

BIG BROTHERS BIG SISTERS OF NELSON

TRANSPORT SAFETY POLICY

Policy	<p>The safety of the young person will be considered paramount whenever they are being transported by workers and volunteers as part of the programme.</p> <p>BBBSN workers and volunteers will set a good example to young people regarding the use of motor vehicles by ensuring that they obey all road rules and relevant legislation</p>
Coverage	<p>This policy relates to all workers and volunteers and young persons and any other contracted persons who may be employed for the purposes of providing a service for BBBSN.</p>
Guidelines	<p>All vehicles used to transport young people will have a current registration, warrant of fitness, at least third party insurance and will be adequately maintained.</p> <p>Seat belts are to be used by all occupants of the vehicle when transporting young people.</p>
Drivers Licenses	<p>BBBSN will ensure that workers and volunteers who will be transporting young people in the course of their work have a clean and current driver license.</p> <p>Volunteer Mentor applicants will be asked to disclose any driving convictions in their application. The nature of any convictions will be taken into consideration when deciding if a mentor is accepted on to the programme.</p> <p>A photocopy of the volunteer mentor's driving license will be placed on file.</p>
Driving convictions	<p>If a volunteer mentor receives a driving conviction they must inform the Programme Director of the matter and supply an explanation regarding the circumstances of the incident.</p> <p>The Programme Director will consider if the conviction(s) will affect the volunteer mentor's position on the programme.</p>
Young drivers	<p>BBBSN volunteer mentors will not allow any young person to have control of a vehicle on the road.</p>

Date Implemented	Date of Last Change	Next Review Date	Policy approved at
May 2016	February 2013	May 2019	

Signed _____

Position _____

Date _____