



Bass Valley Community Group Inc.

BASS SCHOOL ROAD • BASS VICTORIA • 3991
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BUS POLICY

Uses of the bus other than for the Monday and Wednesday Friendship Club or the Tuesday and Friday shopping trips are at the discretion of the Committee of Management.

The bus is utilised on a Monday and a Wednesday for the planned activity group. On these days, a volunteer bus driver will pick up the clients from their homes, bring them back to the Community Centre, and return them home at the conclusion of the program.

The staff and volunteers will prepare what is required for the outings at the Community Centre prior to clients arriving. All staff members must travel with clients on the bus. If there are not enough seats for all clients, staff and volunteers, then the volunteers must take their own vehicle or not attend the outing.

Any breach of the road rules by staff/volunteers whilst driving the bus, or any infringements incurred, will not be tolerated, and may be viewed as a serious breach of conduct and could incur instant dismissal. The staff member/volunteer responsible for driving on any given day will pay any fines incurred on that day.

- All passengers must wear a seatbelt.
- No alcohol to be consumed on the bus at any time.
- No smoking permitted on the bus at any time.
- Only persons travelling on the shopping bus may bring shopping on the bus. Any other requests may be refused.
- First aid kit must be carried on the bus at all times – This is located in secured cage at rear of bus.
- All volunteer drivers are required to have a current Police check.
- The mobile phone is to be taken on all outings and shopping days.
- A first aid certificate is preferable but not essential.
- In case of emergency/accident **dial 000** from mobile phone and then contact the office.

Adopted by the full Management Committee of Bass Valley Community Group Inc.

Date of Review Oct 2016

Pre-driving checklist - Information Sheet

Before you drive, take some time to check that the bus is safe to be on the road by checking:

Tyres

Tyre tread should be at least 1.5 mm deep (about the thickness of a match head) over all parts of the tyre surface that normally come in contact with the road. Smooth tyres can cause you to skid and they can be very dangerous in wet conditions. Tyres should be inflated to the vehicle manufacturer's specifications. This is particularly important when you are driving long distances at speed or when you are carrying a full load. Check the tyre pressure when the tyres are cold.

Brakes

Check the brakes, faulty brakes will significantly increase your stopping distance.

Steering

Ensure that your steering is in good condition because faulty steering can cause your vehicle to wander on the road.

Lights

Make sure that all lights, including headlights, brake lights, indicator lights and parking lights are operating correctly.

Horn

Check the horn but remember only use your horn to warn other road users of danger - it is an offence to use it for other purposes.

Windscreen and Windscreen Wipers

Clean the windscreen. A dirty windscreen is dangerous. It is easier to see through a clean windscreen, especially when driving into the sun, at night or in the rain.

Mirrors

Adjust the mirrors if necessary so that you do not have any 'blind spots' or areas you can't see without looking over your shoulder.

Seat Belts

Check that the seat belts are clean, not frayed and that the buckles and retractors work properly.

Pre-driving checklist

Before you drive, take some time to check that the bus is safe to be on the road. You have responsibility to make sure the bus is safe to drive and is safe to use to transport clients. If you find a problem which you believe makes the bus unsafe to drive please contact the Coordinator immediately.

Date Check Completed:

Name of person completing check:

Item	Condition	Checked
Wheels and Tyres	Check tyre tread is at least 1.5 mm deep (about the thickness of a match head).	<input type="checkbox"/>
	Check tyres are inflated to the vehicle manufacturer's specifications.	<input type="checkbox"/>
	Check wheel security.	<input type="checkbox"/>
Brakes	Check brakes are operative. (Brakes are regularly checked by a qualified person).	<input type="checkbox"/>
Steering	Check steering assembly is in good condition.	<input type="checkbox"/>
Lights	Check Headlights	<input type="checkbox"/>
	Check Brake lights	<input type="checkbox"/>
	Check Parking lights	<input type="checkbox"/>
	Check Indicator lights	<input type="checkbox"/>
	Check Reflectors	<input type="checkbox"/>
Horn	Is operative.	<input type="checkbox"/>
Windscreen and Windscreen Wipers	Clean windscreen. Ensure faulty or damaged windscreen wipers are reported and replaced.	<input type="checkbox"/>
Mirrors	Adjust the mirrors as necessary.	<input type="checkbox"/>
Seat Belts	Check that the seatbelts are clean, not frayed.	<input type="checkbox"/>

Medicines and Driving

Some medicines affect your alertness and make it unsafe for you to drive, making you feel:

- Drowsy or tired.
- Dizzy, light headed or faint.
- Not able to think clearly.
- Shaky.
- Angry and aggressive.
- Sick.

Some medicines can affect your vision, with either double or blurred vision.

It is an offence to drive while:

- Impaired by a medicine or other drug.
- Under the influence of a medicine or other drug to such an extent as to be incapable of having proper control of the motor vehicle.
- If your medicine affects your driving, stop your driving, not your medicine, and talk to your doctor and pharmacist.
- If you take either prescription or over-the-counter medicines, these tips on medication and driving may be helpful
- Read warning labels.
- Check with your doctor or pharmacist before driving if there is a warning on the label like these:

"This medicine may cause drowsiness and may increase the effects of alcohol. If affected do not drive a motor vehicle or operate machinery"

or

"This medicine may affect mental alertness and/or coordination. If affected, do not drive a motor vehicle or operate machinery".

When starting a new medicine that can impair your driving ability, do not drive until your body has adjusted, usually a few days.

Avoid combining medicine and alcohol.

Keep to the prescribed doses and time instructions.

Driver Fatigue

Always tell your doctor and pharmacist about prescribed and over the counter medicines you take and ask if it is safe to drive.

Fatigue and tiredness can decrease a driver's alertness. These are some of the factors that can contribute to driver fatigue:

- Lack of sleep
- Driving when you would normally sleep
- Working long hours
- Driving long hours
- Not taking rest breaks
- Being under the influence of alcohol and/or drugs.

The two main causes are lack of quality sleep and driving when you would normally be asleep.

These are some of the signs to look out for:

- Yawning or feeling drowsy (nodding off).
- Drifting attention (drifting off at traffic lights or when stationary).
- Difficulty concentrating (missing traffic signs, driving at different speeds, vehicle wandering, not using your indicators).
- Slowed reactions (not reacting when traffic lights turn green).
- Heavy, sore, tired eyes or blurred vision (rubbing your eyes).

Cures such as coffee, loud music, air conditioner blasting in your face are myths.

Exercises

Driver fatigue is a serious issue and you should not be driving if you are fatigued. Being a driver or a passenger in a vehicle can get tiring and uncomfortable after a while. Basic good posture and a few simple exercises can improve your comfort and help avoid problems.

Seating Position

- Make sure you are sitting comfortably. When driving, adjust the seat so that you have good leg room and your elbows are comfortably bent.
- For the driver and assistant, recline the back of the seat by 10°-15°. It is a good

idea to vary the angle from time to time but do not adjust your seat while the vehicle is moving.

- Make a small arch behind the small of your back to give you lumbar support.
- Some cars have a built-in adjustable back support or you can buy one separately. You can also use a tightly rolled towel - anything that is firm and supportive.

Top to Toe Exercises

- Stretch your head towards the roof of the vehicle, as high as you can, allowing your whole body to elongate. At regular intervals gently push your head against the head rest.
- Slowly nod your head up and down but beware of quick neck movements.
- Check you are not frowning. Relax your eyebrows and the centre of your forehead.
- If it is a bright day, wear sunglasses but ensure that colours are easily recognised when viewed through the lens.
- For drivers, do not clench your teeth or grip the steering wheel tightly.
- Lift the shoulders a little then relax them completely, breathing out slowly as you do so.
- Circle your shoulders backwards.
- Arch your back away from the seat.
- Wriggle your weight from one buttock to the other and check that you are evenly balanced.
- Tighten your abdominal muscles, hold for 5 seconds then relax.
- Separate your knees then relax them together.