

Request for Bus Usage:

- Request for bus will be in accordance with a booking procedure – priority will be given to Volunteering Geelong
- Request will be via a **bus booking & usage form** – the Chief Executive Officer will approve external use. This form includes information about the intended trip and driver's information to obtain proper approval from an insurance perspective.

Approved Drivers:

- Drivers must meet the approval of our insurance company. Potential drivers must submit information regarding their date of birth, driver's licence information, whether the driver would be a regular or a substitute and whether they had had any violations in the last three years.
- Drivers must be over the age of 25 and under the age of 80
- Drivers over the age of 65 may be required to answer additional question regarding their health
- Any drivers with restricted licences maybe precluded from use of bus
- An endorsed licence is not required for this vehicle

Bus Operation:

- Prior to each and every trip, the driver must complete **a pre-trip inspection** of the bus
- A mobile phone for emergency use must be provided by all who use the bus
- Smoking, drugs and alcoholic beverages are NOT permitted on the bus.
- Food and drink is acceptable provided the bus is fully cleaned and returned in the same condition as provided
- Seat belt use is required at all times during operation of the bus
- The bus MUST be refuelled before returning to Volunteering Geelong. In the case of groups using the bus on a daily basis it must be refuelled when the fuel gauge is below the $\frac{3}{4}$ mark (regardless of how many Kms driven) Note* the bus is DIESEL and should be refuelled using DIESEL only.
- The interior of the bus should be cleaned after each use.
- Any heavy road dirt must be rinsed off before it is returned to Volunteering Geelong
- The bus should be returned in a condition ready to be used by any subsequent user
- The bus will be equipped with a first aid kit & woollen blanket for fire emergency use
- The bus will be equipped with a fire extinguisher
- The bus will be equipped with a disposable camera

Volunteering Geelong

Driver Registration

Drivers Name:			
Date		Number of Passengers:	
Trip Destination:			
	Trip does not exceed 100 kms No <input type="checkbox"/> If YES Approved By Executive Officer: <input type="checkbox"/> Yes		
Emergency Contact:		Telephone:	
		Mobile:	
What condition did you find the bus?		Gas Tank Full?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Bus Clean?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What condition did you leave the bus?		Gas Tank Full?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Bus Clean?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:			
Drivers Signature:			
	Date:		

Odometer reading at start of trip _____ Odometer reading at end of trip _____

Drivers Safety Checklist (record or report any problems)

- Before entering the vehicle, walk around the vehicle and inspect its overall condition
- Check condition of tyres and check if they are properly inflated (60-65psi)
- Look under the vehicle for any fluid leaks
- Look behind the vehicle for any obstructions
- Verify spare tyre, jack, first aid kit, fire extinguisher, disposable camera are in the vehicle
- Look under the bonnet for any loose wires or hoses. Check the level of washer fluid, oil, transmission and power steering fluid
- Start the vehicle. Have someone stand outside and test the lights, indicators and brake lights. Look for any broken lights.
- Test the brakes by putting the vehicle in gear while holding your foot on the brake.
- Test the parking brake by putting the vehicle in gear with the parking brake engaged
- Test the horn, wipers, demister and fans
- Make sure you have unobstructed views of all windows and mirrors
- Test the emergency door, buzzer and lights
- Check that all seats have seatbelts and they are in good condition and passengers are using them
- Do not exceed the maximum passenger limit for the vehicle

Comments:	

Driving tips while on the road:

- Require all passengers to remain seated at all times and eliminate distracting activities
- Monitor all gauges regularly
- Listen for unusual noises
- Be aware of changing driving conditions
- If on a trip, make regular rest stops including toilet stops.
- Travel with a mobile phone and a list of emergency contacts
- Obey speed limits
- Use defensive driving skills, keep your eyes moving, be courteous to other drivers, use caution, plan your trip ahead, maintain a safe following distance, be prepared for the unexpected.

In case of emergency

- Remain Calm
- Assess condition of all passengers, if an injury has occurred to any person in the bus including the driver police must be notified
- Keep all injured persons comfortable but do not move them
- If possible, move vehicle from roadway
- Administer basic first aid if you have the proper training
- If anyone is injured - Call for an ambulance, the police or fire department (Dial 000)
- If phone contact is unavailable send someone for help or stop a passing car
- Write down the names and telephone numbers of any witnesses
- Use the disposable camera to document the damage or incident as appropriate
- Cooperate with police and fire department as directed
- As soon as possible , notify Volunteering Geelong and ensure Chief Executive Officer or their deputy are notified
- Preferred Repair Centre if the vehicle requires towing is Gordon Avenue Accident repair Centre 26-32 Gordon Avenue, Geelong West ☎ 5221 1900

Volunteering Geelong ☎ 03 5221 1377

Cost Schedule

Participant | User co-contribution: transport using a volunteer driver

Within 15Km Radius	\$10 per passenger
15 -30Km Radius	\$12.50 per passenger
30 – 45Km Radius	\$15 per passenger
45 – 60 Km Radius	\$17.50 per passenger
60 – 100Km Radius	\$20 per passenger
100+ Radius	\$25 per passenger

Volunteer involving organisations – use of bus

\$20 per hour

\$50 for a 3-hour booking

\$100 for an 8-hour booking