

SHARP Procedure for the use of Vans

All van drivers will have their full license and have no serious driving convictions. They will also sign a declaration (see Appendix 27) indicating they have read and agree to this policy and understand the details of their driving responsibilities as explained to them by the Coordinator.

Children will wear correctly fitting seat belts at all times.

Children will always be dropped off as close to the entrance, of any venue, as possible to reduce risks imposed by other vehicles.

All drivers will carry cell phones and if coverage is not available at the time of an accident or breakdown, the nearest phone will be used and charged to SHARP Trust. Cell phones will not be used while driving.

Vans will never exceed the maximum of 11 passengers and the driver. (12 people in total)

SHARP will abide by all current legislation for transporting passengers. Transporting children will not be the primary responsibility of the driver working or volunteering for SHARP. Reimbursements will only be made by SHARP to a driver who provides the vehicle or for the running costs of the vehicle, not the driver's service.

In the event of an accident, the driver will call for emergency assistance if necessary, then calm the children while providing first aid first to themselves and then to the children in need.

Children will be removed from the van only if their safety is threatened or if they are likely to be further traumatized by remaining in the van.

If emergency assistance is not required the driver will take the name, driver license number and vehicle registration number of any other drivers involved in the accident and the details of at least one independent witness.

In the event of an accident that does not affect the safe working of the van, the driver will drive the children back to the SHARP office and report these details and an account of the accident to the Coordinator. The Coordinator (or Property Manager) will then arrange for correct resolution of the accident and vehicle repairs. In the event of an insurance claim the driver at fault will personally pay the amount of excess as requested by the insurance company.

In the event of an accident that does affect the safe working of the van, the driver will call the Coordinator (or reception if they are unable to reach the Coordinator) and arrange for another van to come out and collect them and the children. The Coordinator (or Property Manager) will then arrange for correct resolution of the accident and vehicle repairs. In the event of an insurance claim the driver at fault will personally the amount of excess as requested by the insurance company.

Van insurance, diesel mileage, warrants and registration will be kept current by the SHARP Manager or assigned to the Property Manager by the SHARP Manager.

SHARP Procedure for the use of Taxis

This procedure will be adhered to at all times when taxis are used to transport children.

Only well know and reputable taxi companies will be used. The Coordinator will choose the taxi company based on the quality of their vetting and safety procedures.

The Supervisor will ensure that the children are walked safely to the taxi.

The Supervisor will ensure that there is a minimum of two children being transported in the taxi at one time where at all possible.