



ST. PATRICK'S CENTRE (KILKENNY)  
KELLS ROAD KILKENNY

## Policy Document

**POLICY TITLE: Transport Policy**


|   |   |  |
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| Policy Number<br><br>34 – Other Policies                                    | Approved By:<br><br>Signed: <br>CEO (Interim)<br><br>Signed: <br>Board Member |  |

### Mission Statement

Utilising our resources and skills to provide intentional supports for People with disabilities; enabling them to live full and inclusive lives by contributing and enriching the fabric of their local communities. SPC partners with external agencies and community services to facilitate *'ordinary lives in ordinary places.'*

### Vision Statement

People supported will live a good life, in their own home, with supports and opportunities to become active, valued and inclusive members of their local communities.

|  |  |                                    |
|--|--|------------------------------------|
| Review Date: 26.08.2020<br><br>Revision No: 6              | Amendments Required:<br><hr/><br>Fleet Management System<br>Pandemic<br>Appendix 1   | New Revision Status:<br>26.08.2022 |
| Reviewed by:<br>Anna Maria Das<br>Chaudhury<br>Helen Nolan | Approved By:<br><br>Signed: <br>CEO (Interim) |                                    |

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## **1. Purpose of this Policy**

This Policy gives direction to management, the people that we support & employees that are responsible for vehicles within St Patricks Centre. It is a step towards ensuring everyone's safety while on the road.

It is the duty of all our employees to be completely aware of the policy and to understand and adhere to their own responsibilities.

It is the responsibility of each person in St Patricks Centre to keep informed and familiarise yourself with any changes in regulations relating to driving standards to ensure everyone's safety while on the road's.

The Safety of the people we support is everybody's concerns. In your capacity as bus/vehicle drivers St Patrick's Centre depends even more on your continued special attention at all times.

## **2. Scope of this Policy**

This policy relates to the following employees:

- The use of vehicles driven by employees as drivers by St Patricks Centre.
- The use of St Patricks Centre vehicles by employees whose job description is other than that of a driver.
- Employees driving vehicles owned by the people we support.

## **3. Driver Observations**

Please observe the following points in the course of your daily duties:

- Always complete the SPC Travel Form (*Appendix 1*) – in relation to journey taken with the people we support
- The Driver Weekly Visual Check List (*Appendix 2*) must be completed weekly and signed off by the PIC/Team-leader. all Comments/ issues to be reported to [maintenance@stpatrickskilkenny.ie](mailto:maintenance@stpatrickskilkenny.ie).

- Before setting off, ensure that all mirrors are properly focused; so, that you will at all times have a clear view, not only along the sides or rear of the bus/vehicle but also the area immediately in front of the bus/vehicle.
- Do not hesitate to make use of the horn as occasions demand. Always sound the horn at bends where the road ahead is unsighted.
- As driver of the vehicle the people we support are subject to your directions and instructions.
- Seat belts must be worn at all times and a booster seat must be used according to the legal requirements should a person so require.
- Smoking is forbidden.
- Dumping of litter on the floor or in pockets is not permitted.
- Drivers must not consume any alcohol before or during journeys including drinking without exceeding legal alcohol limit for driving. It should be noted that alcohol from drinking the day before can remain in the bloodstream, and any alcohol can affect concentration, reaction times and judgements.
- Drivers must NOT drive whilst under the influence of any drugs, nor any medication which may affect their ability to drive. This includes both prescription and non-prescription medication. If taking any medication always check with your medical practitioner or pharmacist that it is safe to drive.
- The use of mobile phones whilst driving or while the key is in the ignition is prohibited.
- The safety of the people we support is paramount and speeding is prohibited. Any breaches will be subject to disciplinary procedures.
- Carriage of unauthorised personnel is strictly forbidden.
- Adhere to the Fleet Management System

#### **4. Fleet Management System**

SPC vehicles are fitted with a fleet management system which is an automated system of tracking the location of single vehicles or fleets of vehicles. This includes vehicles owned by the people we support but that are driven by SPC staff. The fleet management system is switched off when in the possession of a family member(s) of the owner of the vehicle.

This fleet management system is intended to ensure the safety of the people we support and improve the efficiency of the service. The data from the fleet management system will be used to: -

- Ensure safe driving practices are adhered to in the vital interests of the people we support
- Gain awareness of inefficient driving practices
- Identify efficiencies in route planning
- Ensure adherences to optimal route plans
- Provide breakdown assistance

Data relating to the SPC fleet management system is processed in accordance with current data protection legislation and regulations.

Each SPC driver will be issued with an individual driver fob. There will be a replacement fee of €10 for lost or damaged fobs. All SPC driver fobs issued must be returned on conclusion of employment with SPC.

## **5. Parking Permits for People with Disabilities**

All SPC staff driving SPC vehicles or vehicles belonging to the people we support that have the above parking permit displayed on the vehicle, must comply with the following: -

- The parking permit is for the sole use of the driver/passenger it has been issued to.
- The parking permit is only to be used in the vehicle in which the parking permit holder is either the driver or the passenger.
- A parking permit holder is legally obliged to present their card for examination by an Garda Síochána and Traffic Wardens.

Any non-compliance with the above may result in the SPC Disciplinary Process being invoked.

## **6. Safety Equipment**

All managers/team leaders & transport representatives from each house should ensure the vehicles have the following equipment in the breakdown bag (*Appendix 3*).

- Torch

- First Aid Kit
- Breakdown Triangle
- High Visibility Vest
- Gloves

Transport representatives from each house are required to complete the weekly vehicle checklist. All managers/team leaders will ensure that their house vehicle owned by St Patricks Centre and associated equipment such as wheelchair hoists, clamps etc, are properly fitted and maintained on a regular basis as recommended by the manufacture.

## **7. Qualifying Employees**

- Full driving license – A copy of driving license must be on file with health & safety and HR.
- Must declare if any penalty points are issued.
- Complete driving for work checklist and fuel card declaration form.

## **8. Procedures to be followed in the event of a vehicle breaking down while operating a transport service**

In the event of a breakdown, it is the responsibility of the driver to ensure that the safety of the people we support is not compromised by subsequent actions. The safety of the people we support is of paramount importance and the driver must ensure that the people we support are not left unsupervised or exposed to other dangers arising from the breakdown.

Guidelines in the event of a vehicle breakdown:

- If your vehicle fails to start you should contact your manager to seek a replacement vehicle or to make alternative arrangements to provide transport to the people we support.
- If your vehicle fails en-route, where possible, it should be parked in a safe position off or away from the main road.
- Warning triangles should be utilised to warn oncoming traffic.
- Hazard warning lights and other lights, where appropriate should be activated.

- If necessary, engage the assistance of a passing motorist or somebody nearby.

Driver, other employee's and the people we support should remain in the vehicle until assistance arrives.

- If it is absolutely necessary for safety reasons for you and the people we support to leave the vehicle you should do so in a calm manner providing reassurance to the people we support.
- You must ensure that no person that we support is left on board an abandoned vehicle before leaving the scene of the breakdown.

## **9. Procedures to be followed when serious accidents occur**

A **SERIOUS ACCIDENT** is one involving loss of life, personal injury, extensive vehicle or property damage or any accident which places persons supported or employees at risk or has implications for the mechanical condition of the vehicles involved.

### **Procedures at the scene**

#### **Immediate actions of the driver**

- Seek medical aid of injured persons
- Warn oncoming traffic in both directions
- Summon assistance of fire brigade and ambulance if necessary
- Contact nearest Garda station
- Telephone the manager at St Patricks Centre
- Stay at the scene of the accident unless otherwise instructed

If it possible to do so without exposing supported persons and employees to risk you should ascertain more detailed information on the facts of the incident as follows:

- Names and addresses of all injured persons
- Names and addresses of all witnesses
- Name of driver and owner, registration number, and particulars of insurance cover where other vehicle is involved.

Where an assistant is present on the vehicle he/she should render all possible assistance to the driver in carrying out the fore going.

## **10. Legal Requirements**

If a vehicle is involved in an accident:

- The driver must stop.
- The driver or person in charge must keep the vehicle at the scene of the accident for a reasonable period. Obstruction should be avoided, the position of the road marked and the road cleared as soon as possible.
- The driver or person in charge must give on request certain information to a Garda or if there is not a Garda present to any one present, involved in or affected by the accident, in any other case, the information must be given on request to any independent witness. The information that must be given is:
  - The name and address of the driver or person in charge
  - The name and address of the owner of the vehicle
  - The registration number of the vehicle
  - Particulars of the insurance covering it
  - If neither a Garda nor any person entitled to the information is present or able to demand the information, the driver or person in charge must report the accident as soon as possible to the Garda Siochana.

## **11. Immediate action by manager of St Patricks Centre:**

- Check with the driver at the scene that he/she has carried out all the procedures.
- Ensure that adequate relief services have been arranged.
- Ensure that your line manager, HR and DOS is informed immediately.
- Ensure the next of kin are informed.
- Having set up a line of communication, proceed to the scene of the incident.
- Collect all available evidence and information relative to the cause of the accident.
- Keep up to date on what the position is at the scene of the accident.



- Ensure that the vehicle is thoroughly examined as soon as possible after the accident and before it goes back into service.

## **12. Reporting and processing**

- Driver completes the DMS incident report form on return to St Patricks Centre.
- On completion, the health and safety co-ordinator scrutinises all reports to ensure that they are completed in all respects and that any queries arising are clarified immediately.

**THE PROCEDURES LAID DOWN ABOVE DO NOT SUBSTITUTE FOR SUPERSEDE STATUTORY RULES AND REGULATIONS ALREADY IN FORCE.**

## **13. Pandemic**

This policy has been reviewed in light of the current global pandemic (Covid-19). COVID-19 or other infectious diseases can be spread through contact with contaminated surfaces therefore, maintaining good hygiene and cleaning practices are essential, particularly in shared working areas. Regular cleaning will reduce the risk of passing the infection on to other people, cleaning the interior of the vehicle is important to limit the spread. Particular attention should be paid to frequently touched areas and surfaces of high contact, such as;


- steering wheels
- gear stick
- handbrake
- control tools i.e. indicators, horn, wipers, air conditioning, window etc.
- door handles
- seats, headrests, seat belt, buckle and holder
- document/ cup holders
- radio
- all rubbish should be removed and disposed of appropriately

During a Pandemic SPC will provide steriliser specifically for the vehicle, this must remain in the vehicle and continually be replenished as required. Always ensure there is enough steriliser available for the next person to use the vehicle.

The SPC Travel form and the weekly Vehicle checklists have been updated to ensure the adherence to all guidance and procedures.

SPC is adhering to the national directions during the Covid-19 pandemic. Guidelines will be issued when available from the HSE etc, such as “the Guidance on Staff travel during COVID 19 Outbreak - Things to consider when you and your employees are to engage in travel” and issued via email and the Qdrive. A lidded vehicle bin has been provided for each SPC vehicle for infection control purposes, bins are to be secured with in the vehicles. All waste (including used PPE) should be disposed of in the bin and remove from the vehicle at the end of each journey. Risk Assessments, SOP’s and Checklists will be amended as needed.

## 14.Appendix 1



**ST. PATRICK'S CENTRE (KILKENNY) TRAVEL FORM**

House: Choose a Location. Date: \_\_\_\_\_

- It is imperative that all sections are completed before leaving the house.

| Trip details          |                          |        |
|-----------------------|--------------------------|--------|
| Vehicle Registration: | People/Person Supported: | Staff: |
|                       |                          |        |
|                       |                          |        |
|                       |                          |        |
|                       |                          |        |
|                       |                          |        |

|                                |                              |
|--------------------------------|------------------------------|
| Name of Driver (printed):      | Name of Driver (signed):     |
| Approx. Time of Departure:     | Approx. Time of Return:      |
| Kilometres (Start of Journey): | Kilometres (End of Journey): |

- Has the vehicle been sanitised before and after use (particular attention to be given to controls/areas of high contact i.e. steering wheel, seat belts, radio, handles etc.)
- Ensure sufficient levels of sanitiser are available for the next user, replenish as required.
- Has the vehicle bin been emptied and a new bin bag inserted

| Trip details          |                          |        |
|-----------------------|--------------------------|--------|
| Vehicle Registration: | People/Person Supported: | Staff: |
|                       |                          |        |
|                       |                          |        |
|                       |                          |        |
|                       |                          |        |
|                       |                          |        |

|                                |                              |
|--------------------------------|------------------------------|
| Name of Driver (printed):      | Name of Driver (signed):     |
| Approx. Time of Departure:     | Approx. Time of Return:      |
| Kilometres (Start of Journey): | Kilometres (End of Journey): |

- Has the vehicle been sanitised before and after use (particular attention to be given to controls/areas of high contact i.e. steering wheel, seat belts, radio, handles etc.)
- Ensure sufficient levels of sanitiser are available for the next user, replenish as required.
- Has the vehicle bin been emptied and a new bin bag inserted

| Trip details          |                          |        |
|-----------------------|--------------------------|--------|
| Vehicle Registration: | People/Person Supported: | Staff: |
|                       |                          |        |
|                       |                          |        |
|                       |                          |        |
|                       |                          |        |
|                       |                          |        |

|                                |                              |
|--------------------------------|------------------------------|
| Name of Driver (printed):      | Name of Driver (signed):     |
| Approx. Time of Departure:     | Approx. Time of Return:      |
| Kilometres (Start of Journey): | Kilometres (End of Journey): |

- Has the vehicle been sanitised before and after use (particular attention to be given to controls/areas of high contact i.e. steering wheel, seat belts, radio, handles etc.)
- Ensure sufficient levels of sanitiser are available for the next user, replenish as required.
- Has the vehicle bin been emptied and a new bin bag inserted

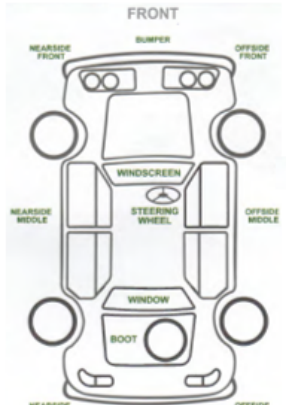
Title: Travel Form Author: Finance / Health & Safety Department Implementation Date: August 2020  
 Under Article 17 of the GDPR, SPC has lawful grounds for the processing of personal data. Health monitoring of people supported for mental administration. For detailed information, visit data@spc.ie or contact the Data Protection Officer (DPO) who can be contacted at dpo@spc.ie. All employees are subject to the confidentiality clause in their contracts of employment.

**DAILY VISUAL INSPECTION**

|   |                    |
|---|--------------------|
| Check tyres – no excessive wear – inflation appears ok?   |                    |
| Check windows/mirrors – no obvious cracks?  |                    |
| Check vehicle for any visible damage?<br><i>Please indicate on the below diagram if any damage visible.</i> |                    |
| Check NCT Disc – Valid & Present  | Valid Until: _____ |
| Check Insurance Disc – Valid & Present  | Valid Until: _____ |
| Check Tax Disc – Valid & Present  | Valid Until: _____ |

Comments: \_\_\_\_\_

Please report all damage as it occurs on the DMS stating the Vehicle Registration.



Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: Travel Form Author: Finance / Health & Safety Department Implementation Date: August 2020  
 Under Article 17 of the GDPR, SPC has lawful grounds for the processing of personal data. Health monitoring of people supported for mental administration. For detailed information, visit data@spc.ie or contact the Data Protection Officer (DPO) who can be contacted at dpo@spc.ie. All employees are subject to the confidentiality clause in their contracts of employment.

## 15. Appendix 2

| St Patrick's Centre<br>Driver Weekly Visual Check List  |               |               |               |               |
|---|---------------|---------------|---------------|---------------|
| House Name: _____   | Month: _____  | Year: _____   |               |               |
| Driver's Name: _____  | Reg: _____    |               |               |               |
| Signature: _____  |               |               |               |               |
| <b>INSPECT</b>  | <b>WEEK 1</b> | <b>WEEK 2</b> | <b>WEEK 3</b> | <b>WEEK 4</b> |
| Mileage on Clock  |               |               |               |               |
| Date of Check & Time  |               |               |               |               |
| Service Due   |               |               |               |               |
| Inspect one direction marked with Signature.<br>Mark (X) if not OK and enter the details in the space provided below.<br>Report all issues to <a href="mailto:sinton@stpatrickshk.org.ie">sinton@stpatrickshk.org.ie</a> .<br>Green & valid if the defect is not one or possibly a sign of risk.                      |               |               |               |               |
|   | <b>WEEK 1</b> | <b>WEEK 2</b> | <b>WEEK 3</b> | <b>WEEK 4</b> |
| Check coolant level - level OK?   |               |               |               |               |
| Check engine oil - level OK?  |               |               |               |               |
| Check wiper blades & water in window washer level OK?   |               |               |               |               |
| Check Fuel Supply - level OK?   |               |               |               |               |
| Check windows/cracks - no obvious cracks?   |               |               |               |               |
| Check brake fluid level - level OK?   |               |               |               |               |
| Check tyres - no excessive wear - inflation appears OK?   |               |               |               |               |
| Check power steering fluid - level OK?  |               |               |               |               |
| Check spare wheel?  |               |               |               |               |
| Check vehicle for any visible damage?   |               |               |               |               |
| Test all lights (Indicators, brake lights etc.) - working OK?   |               |               |               |               |
| Test foot brake - works OK?   |               |               |               |               |
| Test handbrake - works OK?  |               |               |               |               |
| Test the horn - works OK?   |               |               |               |               |
| Check seatbelts, wheelchair clamps, straps  |               |               |               |               |
| Test steering wheel - works OK?   |               |               |               |               |
| Check break, downrugs & ensure all items are there  |               |               |               |               |
| Check lift - is it working OK?  |               |               |               |               |
| Check fire extinguisher - is it secure & in date?   |               |               |               |               |
| Check V.E. Disc - Valid & Present   |               |               |               |               |
| Check Insurance Disc - Valid & Present  |               |               |               |               |
| Check Tax Disc - Valid & Present  |               |               |               |               |
| Has the vehicle been cleaned and stored?  |               |               |               |               |
| Comments: _____   |               |               |               |               |
| Checks are valid at the point the check has been completed<br>Person in Charge ensures Transport Check has been <b>COMPLETED, SIGNED and DATED</b>  |               |               |               |               |
| Signature: _____  |               |               |               |               |
| Please note that completion of this checklist is solely to highlight any area of concern about the vehicle that can be addressed immediately in the interests of safety of the driver, passenger(s) and other road users. Completion of this checklist is not an admission of liability or exoneration of the driver. |               |               |               |               |
| St Patrick's Centre      Author: Health and Safety Department      Implementation Date: 20.05.2020<br>Driver Weekly Visual Check List   |               |               |               |               |

## 16. Appendix 3

| <b>Breakdown/Accident Bags for Vehicles</b>                       |                            |
|---|----------------------------|
| <u>Contents:</u>  | Emergency Warning Triangle |
|   | Pair of Gloves             |
|   | First Aid Kit              |
|   | High Visibility Vest       |
|   | Torch                      |
| <b>Please ensure that these items are in the bag at all times</b> |                            |