

TRANSPORT SAFETY POLICY

Date	06/03/2018
Policy Number	BCOC:2-05
Status	Version 5
Revised and Approved by Board on	15/05/2023
Scheduled review date	05/2025

Introduction

It is essential that adequate and safe transportation be used for any and all church events or activities operated by people who understand their responsibility. In addition, as a registered bus operator we must comply with the conditions or registration specified in section 22(6) of the Bus Safety Act 2009 (Vic) and this policy is part of those conditions.

Purpose

The aim of this policy is to ensure the safe transportation of all children, young people and adults including staff and volunteers to and from any and all church events or activities. This Policy covers the driving of all vehicles, vessels and includes towing trailers.

Definitions

“**Child**” and “**children**” means people under the age of 18.

“**Driver**” means a person who is driving or has control of the vehicle or vessel.

“**Vehicle**” and “**vehicles**” means motor cars, mini buses, buses, and trailers used for transporting people and things. The Road Safety Act Victorian Legislation 1986 states the definition of a vehicle.

“**Vessel**” and “**vessels**” means boats or watercraft. The Marine Safety Act Victorian Legislation 2010 states the definition of a vessel.

Scope

This policy applies to all staff and volunteers who may from time to time provide transportation to participants, including children and young people under the age of 18 years, to and from any church events or activities.

Policy

1. Drivers Responsibilities

All leaders, staff and volunteers who are driving on behalf of Berwick Church of Christ, must complete a Driver's Declaration Form before undertaking driving for an organised event/program. A Driver's Declaration Form is to be signed every three (3) years, or when any details on the Declaration Form change, or if the licence is suspended or cancelled. The original signed copy must be return to the Safety Contact Person and will be kept with the confidential Safe Ministry Records.

Berwick Church of Christ is committed to a zero-tolerance for alcohol and illicit drugs environment with no alcohol or illicit drugs permitted on the Church premises.

All Drivers must read and sign the Alcohol and Drug Policy before undertaking driving for an organised event/program. The original signed copy must be returned to the Safety Contact Person and will be kept with the confidential Safe Ministry Records.

Only drivers on green P's or higher are to transport children from the church site to the event or to the church site from any event.

No drivers under age 25 may drive hired or rented vehicles.

Only drivers on Green P's or higher can tow a trailer and they must abide by the laws governing the towing of trailers.

All drivers of a vehicle must carry a valid driver's license and must observe and adhere to all speed limits and the Victorian road laws.

All drivers of a vessel must carry a valid marine licence and be approved by a Ministry Leader or Pastor.

Drivers must abide by the Victorian road rules in relation to the use of mobile phones whilst driving. [Click here to access the latest rules regarding mobile phone use whilst driving.](#)

Drivers are responsible to ensure all occupants wear seatbelts or if driving a vessel ensure everyone on board wears a life jacket when required by the Victorian Marine Safety Regulations.

It is the driver's responsibility to manage the behaviour of the passengers in a vehicle or vessel, and must ensure that distracting or dangerous passenger behaviour is not permitted.

2. Child Passengers

Written permission from parents/guardians is to be obtained before children travel in a vehicle or vessel driven by a person other than their parent/guardian.

Children should be transported directly to their destination. Unauthorized stops to a non-public place are to be avoided. Best practices of ministry recommend two adults in every vehicle.

A child is not to be alone in a vehicle with an adult even with parental consent, except where the child is a family member. If such a situation is unavoidable, a Leader or Pastor must be informed of the trip and the reason for it and approve it.

3. Vehicle/Vessel Safety

All motor vehicles used must be registered, insured, and fitted with appropriate seat belts, including child restraints or safety devices as required.

All vessels used must be registered in accordance with the Marine Safety Laws, insured, and have the required safety equipment in accordance with the Marine Safety Act.

During Covid-19 Restrictions, all Driver's must follow the Church's Covid Safe Plan, which can be downloaded from the Church's website at <https://berwickchurch.org.au/policies/>.

4. Reporting

All incidents must be reported to the Safety Contact Person within 24 hours of the accident/incident occurring using the Notification of Vehicle Incident Form.

All original signed copies of the Driver's Declaration and Alcohol and Drug Policy must be return to the Safety Contact Person and will be kept with the confidential Safe Ministry Records.

Safety Contact Person

Name:	Karen Fletcher
Phone number:	03 9702 1011
Email:	karenf@bcoc.com.au
Other contact details:	Church Office: 9702 1011 (Mondays to Thursdays)

Applicable Legislation, References and Other Policies

Item	Description
Victorian Road Laws	Go to Vic Roads: www.vicroads.vic.gov.au
Bus Safety Act 2009 & Bus Safety Regulations 2010	The Bus Safety Act 2009 and the Bus Safety Regulations 2010 are designed to promote an improved safety culture across bus operations, and apply to all commercial and non-commercial operations.
Marine Safety Act 2010 (Vic) & Marine Safety Regulations 2012 (Vic)	The Marine Safety Act 2010 (Vic) and the Marine Safety Regulations 2012 (Vic) are designed to improve safety on Victorian waterways and ensure a safe environment for recreational and commercial boating.
BCOC Policies	All Church policies can be obtained from the website link www.berwickchurch.org.au/policies