



BOURKE AND DISTRICT CHILDREN'S SERVICES

QUALITY AREA 4: STAFFING ARRANGEMENTS

POLICY NAME: USE OF BDCS VEHICLES

POLICY STATEMENT

Our service provides and maintains vehicles which are available for use by employees to enable them to efficiently perform their duties. We take the safety and well-being of all children, employees and community members very seriously and therefore ensure that all vehicles are maintained in accordance with the manufacturer's requirements and at all times, comply with relevant road transport legislation.

BACKGROUND

This policy outlines the proper use of BDCS vehicles and the responsibilities of all authorised drivers, in order to minimise risks associated with vehicle use. It is the responsibility of all authorised drivers to adhere to this policy to ensure that our vehicles are always in excellent condition and that everyone stays safe while on the road.

OVERALL STRATEGIES / HOW WILL IT BE DONE?

Management will determine which staff members are authorised to drive BDCS vehicles. All authorised drivers must hold a current driver's licence of applicable category for the vehicle being used. Drivers who are on red P's or L plates are not permitted to drive a BDCS vehicle, unless granted prior permission from the General Manager. Contractors are not employees of BDCS and require authorisation from the General Manager to be able to drive BDCS vehicles.

All company vehicles are kept in the back yard of 72 Hope Street. When the vehicle is no longer required, it must be returned here, unless alternative arrangements have been made with management. All company vehicle keys are kept in the Administration building. When the vehicle is no longer required, the keys must be returned here, unless alternative arrangements have been made with management.

TRAFFIC OFFENCES

- Any traffic violation or offence of any sort committed will remain the sole responsibility of that driver. BDCS will not be liable for any fines or penalties as a result of vehicle use by its employees or contractors at any time.
- The driver of any vehicle who has knowledge of a formal notice of an offence must notify the General Manager as soon as possible.
- BDCS vehicles are not to be used by any driver who is under the influence of drugs or alcohol (this includes prescribed drugs which can not be used when driving due to the possible effects they can have on performance).
- An employee who is found to have driven under the influence of drugs or alcohol may be dismissed.

TRAFFIC ACCIDENTS

- The driver responsible for any vehicle that is involved or suspected of being involved in any accident is to report the accident to the General Manager as soon as possible.
- Any driver involved in an accident must:
 - Stopping immediately and providing help and assistance to anyone else involved as appropriate.
 - Call for the Police/an Ambulance if necessary.
 - Record the below details:
 - Date and time of accident.
 - Location, address of accident.
 - If another vehicle is involved:
 - Make and Registration of the other vehicle.
 - Name of the driver and licence details.
 - Contact details for the other driver.
 - Insurance details from the other driver.
 - Descriptions of all vehicles involved including registration numbers.
 - Whether Police attended and if so, ensure the Event Number was obtained.
 - Whether there were any injuries incurred resulting from the accident.
 - If safe to do so, obtain photographs of vehicles damaged.
 - Report the accident to the General Manager as soon as possible and make necessary arrangements if the vehicle is not driveable.

ROLES AND RESPONSIBILITIES

THE NOMINATED SUPERVISOR WILL:



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- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure educators (including casual staff) and any authorised drivers receive information and induction training to fulfil their roles effectively, including being made aware of the Use of BDCS Vehicles Policy, their responsibilities in implementing it, and any changes that are made over time.
- Ensure students, visitors and volunteers have knowledge of and adhere to this policy.
- Ensure that all BDCS vehicles are appropriately maintained, registered and have current insurance.
- Determine which staff members are authorised to drive BDCS vehicles based on their job requirements and whether they have a current driver's licence of applicable category.
- Ensure a copy of each driver's current licence is provided and is kept as a record in the employee's, contractors or visitors file.
- Investigate any complaints made about a driver.

DRIVERS WILL:

- Have their current driver's license with them at all times and ensure they hold the relevant licence for the vehicle classification.
- Use the vehicle solely for work-related use.
- Prior to and at the end of use, complete the logbook which is kept in the vehicle.
- Ensure they are in a fit and proper state to drive.
- Be careful and safety conscious including adhering to the road rules and regulations mandated by law within NSW.
- Drive in a manner that is considerate of other road users.
- Check that the vehicle is safe for use prior to departure.
- Ensure that seatbelts/safety restraints are used by all passengers.
- Ensure the number of passengers doesn't exceed the legal amount that is allowed for the specific vehicle.
- Take all reasonable steps to ensure the security of the vehicle and its contents, this includes ensuring it is kept locked when unattended.
- Immediately notify the General Manager in the case of receiving a traffic related infringement notice that results in their licence being suspended, cancelled, disqualified, or have limitations placed upon it which restrict their ability to perform normal duties.
- Ensure the vehicle is maintained in a clean and tidy manner, this includes removing rubbish and any other items, vacuuming the interior after use and prior to returning to garaging, and washing the exterior if necessary.
- Ensure the vehicle is returned with a full tank of fuel, and fuel receipts are provided to the administration officer.
- Notify management of any safety/mechanical concerns with the vehicle as soon as possible and do not drive the vehicle if there are any safety concerns.
- Be fully responsible for the vehicle while it is in their charge and will not allow any unauthorised drivers to drive the vehicle.
- Never smoke in or near a BDCS vehicle (the vehicle is considered to be a workplace and therefore the same health and safety obligations apply).
- Never use mobile telephones while driving unless a hands-free device is fitted.

CONTINUOUS IMPROVEMENT/REFLECTION

Our Use of BDCS Vehicles Policy will be reviewed on an annual basis in consultation with children, families, staff, educators, and management.

CHILD SAFE STANDARDS

Standard 1	Child safety is embedded in organisational leadership, governance, and culture
Standard 5	People working with children are suitable and supported
Standard 7	Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
Standard 8	Physical and online environments minimise the opportunity for abuse to occur
Standard 10	Policies and procedures document how the organisation is child safe

NATIONAL QUALITY STANDARD (NQS)

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4.2	Professionalism	Management, educators, and staff are collaborative, respectful, and ethical.
4.2.2	Professional standards	Professional standards guide practice, interactions, and relationships.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

168	Education and care services must have policies and procedures
170	Policies and procedures must be followed
171	Policies and procedures to be kept available
172	Notification of change to policies and procedures

STATUTORY LEGISLATION & CONSIDERATIONS

- [Education and Care Services National Law Act 2010 \(Amended 2023\)](#)
- [Education and Care Services National Regulations \(Amended 2023\)](#)
- [Work Health and Safety Act 2011](#)

SOURCES

Acknowledgement to Community Early Learning Australia and Childcare Centre Desktop.
 Australian Children's Education & Care Quality Authority (ACECQA). (2014).
 Australian Children's Education & Care Quality Authority (ACECQA). (2023). [Guide to the National Quality Framework](#).
 Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0](#), 2022.
 Early Childhood Australia Code of Ethics. (2016).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017). (Amended 2023).
 Guide to the National Quality Framework. (2017). (Amended 2023).
 Revised National Quality Standard. (Amended 2023).

RELATED POLICIES

- Code of Conduct Policy
- Safe Transportation of Children Policy

RELATED DOCUMENTS

Logbook

POLICY AUTHORISED BY	Prue Ritchie	POLICY REVIEWED	June 2024
NEXT REVIEW DATE	June 2025		
MODIFICATIONS	<ul style="list-style-type: none"> • New policy developed 		
PREVIOUS REVIEW			
POLICY AUTHORISED BY	-	DATE	-