

TRANSPORTATION PROCEDURE



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1 PURPOSE

- 1.1 To promote safe transportation and travel in the Diocese of North West Australia (“the Diocese”).

2 SCOPE

- 2.1 This procedure applies to:
- all church workers when driving to or from a destination in the course of their ministry role or their employment.
 - people providing transport on behalf of a Ministry Centre related to ministry programs or activities (e.g. car-pooling).

3 POLICY STATEMENTS

3.1 General Statements

- Drivers will always comply with all road laws and drive in a safe and courteous manner.
- Transportation for Ministry Centre programs may only be provided by an Approved Driver using a registered and comprehensively insured vehicle. Refer to the Approved Driver Application Form in the Appendix.

3.2 Transportation of Children

- Children will only be transported in the course of a Ministry Centre Activity with the written permission of a parent or guardian, except in case of emergency. Refer to: Activity Permission Slip.
- Church workers will make every effort never to be alone in a vehicle with a child. If it is necessary (e.g. in an emergency) the church worker will notify a supervisor or Ministry Centre office-bearer.
- Children under 12 will not be permitted to sit in the front seat of a vehicle equipped with airbags unless all other seating in the car is occupied.

3.3 Long Distance Driving

- Drivers will avoid driving in excess of 8 hours per day (including breaks).
- Drivers will avoid driving long distances at sunrise or dusk.

- Drivers planning to drive for longer than four hours will ensure that at least two people who won't be in the vehicle are aware of the journey (destination, departure time, arrival time, etc.).
- Drivers are encouraged not to drive for longer than 4 hours alone.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 Ministry Centre governing groups are responsible for ensuring compliance of this policy within their ministry centre.

Reporting

- 4.2 Parish Council compliance with this procedure is reported in the Report to the Diocese.

Records management

- 4.3 The Registry maintains all records relevant to administering this policy using its recordkeeping system.

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the Diocesan Glossary.

6 RELATED LEGISLATION AND DOCUMENTS

- 6.1 Safe Program Policy

7 FEEDBACK

- 7.1 Church members may provide feedback about this document by emailing registrar@anglicandnwa.org.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Diocesan Council
Administrator	Diocesan Registrar
Next Review Date	19/02/2025

9 APPENDIX

Approved Driver Application Form

APPROVED DRIVER APPLICATION FORM

Please note that an Approved Driver for the Diocese of North West Australia must:

- Have been a licensed driver for at least two years (in the last two years).
- Not have been convicted of a serious driving offence in the last five years.
- Attach a photocopy of his or her current Driver's License to this application.

Name of Applicant	
Are there any restrictions or endorsements on your licence? If so, provide details.	
Provide details of any vehicle accidents in which you have been involved as a driver in the past five years.**	
Give details of any driving offences you have been convicted of in the past five years. <i>(Excluding parking offences)**</i>	
In the case of using private vehicles	
Who is the registered owner of the vehicle?	
Is the vehicle registration current?	Renewal Date
Is the vehicle comprehensively insured? <i>(If so, please name your insurance company)</i>	
I confirm that the information I have supplied on this form is true and correct to the best of my knowledge. ** If any of these details change, I agree to notify the Minister-in-Charge of your Ministry Centre.	
Signed	Dated

Office use only:

Application Received on:	
Application Processed by:	
Outcome of Application:	<input type="checkbox"/> Application approved <input type="checkbox"/> Application not approved
Signature:	Date: