



St John Ambulance Australia (NSW)

First Aid Services

Usage of Private Vehicles Policy

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1 Introduction

1.1 Background

Members' private vehicles are often used by members for St John activities. These activities range from transporting groups of members to events, transporting members to and from training activities and moving around events.

Vehicles are a very visible part of the organisation to the public and the community and it is important that the organisation has some standards for appearance and gains some consistency across the state.

This document also serves to highlight some of the risks of using private vehicles and puts in place measures to ensure that members operate the vehicles safely.

Feedback and comments about this policy should be directed to the State Superintendent / General Manager First Aid Services.

1.2 Scope

In Scope

The following items are in the scope of this policy:

- First Aid Services (FAS) member's personal vehicles being used for First Aid Services business
 - First Aid Services business is any activity being completed by a current member on behalf of First Aid Services. This includes going on duty, travel to and from events, meetings and training.

Out of Scope

The following items are out of scope of this policy

- The use of branded FAS vehicles: Refer: FAS 4.2 - Vehicle Purchase, Operations and Driving Policy.
- The use of unbranded SJAA (NSW) owned vehicles: Refer: HR 2.7 - Motor Vehicle Policy.
- The use of vehicles by members of non-FAS branches of SJAA (NSW): Refer: HR 2.7 - Motor Vehicle Policy.
- The use of members' private vehicles for non-FAS business: Not covered by FAS policy.

1.3 Review frequency

This policy will be reviewed annually in line with other FAS policies.

2 Roles & Responsibilities

2.1 State Superintendent

The State Superintendent is responsible for the following:

- Ensuring that there is a procedure in place; and
- Overseeing disciplinary action in regards to this policy

2.2 Regional Superintendents

Regional Superintendents are responsible for the following:

- Ensuring that this policy is in place in the Region;
- Ensure that the Divisional Superintendents have implemented the policy in the Division; and
- Managing any breaches of this policy

2.3 Divisional Superintendents

Divisional Superintendents are responsible for the following:

- Implementing this policy in the Division; and
- Reporting any breaches of this policy

3 Vehicle Markings & Insignia

No privately owned vehicles should be marked or branded with any of the SJAA (NSW) brand images. This includes:

- the words “St John Ambulance” ;
- the word “Ambulance” ;
- the “cross” in a red rectangle ;
- the black St John roundel; and
- green and white reflective tape along the side of the vehicle, similar to branded FAS vehicles.

The following exceptions to this are acceptable:

- St John Ambulance bumper stickers
- A small roundel or St John logo (less than 10cm in diameter or height) placed on the front or rear windscreen

Privately owned vehicles should not use magnetic decals or any other temporary brand images.

Any existing magnetic markings should be returned to the State Superintendent.

4 Uses of Private Vehicles on Duty

The following uses are acceptable for private vehicles on FAS business:

- Transport of members on FAS business
 - To and from meetings
 - To and from duties
 - To and from training
 - To and from FAS vehicle collection points (for example garages or depots)
 - To and from a disaster situation muster point
- As a First Aid Post in a non-disaster situation
 - Private vehicles may be used as a first aid post if a branded or unbranded FAS owned vehicle is not available for use; and
 - No other infrastructure is available for a first aid post (for example a tent, room or other area)
- Transport of uninjured members of the public (with their consent)
- Transport of cadets with their superintendent's or parent's consent

The following uses are unacceptable for private vehicles on FAS business:

- During a disaster situation as a first aid post or transport around a disaster situation
- Transporting of casualties, sick or injured people from one place to another while on duty
- Transport of cadets without their (the cadets) superintendent's or parent's consent
- As a first aid post if there are other alternatives available

Any questions or uncertainties about the use of private vehicles for FAS business should be directed to the State Superintendent.

5 Driver Qualifications

Any person driving a private vehicle on FAS business must meet the following criteria:

1. be licensed to drive the category of vehicle in NSW (based on vehicle category);
2. must be wearing spectacles or contact lenses (if designated on their drivers' licence) ; and;
3. must not be under the influence of illicit drugs or medications which recommend that driving or the operation of machinery should be avoided.

Members using a private vehicle at an event or within an enclosed event should have a zero blood alcohol level. The Event Commander may stand down any member suspected of having a non-zero blood alcohol level when on duty.

Members driving vehicles driven for other purposes should comply with the relevant laws regarding their blood alcohol level when driving.

SJAA (NSW) members must carry their drivers' licence when driving the vehicle. Drivers may be asked to produce their licence at any time.

6 Standard & Optional Vehicle Equipment

6.1 Standard Equipment

The following equipment should be contained with all private vehicles being used on FAS business.

6.1.1. First aid kit

Each vehicle should carry a stocked First Aid Kit.

6.1.2. Tool kit and spare tyres

All vehicles should carry a basic tool kit and a spare tyre.

4WD vehicles should carry additional tools and spare parts if they are routinely used in off road terrains.

6.2 Optional vehicle equipment

The following equipment can be optionally fitted to a member's private vehicle.

6.2.1. Radios

A private vehicle may be fitted with an SJAA (NSW) approved VHF radio. The specific brand of VHF radio will be determined by the State Communications Group.

Any SJAA (NSW) radios fitted to a private vehicle remain the property of SJAA (NSW) and can be recalled at any time.

6.2.2. SJAA (NSW) indicator

Private vehicles may make use of the sign indicated in Appendix A which can be issued by the Divisional, Regional or State Superintendent. This sign may be laminated and used for multiple events.

6.3 Equipment not to be fitted

The following equipment must not be fitted to a member's private vehicle

6.3.1. Light bars and sirens

Fixed or temporary flashing lights or sirens must not be fitted to a member's private vehicle without RTA approval as well as meeting the requirements of the SJAA (NSW) policy.

7 Standard Driving Procedures

The following procedures and items apply to all categories of vehicles unless otherwise indicated.

7.1 Patient transport

Patients or casualties who are sick or injured must not be transported or moved using a non-SJAA (NSW) vehicle.

7.2 Non-patient transport

Members of the community or the public may be transported using a member's private vehicle provided that they do so at their own risk. When transporting members of the community, members should take special care and remember that their driving skills and ability are a direct reflection on the organisation.

Any complaints received about members driving or the condition of vehicles will be directed to the appropriate Regional Superintendent for follow up and explanation. Complaints from the public about members driving and vehicles will be investigated and taken seriously.

7.3 Driving on public roads

Drivers of vehicles being driven on public roads must comply with the Road Transport (General) Act 1999 and the Road Transport (Safety and Traffic Management) Act 1999.

Drivers should drive defensively and take appropriate action in relation to traffic density, weather conditions, pedestrians, schools and pedestrian crossings, and any other factors, which may require the vehicle to slow down or stop.

7.4 Driving within an enclosed event

Private vehicles should not be driven within an enclosed event without the permission of the Duty Commander and the Event Organiser.

When driven within an event the vehicle should remain at low speeds and should have their hazard lights flashing.

If required by the event an escort (either on foot or otherwise) should be used to guide the vehicle through crowds.

7.5 Mobile phone / radio usage

Mobile phones should not be used by the driver when the vehicle is moving unless the driver is complying with current legislation, e.g. use of a personal hands free set. Mobile phone usage (even with hands free) should be minimised when driving. Refer to the Mobile Phone Policy HR7.2.

SJAA Radio usage is permitted while the vehicle is in motion but usage should be minimised.

7.6 Seat belts

Seat belts must be worn in **ALL** vehicles.

All members must wear a seat belt while travelling in a moving vehicle. All passengers, must wear seat belts where fitted.

7.7 Traffic and parking infringements and driving related offences

Infringements of any kind incurred by the driver of a private vehicle on FAS business will be the personal responsibility of the driver. SJAA (NSW) will not pay for any costs associated with infringement notices, whatever the circumstances.

7.8 Private vehicles involved in accidents

The following sections outline the processes to be followed if a private vehicle is involved in an accident while on FAS business.

In all cases member safety is the top priority.

If it is not safe to proceed or assist in an accident, the scene should be secured and the emergency services notified.

Private vehicle involved in a collision

If a private vehicle is involved in a collision with another vehicle, pedestrian or property, the following procedure should be followed:

1. Stop and assist at the scene;
2. Render any necessary first aid and summon an ambulance and police (if required);
3. If a SJAA member is injured in the accident, the injured SJAA member should not assist in the treatment of others but be treated by others at the scene;
4. The police should be called if required;
5. If another vehicle is involved details should be exchanged with the other driver including name, address, licence number, registration number, year make and model of other vehicles, insurance details (particularly the name of the person's insurance provider) and names of any other persons present at the scene;
6. Once the immediate priorities are managed the driver (or passengers if the driver is injured) should inform the State Operations Officer or the Regional Superintendent of the incident;
7. An Incident and hazard identification and investigation form should be submitted to the State Operations Officer;
8. Member should utilise the peer support network and the confidential counselling service through the employee assistance program if required;
9. If a member is injured the driver (or another passenger if the driver is injured) should contact their Regional Superintendent or the State Operations Officer;
10. If the vehicle requires the owner of the vehicle will need to make the necessary arrangements;

The NSW Police Service must be called to the scene of an accident if any of the following occurs:

1. A person is killed or injured;
2. A vehicle requires towing;
3. There is damage to property or animals (third party property);
4. A person involved in an accident fails to stop or exchange details; or
5. A driver is believed to be under the influence of alcohol or drugs.

If there are no injuries and the vehicle is drivable, the accident must be reported to the nearest Police Station within 24hrs.

The following details should at a minimum be recorded about the accident;

1. Date and time of accident;
2. Location of accident (street, suburb, cross streets);
3. Estimation of the speed of the vehicles;
4. Condition of the road (wet, dry, rough, etc);
5. If after dusk, whether headlights were being used;
6. If related to traffic lights, what the traffic light signals were at the time of the accident; and
7. Any other pertinent information relating to the accident.

7.9 Breakdowns

In the event that a private vehicle breaks down on FAS business, the owner of the vehicle needs to make the necessary arrangements.

Private vehicles are not covered under the SJAA (NSW) NRMA road-side assistance.

7.10 Fatigue and driving hours

It is important that drivers are alert while driving. Therefore the following is suggested of drivers to avoid the effects of fatigue:

- Drivers should not drive for a continuous period exceeding 2 hours;
- Drivers should have a break of not less than 15 minutes following any continuous driving period of two hours;
- Drivers should not exceed a total of 10 hours driving in any 24 hour period; and
- Any driver feeling the effects of fatigue (e.g. yawning, poor concentration, restlessness, drowsiness, discomfort, loss of concentration) should stop and rest for at least 15 minutes or until they are free from effects of fatigue.

8 Insurance & Maintenance

8.1 Registration Responsibilities

The driver of the vehicle is responsible for ensuring that any vehicles used for FAS business is registered to be driven and is displaying a valid registration sticker affixed to the vehicle.

8.2 Servicing

Vehicles used for FAS business should be regularly serviced and maintained. It is the owners and drivers responsibility to ensure that vehicles being used for FAS business are safe to operate.

8.3 Insurance

All private vehicles must hold at least a valid compulsory third party insurance policy (green slip).

Members injured travelling to or from events or on other SJAA (NSW) business may be covered under the SJAA (NSW) workers compensation insurance policy for volunteers. Further information should be sought from the Manager, Administrative Services.

8.4 Accidents & repairs

SJAA (NSW) will not take any responsibility for any damage or repairs required as a result of use of a private vehicle on SJAA (NSW) business. Owners and drivers of privately owned vehicles take complete responsibility for any damage or accidents occurring as a result of their use of a privately owned vehicle for FAS business.

FURTHER INFORMATION

If you require further information please contact your respective Regional Superintendent. Please also see Mobile Phone Policy (HR 7.2)



Warren Glenny
Commissioner
St John Ambulance Australia (NSW)

July 2007

First in First Aid



**THIS VEHICLE IS
BEING USED BY A
ST JOHN
AMBULANCE
VOLUNTEER AT
THIS EVENT.**

Issued by Name:

Signature: