



*Kerry  
Parents &  
Friends  
Association*

## **Driving while on Association Business**

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<b>Reviewed by:</b>	<b>Operations</b>
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# KERRY PARENTS & FRIENDS ASSOCIATION

## Policy for Driving while on Association Business

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### Policy Statement

To provide services to the people supported by Kerry Parents & Friends Association, there is a requirement for employees to use Association vehicles or their own private vehicles as part of their duties. This policy outlines the Association's commitment to ensure any driving while on Association business is done in a responsible, safe and accountable way.

### Introduction

Kerry Parents & Friends Association adheres to the Safety, Health and Welfare at Work Act, 2005 and all other relevant regulations. The legislation requires an employer, as far as is reasonably practicable, to ensure the health and safety of all employees while at work, including those driving, or others affected by those driving, while on Association business. The Association requires all staff who drive on Association business to adhere to the Road Traffic Acts 1961 to 2011.

Kerry Parents & Friends Association recognises that driving on Association business may be undertaken by employees specifically employed as drivers or by employees approved to drive either their own or Association transport, for business purposes.

The Association has a duty of care to the people we support and particularly in the context of this policy, those availing of transport either provided on Association vehicles or provided by vehicles of approved drivers.

Kerry Parents & Friends Association will only transport people we support with their agreement and as part of the service provided.

Kerry Parents & Friends Association reserves the right to make changes to this policy at any time at its sole discretion without prior notice. Amendments come into effect following Board of Management approval and from time of display on the Association's SharePoint system.

**Note:** Throughout this document...

- the term 'other workers' refers to volunteers, participants on CE schemes and specialist contractors.
- the term 'Advocate' refers to the parent of a person we support, close relative, carer, legal representative or any other person nominated to advocate on the person's behalf, with the consent of the person we support.
- the term 'Association driver' refers to minibus drivers, drivers of people carriers, cars and utility vehicles (see definitions for further detail).

## Aims of Policy

To ensure Kerry Parents & Friends Association provides services to adults with an intellectual disability that are safe, responsive and person-centred.

To require employees and other workers who drive on Association business to demonstrate safe driving and other good road safety habits, at all times, in accordance with the Road Traffic Acts 1961 – 2011.

To inform employees and other workers who drive on Association business of their responsibilities towards themselves, their passengers, escorts, pedestrians and other road users while they are driving. There is also a responsibility to ensure that the vehicle is treated with due care and attention.

To outline the measures put in place by the Association to ensure all Association owned vehicles are used and maintained in a safe, clean and roadworthy condition. In this context please refer to the '*Transport Fleet Operational Procedure*' also.

## Scope of Policy

This policy applies to all employees and other workers who drive Association vehicles or who have been approved to use their own private vehicle or arranged vehicle to carry out Association business.

This policy applies to all situations where the employee or other worker is driving on Association business, either with or without passengers.

This policy guides the Board of Management of Kerry Parents & Friends Association.

## Definitions

The term 'Association driver' refers to an employee or other worker authorised by Operations and/or their Manager to drive an Association mini-bus, people carrier, car or utility vehicle whether as part of their main job description or in addition to their role within the Association. They must hold an up-to-date driving licence for either or both of these categories as issued by the Department of the Environment, e.g. a full D1 / a full B licence.

The term 'designated driver' refers to an employee or other worker authorised by Operations and/or the Director of Services to drive their own private vehicle for Kerry Parents & Friends Association's business purposes, subject to the rules of insurance indemnification as specified by Senior Management. Designated drivers are also authorised to transport the people we support in their own private vehicle, by agreement with their local Centre Manager, the Outreach Manager and/or Operations.

'Insurance indemnity in favour of Kerry Parents & Friends Association' means that the designated driver's personal motor insurance policy specifically protects the Association against a claim/claims arising from the driver using their private vehicle for Association business.

## Responsibilities

Initial responsibility is with the Board of Management to approve and sign off on this policy prior to implementation. Future amendments will be approved by the CEO.

### It is the responsibility of Senior Management to:

- Ensure that this policy is reviewed in line with the Road Traffic Acts 1961 – 2011, all relevant legislation and good practice within the Intellectual Disability Sector.
- Promote the Association's approach and principles that underpin this policy.
- Implement the guidelines within the context of service delivery priorities, available resources, HSE guidelines and Board of Management instructions.
- Provide guidance to Association drivers and designated drivers on required driver conduct and consequences of poor driving conduct.
- Make the policy and procedure available to all employees and other workers at induction and/or on publication or review.

### It is the responsibility of Operations to:

- Manage the daily running of the transport service in co-operation with Centre Managers and Association drivers as instructed by the CEO.
- In co-operation with Centre Managers and Association drivers ensure that the transport fleet is maintained in best mechanical order.
- Maintain effective administration of the transport service.
- Ensure the transport service meets the needs of the people we support who use this service.
- Deal with all aspects of fleet management on an ongoing basis.
- Advise on, arrange and deliver, where appropriate, training to Association drivers.
- Ensure the provision of the transport service remains within the budget allocated.

### It is the responsibility of Centre Managers/PICs to:

- Ensure all Association drivers and designated drivers are made aware of this as well as other organisational policies, procedures and guidelines which also have an impact on driving on Association business, including but not restricted to:
  - ✚ Transport Fleet Operational Procedure
  - ✚ Health & Safety Policy
  - ✚ Policy on Risk Assessment and Management
  - ✚ Policy and Procedures when a person is Lost or Missing
  - ✚ Guidelines on Challenging Behaviour

- Monitor employee and scheme worker sign off on the above policies, procedures and guidelines.
- Monitor and manage work schedules to ensure they do not lead to, or result in, unsafe driving practices.
- Ensure a risk assessment is carried out on a person we support's ability to be transported in a designated driver's vehicle, before transporting them.
- Identify driver training needs and make these known to Operations.
- Ensure that expenditure incurred under '*Staff Travel and Subsistence*' does not exceed the rules of allocation.
- Sign and date each *Claim Form for Motor Travel Allowance* for the employee before it is forwarded to the Finance Administration Manager.
- Implement this policy and report all issues arising, including damage to Association vehicles to Operations.

**It is the responsibility of employees and other workers who drive on Association business to:**

- Read and understand the current detail of this policy and sign off his/her understanding within a specified time period.
- Participate in Association training and assessment as required.
- Adhere to the Road Traffic Acts 1961 to 2011.
- Remain familiar with the rules of the road and any changes on speed limits or changes in the penalty points system.
- Present an original, current full driving licence, as appropriate to their driving duties, to Operations on initial application and on each renewal.
- Seek further clarification from Management on any aspect of this policy about which they are unclear.
- Only drive on Association business if authorised to do so.
- Inform management of any concerns they have in relation to driving on Association business, whether this concern is in relation to themselves, a person we support, an employee (including Association drivers and designated drivers) or other worker.
- Association drivers must inform their Manager, who in turn will inform Operations of any penalty points or endorsements recorded against their licence, and other fines or clamping in relation to Association vehicles, as soon as it becomes known to them.
- Association drivers are obliged to inform Operations either directly or through their Manager or through a person appointed by their Manager (an experienced driver) of any accidents / incidents or damage that has occurred involving Association vehicles, as soon as possible.
- Association drivers must log any such possible accident/incident on the Association's Xyca system.
- Association drivers must carry out daily maintenance checks on vehicles as per the '*Vehicle Logbook*', carried on each vehicle.

- Designated drivers must only transport a person we support in one's own vehicle when other options have been explored and this option is considered most viable.
- Designated Drivers must secure the person we support's and their Advocate's permission, as appropriate, before transporting the individual in one's own vehicle, unless in an emergency situation.
- They must contact the person's Manager or Advocate, as appropriate, if an issue arises when transporting him/her.
- Designated Drivers must take responsibility for the maintenance of their private vehicle.
- Designated Drivers must increase their insurance to include 'for business': Insurance Class 1 (if driving under 1,600 km per annum on Association business) or Insurance Class 2 (if driving over 1,600 km per annum on Association business).
- Designated Drivers must either present an original, current letter of indemnity in favour of Kerry Parents & Friends Association or provide a copy of their Certificate of Motor Insurance with the indemnity in favour of Kerry Parents & Friends Association noted on same to Operations on an annual basis.
- Designated Drivers must submit completed 'Claim Form for Motor Travel Allowance' to the Finance Administration Manager on a monthly basis.
- Both Association and designated drivers must follow this policy as outlined. Breach of this policy may result in disciplinary measures up to and including dismissal.

#### **It is the responsibility of escorts to:**

- Support the people we support while they are boarding the vehicle, in the vehicle and alighting from the vehicle.
- Guide the driver to park as safely and as close to the drop-off or pick-up point as possible, for each person we support boarding or alighting from the vehicle.
- Check that each passenger is wearing their seatbelt correctly before commencing and during the journey.
- Open and close the vehicle door and deploy or raise the vehicle's step as necessary when passengers are preparing to board or alight from the vehicle.
- Remove discarded items and rubbish from the vehicle after each journey.
- Carefully and alertly monitor person we support's behaviour while travelling.
- Report issues arising to the local Manager or the most senior staff who must then ensure that all procedures are followed.
- Receive and make business telephone calls while travelling, if necessary.

**Employees driving on Association business must adhere to the following guidelines:**

- Adhere to the Road Traffic Acts 1961-2011
- Comply with traffic legislation when driving on Association business, in particular all regulations covered by the Road Traffic Act 2002. Offences under this Act include: Failure to produce a driving licence, failure to be in possession of motor insurance, driving when unfit, driving without wearing a seatbelt, driving while using a mobile phone, breaking the speed limit / speed restrictions, failure to obey traffic lights and driving while disqualified.
- Immediately notify their Manager if their driving licence has been suspended or cancelled, if they have received penalty points or have had endorsements placed upon it.
- Be responsible and accountable for their actions when driving on Association business.
- Display the highest level of professional conduct when driving.
- Assess hazards while driving and anticipate hazardous scenarios.
- Drive within the legal speed limits, taking account of the weather conditions.
- Wear a seat belt at all times.
- In case of a vehicle defect on an Association vehicle:
  - Note the defect in the Vehicle Logbook (on the reverse side of the daily checks).
  - Report the vehicle defect to the Centre Manager/person appointed by the Centre Manager (an experienced driver) as soon as possible but in any case before the next vehicle use to allow for appropriate action to be taken. The Centre Manager/person appointed by the Centre Manager in turn shall inform Operations.
- Report any near misses, crashes and scrapes involving Association vehicles, including those which do not result in injury, to their Centre Manager/person appointed by the Centre Manager who in turn shall inform Operations (or otherwise directly to Operations).
- Report any such incidents on the Association's Xyea System.
- Not drive while under the influence of alcohol or illicit drugs.
- Not eat while driving.
- Not put on make-up while driving.
- Not read maps, glance at a mobile phone, newspaper/s etc. while driving.
- Not drive dangerously.
- Not drive while tired, unwell or under medication, which states that they may cause drowsiness or advise not to drive or operate machinery.
- Not carry out any activities that would take the driver's attention away from the driving.



Kerry Parents & Friends Association provides a thorough induction to this policy and associated documents to all Association drivers and designated drivers. Driver training opportunities are offered to all employees of the Association. This commitment is made within the service delivery priorities and resources available.

### Competency Training

Kerry Parents & Friends Association requires staff and scheme workers wishing/required to become Association drivers, driving cars, people carriers, minibuses and utility vehicles to undergo an initial driver assessment. The assessment is carried out in-house by a competent, qualified driver and will inform if the potential new driver is allowed to drive alone, without passengers, for a practice period. They may require lessons (so called 'competency training'), which is organised by Centre Managers and given in-house by qualified drivers.

Following such training and practice period and when ready to do so, drivers are required to take a 'competence' test/assessment through an external driving school tester. Such tests will be arranged by Operations upon request by the Centre Manager. **Only upon passing such competence test successfully may employees drive Association vehicles with passengers on board.**

Note: For insurance purposes, where staff / scheme workers wish or are required to become Association drivers, they must fill out the Association's "Additional Driver Form" and forward same along with a copy of their current driver's licence to Operations. A copy of the driver's licence must be provided on every renewal of licence also.

### CPC Training

Kerry Parents & Friends Association requires all Association drivers, driving minibuses (D1 or D licence) to hold a Driver 'Certificate of Professional Competency' (CPC). The certificate is an EU requirement (EU Directive 2003/59/EC) for all professional drivers and requires drivers to undergo periodic training to retain their CPC following initial qualification. The requirement is one training day every year, for five years with an RSA approved CPC training organisation. If, within a five-year period, a driver has not attended any CPC training then they are not allowed, to continue to drive a bus or mini bus ('bus' means category D licence).

Operations will arrange for CPC training to be conducted by an approved Driving School or Agency and records of such of driver training are maintained by Operations.

Association drivers must carry both their D licence as well as their driver CPC card when driving buses for the Association ready to present such to an RSA Transport Officer or An Garda Síochána if stopped.

When renewing a category D or D1 licence, drivers are required to undergo a medical with eyesight test. Drivers may claim the cost of one such medical/eyesight test (per licence renewal) by presenting a receipt attached to a *mileage/expenses sheet* to the Finance Administration Manager.



## Dealing with Transportation Incidents involving Person we support

The people we support who are being transported by Association vehicles or in a designated driver's private vehicle are expected to co-operate with the driver and escort and to adhere to safety rules. If a person we support consistently refuses to co-operate with the driver and/or escort or consistently refuses to comply with the rules, thereby putting themselves or others in danger, then the suitability of this method of transport to meet their needs will have to be reviewed.

This review will be undertaken by the Director/Assistant Director of Services, in consultation with the local Manager and the individual and/or their Advocate.

The people we support who display challenging behaviour while in Association vehicles or in a designated driver's private vehicle should be supported in line with the Kerry Parents & Friends Association's '*Guidelines on Challenging Behaviour*'. All incidents of challenging behaviour that take place in Association vehicles or a designated driver's private vehicle, must be followed up according to these '*Guidelines on Challenging Behaviour*'.

If a person we support becomes unwell in an Association vehicle or a designated driver's private vehicle, the driver and/or escort should try to determine if the person we support felt unwell before they left home/service, if it is the result of an ongoing illness, if it is travel sickness or if it is an emergency. This may require consulting the person's personal profile and/or contacting their Key Worker or Advocate.

### If it is determined that:

- the person we support felt unwell before they left home/service, the driver or escort should contact the Advocate or Key Worker to let them know that the person we support is unwell. The Advocate or Key Worker may have advice on how to support the person. It may be decided that the person continues their journey as normal, and, if not on the way home, arrangements may be made with the Advocate or Key Worker for the person we support to go home when they reach their destination or the Advocate may meet the vehicle en-route.
- the person we support is suffering the effects of an ongoing illness, the driver or escort should support the person as outlined in their personal profile.
- the person we support has travel sickness, the escort should sit near the person, reassure them and give them a plastic bag or basin to vomit into if they feel sick. If there is no escort, the driver may only be in a position to stop the vehicle to give the person a plastic bag or basin and reassure them verbally when they recommence driving. The driver or escort should inform the person's Key Worker who should contact home and inform their Advocate. It should be recorded on the person's personal profile that they suffer from travel sickness, if it is not already recorded. If the person we support does vomit, the driver or escort, wearing appropriate personal protective equipment, should assist the person we support to clean themselves/clean the bus as soon as it is safe to do so. The driver or escort should disinfect the area of the bus where the person we support vomited and dispose of any used paper towels, wipes etc. in the general waste.

- it is an emergency, the driver should stop the vehicle in a safe place and put on the hazard lights. The driver or escort should administer first aid to the person we support while the other employee reassures the other passengers and calls an ambulance, Gardaí and their Manager. This employee should assist the other people to evacuate the vehicle and stay with them until assistance arrives or if the other passengers are not at risk, to support the driver or escort who is administering first aid.

If travelling without an escort the driver may not be in a position to evacuate the vehicle if administering first aid and may need to request support from willing passers-by or another person we support.

An accident/incident report should be completed as soon as possible, ideally immediately upon return to the local centre, or within 24 hours on the Association's Xyea system.

**If a person we support fails to turn up at an agreed pick-up point / at an agreed time, the following may apply, depending on the situation:**

If the vehicle is outside a person's home, the driver or escort should ring the bell/knock on the house door and/or ring the house telephone number. If there is no answer by telephone or at the door, the driver should continue with their journey. If the driver or escort has a concern they should contact their Manager.

If the vehicle is at an agreed pick up point on the way to or following an outing or activity, the driver or escort should try to contact the person we support and/or their Advocate or Key Worker as appropriate by telephone to make arrangements to wait. Alternative travel arrangements may need to be made. If nobody is contactable after ten minutes, the driver or escort should report the situation to the Manager who will decide on an appropriate course of action.

**If a family member fails to meet a person we support at an agreed drop off point / at an agreed time, the following may apply depending on the situation:**

If the vehicle is outside a person's home, the driver or escort should ring the bell/knock on the house door and/or ring the house telephone number. If there is no answer by telephone or at the door, the driver or escort should report the situation to the Manager as appropriate and continue with their journey. The Manager will decide on an appropriate course of action, for example, transporting a person to a respite/residential house.

If the vehicle is at an agreed drop off point following an outing or activity, the driver or escort should try to contact the person we support's Advocate by telephone to make arrangements to wait for the Advocate or for alternative arrangements to be made. If the Advocate cannot be contacted by telephone after five minutes, the driver or escort should report the situation to the Manager who will decide on an appropriate course of action.

## Encouraging Safe Driving

Personal use of Association transport is prohibited unless specifically authorised by the CEO, the Director of Services or Operations.

The Association does not pay employee speeding or other infringement fines.

Smoking in Association vehicles is forbidden in accordance with the Public Health (Tobacco) Act, 2002 (Section 47) Regulations 2003.

## Vehicle Maintenance

Kerry Parents & Friends Association ensures that all Association vehicles meet the strictest safety standards in accordance with Health and Safety, Road Safety Authority and Department of Transport legislation.

Vehicle maintenance is carried out as outlined in the Association's '*Transport Fleet Operational Procedure*'.

## Dealing with a Vehicle Accident / Incident

Kerry Parents & Friends Association is aware that traffic accidents/incidents, whether minor or more serious, can happen. Regardless of whether Kerry Parents & Friends Association drivers are at fault or not, our main concern is for the safety of the Association driver, designated driver, passengers (where applicable) and others involved.

Kerry Parents & Friends Association drivers involved in an accident/incident must remain at the scene of the accident for a reasonable time and take a co-operative approach with third parties.

### **If involved in an accident / incident:**

Immediately stop the vehicle at the scene or as close to it as possible, making sure the vehicle is not obstructing traffic.

Ensure your own safety first and then the safety of other employees, the people we support and third parties. Depending on the outcome of the accident/incident, follow the guidelines for either scenario 1, 2, 3 or 4 as set out in Appendix 2.

When evacuating passengers from Association vehicles follow the '*Emergency Evacuation Procedure for Kerry Parents and Friends Association's Transport*' located in each vehicle (see Appendix 3).

Evacuation from a designated driver's car should be at the driver's discretion taking into account the outcome of the accident/incident.

Help any injured people.

If the vehicle is obstructing the road and there is a possibility that it may, because of its position, pose a danger to other road users, the road should be marked and the vehicle removed as soon as possible. If this is not possible, alert other road users using all means possible e.g. hazard lights, warning triangle etc.

Contact the Gardaí.

Take a photograph of the accident scene where possible.

Secure the details of any other vehicles involved: Registration number/s, name, address and telephone number of the driver/s, name and policy number of insurer/s, name, address and telephone number of any passengers and the name, station and telephone number of the Garda attending the scene. Note down date, time and location of the incident/accident, details of what happened and if possible make a sketch of the accident area. In order to facilitate taking down this information, please use the Association's *'Form to assist with third party details in case of an accident/incident'* at the back of the *'Vehicle Logbook'* located in each vehicle (see Appendix 4).

Give your name, address and Association details.

If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

Following an accident/incident, assess your own well-being, the well-being of your passengers and the roadworthiness of the vehicle, before you resume driving. If in any doubt about your own well-being, the well-being of your passengers or the vehicle's roadworthiness, contact Management to agree the Association's response and alternative travel arrangements.

Report the accident/incident to your Manager as soon as possible. The Manager/person appointed by the Manager shall in turn inform Operations.

There is an obligation on all employees and other workers to report any accident/incident while driving on Association business. File such a report on the Association's Xyea system as soon as possible, ideally immediately on return to the centre/the service or within 24 hours.

In the event that the people we support are injured, a separate accident/incident report must be completed on Xyea for each individual. Be specific about where the person was seated in the vehicle.

Note: The escort is also obliged to file such forms on Xyea.

## Penalty Points / Endorsements

Kerry Parents & Friends Association understands that penalty points can be accrued by a driver for a number of offences including, amongst others, speeding, not carrying one's driving licence, driving without insurance, driving without wearing a seatbelt and failure to obey traffic lights. Under the system a driver accumulating 12 points within a 3-year period will automatically lose their driving licence for six months.

The Association will not cover fines or penalties imposed or received under the penalty points system by an employee or other worker driving on Association business. These costs will be borne by the employee or other worker regardless of whether the employee, other worker or Association is the registered owner of the vehicle involved.

An employee, for whom driving is an essential requirement of the job, and who has been disqualified from driving for any reason, will have their future position with the Association under review.

All drivers must inform their Manager immediately of any penalty points accrued regardless of whether they were accrued on Association business or not. The Manager shall in turn inform Operations. This is a requirement of the Association's fleet insurance policy.

## **Appendix 1**

[Drivers Additional Form.docx \(sharepoint.com\)](#)

## Appendix 2

### GUIDELINES FOR DEALING WITH A VEHICLE ACCIDENT / INCIDENT

#### Scenario 1:

##### Association vehicle or designated driver vehicle breakdown

- If you suspect there may be a problem with the vehicle, move the vehicle off the road as safely as possible.
- Turn the vehicle engine off.
- Ensure passenger safety – consider evacuation.
- Put on hazard lights and use warning triangle to alert other road users.
- Look for the source of the problem and rectify if possible and safe to do so.
- Call your Manager/Operations for guidance.
- Do NOT proceed with the journey if unsure of the mechanical safety of the vehicle.
- For Association vehicles, request an alternative method of transport in consultation with your Manager/Operations.

**Note:** In the case of a designated driver having a vehicle breakdown, they may choose to call a breakdown recovery service (e.g. AA) if they have personal membership of such a service.

#### Scenario 2:

##### Damage to Association vehicle or designated driver's vehicle where there are no injuries

- Stop immediately and as safely as possible.
- Turn the vehicle engine off.
- Stay calm and do not become aggressive.
- Look for a secondary hazard e.g. fuel leaking.
- Ensure passenger safety – consider evacuation.
- Put on hazard lights and use warning triangle to alert other road users.
- Call Gardaí and your Manager/Operations for guidance.
- If possible, keep vehicle at the scene until the Gardaí arrive.
- Exchange details with third party – do not admit liability.
- Record third party details (as per Appendix 4, a copy of which is at the back of the *Vehicle Logbook* located in each vehicle).
- Do NOT proceed with the journey if unsure of the mechanical safety of the vehicle.
- For Association vehicles request an alternative method of transport in consultation with your Manager/Operations.

**Note:** In the case of a designated driver being involved in an accident / incident they may choose to call a breakdown recovery service (e.g. AA) if they have personal membership of such a service.



### **Scenario 3:**

#### **Injuries are sustained as a result of an accident / incident involving an Association vehicle or designated driver's vehicle**

- Stop immediately and as safely as possible.
- Turn the vehicle engine off.
- Stay calm and do not become aggressive.
- Look for a secondary hazard e.g. fuel leaking.
- Ensure passenger safety – consider evacuation.
- Put on hazard lights and use warning triangle to alert other road users.
- Call Gardaí, an Ambulance and your Manager/Operations for guidance.  
Note: A senior Manager may be contacted out of hours in the case of a serious incident.
- If certified to do so, administer first aid.
- Keep passengers together in a safe place and be alert to the possibility that a passenger may wander off – carry out regular head counts.
- Liaise with ambulance crew.
- If possible, keep vehicle at the scene until the Gardaí arrive.
- Exchange details with third party – do not admit liability.
- Record third party details (as per Appendix 4, a copy of which is at the back of the *Vehicle Logbook* located in each vehicle).
- Do NOT proceed with the journey if unsure of the mechanical safety of the vehicle.
- For Association vehicles request an alternative method of transport in consultation your Manager/Operations for guidance.

### **Scenario 4:**

#### **A Driver comes upon an accident / incident that does not involve an Association vehicle or designated driver's vehicle**

- Stop immediately and as safely as possible.
- Turn the vehicle engine off.
- Put on hazard lights and use warning triangle to alert other road users.
- Call emergency services.
- Give priority to Association employees and passengers, where applicable.
- Provide assistance if appropriate.
- If there is no requirement to remain at the scene of the accident/incident, offer name and contact number as a witness.
- Proceed with journey.
- Report the incident to your Manager.

## Appendix 3

### EMERGENCY EVACUATION PROCEDURE FOR KERRY PARENTS & FRIENDS ASSOCIATION'S TRANSPORT

#### The Priorities are:

- To save life
- To alert any persons nearby to the immediate danger
- To inform the emergency services (999 or 112)
- Not to put passengers' belongings etc. or Association equipment before life
  
- **Stop the vehicle immediately with due regard** to the safety of passengers and other road users. **Engage hazard lights.**
- If possible **park the vehicle immediately in the safest place available**, do not waste time looking for a parking place.
- **Evacuate passengers as quickly and safely as possible.**
- **In case of a fire, do not wait until the source of the fire is discovered** to evacuate passengers as this can result in the loss of valuable time.
- Where possible and applicable, **the escort shall evacuate passengers** by verbally directing those who can alight independently to assemble outside close to the vehicle, while helping those who need assistance to get out of the vehicle (seat belts etc.).
- **In the case of a fire, passengers must be evacuated 30m or a safe distance in front of the bus / upwind from any smoke / flames.**
- **The driver shall assist wheel chair passengers to evacuate.**
- **Remove the Medical Bag, First Aid Kit and High Visibility Vests** as these will be needed when everyone is off the vehicle and has gathered in a safe place.
- **The escort must remain with passengers, reassure them and keep them together** as there may be danger from passing traffic. **High visibility vests should be worn** by the driver, escort and as many of the passengers as possible.
- Should a passenger refuse to leave the bus, the driver must inform the emergency services as applicable and not put themselves in danger.
- **The driver shall alert on-coming traffic to the situation** (e.g. hazard lights, warning triangle).
- The driver or escort, where applicable, shall **dial 999 or 112 for assistance if required.**
- **In the case of a fire, no one should try to retrieve any items or belongings from the vehicle.**
- **ONLY** when all passengers are evacuated and **ONLY** if safe to do so may the driver attempt to extinguish a possible fire using the fire extinguisher.
- **Report the incident as soon as possible to your Manager** who will inform Operations. Information to be passed on will include a verbal situation report and how many passengers are affected. This information will be used to determine the actions by Kerry Parents & Friends Association's Management in affecting the safest and quickest means by which the passengers and employees can be removed from the incident and transported home or otherwise.

## **Appendix 4**

[Form to Assist the third party details in case of Accident or Incident.docx \(sharepoint.com\)](#)