



Providing Safe Transport Guide

Purpose

My Care Match is committed to making the health and safety of our clients and support workers a top priority. This guide aims to help ensure clients, support workers and other road users are as safe as possible when vehicles are being driven during a My Care Match shift.

Each person has a responsibility to ensure that their vehicle or any vehicle they are using or providing that is to be used during a shift can be operated in a healthy and safe manner and is maintained in good working condition.

If there are any concerns regarding risks to health and safety associated with transport provided during a shift, this must immediately cease and My Care Match should be notified.

Safety

Each person must take all reasonably practicable steps to ensure their own health and safety, as well as the safety of others, particularly during transport provided as part of a shift. This responsibility includes, but is not limited to:

- committing to safe driving behaviour by remaining alert, managing fatigue and fitness to drive, observing road rules – full list of road rules can be found on the Vic road website: <https://www.vicroads.vic.gov.au/safety-and-road-rules/road-rules>
- not consuming alcohol or drugs while providing transport or otherwise operating any vehicle while under the influence of alcohol or drugs. This includes medication that recommends you not to drive.
- not operating any vehicle while presenting with symptoms of fatigue, including tiredness, sleepiness, headache or other impairments which could impact decision making.
- not operating any mobile phone or other handheld device while operating a vehicle.
- ensuring that any vehicle is maintained in a roadworthy condition, remains regularly serviced and registered.

- Immediately notify My Care Match using an Incident Report Form in the event of an accident, near miss, or any other incident occurring during transport following the Incident Management Policy.
- Drivers are not permitted to provide driving instruction or driving lessons to any other person during a shift, unless they are licenced to do so.

Planning your journey

Both Support Workers and Clients are required to plan for each journey prior to driving. This could include:

- scheduling rest stops or leaving at suitable times to avoid fatigue.
- avoiding travel at times when travel may be riskier due to weather conditions, heavy traffic, the driver's sleepiness or the presence of wild animals or more.
- allowing sufficient time for the journey to avoid pressure to speed.
- avoiding certain roads, intersections or turning movements and selecting safer, higher standard roads.
- ensuring that you can easily navigate the journey with minimum distractions; and
- otherwise not committing to any journey which gives rise to any health and safety concern.

Support Workers and Clients must ensure that they call 000 in the event of any emergency requiring immediate support.

Insurance

The owner and driver of a vehicle is responsible for ensuring their vehicle has a current insurance policy and one that provides the appropriate cover that meets their needs. We recommend the insurance policy covers any accident, near miss, property damage (including third party property damage) or other incident which may occur. We also recommend you notify your insurance company to advise the vehicle is used for work purposes and the cover is appropriate in relation to the transport you provide during your shift.

My Care Match will not be responsible for any loss, cost, expense, liability, damage or other amount which may become payable as a result of any issue arising while transport is provided. Therefore, maintaining appropriate insurance cover is essential.

If you have any questions, please contact:
contact@mycarematch.com.au 0481 112 928.