

# Policy and Procedures

## Safe Operation of Motor Vehicles and Mobile Plant Policy 2022

---

### PURPOSE

Driving a vehicle is statistically the most dangerous activity that many are involved in during their lives. These risks are increased when vehicles are used by unlicensed and inexperienced drivers who have not been properly trained in the safe use of that type of vehicle.

The purpose of this policy is to set out the expectations of The Scout Association of Australia, Victorian Branch ('Scouts Victoria') in relation to the safe operation of motor vehicles and mobile plant during program activities and for the purposes of undertaking Scouting service or work.

### SCOPE

This policy applies to all Members of Scouts Victoria as well as employees, contractors, supporters, and site visitors in relation to the use of:

- (a) road-going powered vehicles; and
- (b) all other types of powered vehicles such as, forklifts, mobile plant, golf carts, buggies, elevated work platform, "mules", UTV's and Type 1 or Type 2 Special Work Vehicles

When driven on either public roads (if the law allows the relevant vehicle to be driven on public roads) or private land, such as Scout campsites, event sites or properties, for program activities, for the purposes of undertaking Scouting service or work (including service undertaken by Members in connection with the Scouting program), or for members transporting other members or equipment on public roads as part of a Scouting activity. These vehicles are collectively referred to in this policy as **Motor Vehicles**.

### POLICY STATEMENT

Scouts Victoria's policy is that any person who is operating a Motor Vehicle in connection with the provision of Scouting service must be competent (as defined in this Policy) to operate that Motor Vehicle.

#### Service or Work

Where Scouts Victoria utilises a Motor Vehicle to undertake service or work, it is obliged under workplace health and safety legislation to ensure drivers and operators are competent to operate that type of Motor Vehicle.

#### Use of Motor Vehicles for Service or Work

A person will only be regarded as competent and therefore authorised to operate a particular Motor Vehicle for the purposes of this Policy if they:

- Hold one of the following:
  - a current high-risk work licence, if this category of licence is legally required to operate the Motor Vehicle (e.g., forklift, elevated work platform, etc); **or**
  - a current driver licence (not a learner permit) to operate the category of vehicle on public roads (<https://www.vicroads.vic.gov.au/licences/licence-and-permit-types/licence-categories>); **or**

- where a driver licence is not required by law to operate the category of Motor Vehicle, (eg a golf buggy on private property), a minimum of a current car driver licence (not a learner permit); **and**
- have received sufficient instruction to operate the specific vehicle in a safe manner.

These requirements for “Use of Motor Vehicles for Service or Work” apply in all situations relating to service or work – including when members are participating in a service or work activity as part of their program.

### **Sufficient instruction for Service or Work**

The Leader in Charge of an event or activity where Motor Vehicles are being operated must:

- ensure that drivers/operators meet the licencing requirements set out above; and
- be satisfied that they have been appropriately instructed to operate the vehicle.

Instruction on the vehicle should be relevant to the task and include:

- safety requirements, such as seat belts, protective clothing, helmets, speed limits, exclusion areas relevant to the specific site (such as pedestrian only spaces, 4WD access only areas, parking, give way requirements)
- any unusual aspects about the vehicle (e.g., low clearance, long wheelbase, left hand drive)
- any specific risks associated with operating the vehicle or undertaking any task as part of the service or work
- reporting of damage or problems with the vehicle
- environmental protection requirements, including if the vehicle may be used off-road
- expectations in relation to driver attitudes

### **Lapse of Authority**

A person’s authority to operate a particular type of Motor Vehicle for the purposes of Scouting service or work lapses if:

- they no longer hold the type of licence required to operate that category of Motor Vehicle; or
- the Leader in Charge of the relevant service or work activity revokes their authority to drive for a reason relating to unsatisfactory driving or non-observance of procedures or otherwise.

### **Use of Motor Vehicles in Scout Program**

Where Scouts Victoria uses Motor Vehicles to undertake Scout Program activities, it is obliged to meet its Duty of Care and associated legislative requirements.

Members may operate Motor Vehicles as part of Scout Program activities (not including service or work), where:

- the activity is undertaken through a 3<sup>rd</sup> party provider (e.g., Go Kart Centre); **or**
- the activity is undertaken in accordance with the safety requirements prescribed by an Appropriate Authority and under the supervision of a registered member who is qualified by the Appropriate Authority; **or**
- permission to operate Motor Vehicles is obtained from the Chief Commissioner if there is no recognised Appropriate Authority.

The requirements for “Use of Motor Vehicles in Scout Program” only apply where members are operating Motor Vehicles while participating in program activities, and not operating Motor Vehicles for the purpose of service or work whether as part of the Scout Program or otherwise.

## Use of Motor Vehicles on Public Roads

Where registered members are using Motor Vehicles to transport other members or Scouting related equipment on public roads as part of a Scouting activity, drivers must:

- hold a current driver licence (not a learner permit) to operate the category of vehicle on public roads (<https://www.vicroads.vic.gov.au/licences/licence-and-permit-types/licence-categories>);
- comply with the relevant rules and legislation (such as the Road Safety Act), including:
  - adhering to speed limits,
  - wearing appropriate safety equipment such as seat belts,
  - ensuring the vehicle is in a roadworthy condition, etc.
- manage driver fatigue, particularly when returning from events, by implementing proven fatigue management steps such as planning the journey in advance, scheduling breaks every two hours, sharing driving duties, taking power naps, etc
- manage distractions from passengers

## General Requirements

- At all times, drivers must ensure due care is taken and must comply with relevant legislation, road rules and Scouts Victoria policies and procedures, including when operating Motor Vehicles on public roads.
- Seat belts must be worn in any Motor Vehicle where they are fitted, whether the Motor Vehicle is being used on public roads or private land.
- No driver or instructor may use a mobile phone as a handheld device while operating a Motor Vehicle for the purposes of this Policy. This includes making calls, texting and using the internet.
- Drivers should be aware that legislation relating to driving under the influence of drugs or alcohol always apply, even on private land. In addition, drivers must have a blood alcohol content of zero when transporting youth members, participating in or leading program activities involving motor vehicles, or undertaking service or work involving a motor vehicle.
- If a Motor Vehicle is involved in an accident at or associated with a Scouting activity that had the potential to cause injury to a person or damage to any vehicle or property, the incident must be reported as per the Scouts Victoria Incident Reporting Procedure outlined in the Scouts Victoria Info Book.

## RESPONSIBILITIES

### *Executive Manager/Chief Commissioner*

- Ensure this policy is made generally available and is placed on the Scouts Victoria website.
- Ensure that this policy is included in induction and training programs for members and supporters who operate motor vehicles through Scouting.
- Provide the BEC with regular reports summarizing incidents involving Motor Vehicles.

### *Branch Executive Committee*

- Periodically review this Policy
- Receive and review reporting in relation to incidents involving Motor Vehicles and monitor the progress of remedial action to completion

***State Leaders (or equivalent) responsible for program activities that involve Motor Vehicles (e.g., Rover Scout Motorsport Chair or State Leader - Four Wheel Driving)***

- Maintain the relationship with the relevant Appropriate Authority
- Ensure there are processes in place such that the requirements of the appropriate authority (and Scouts Victoria policies and procedures) are achieved on program activities involving motor vehicles
- Ensure that processes are updated to reflect any changes to the requirements made by the relevant appropriate authority.

***Leaders in Charge of Services or Activities involving the operation of Motor Vehicles***

- Be familiar with and comply with this Policy and the requirements of any relevant appropriate authority
- Ensure that any person operating a Motor Vehicle in connection with a Scouting related service or activity meets the requirements of this policy.
- Report incidents involving Motor Vehicles

***Adults in Scouting***

- Be familiar with and comply with this Policy
- Report incidents involving Motor Vehicles

***Youth and Young Adult Members***

- Be familiar with and comply with this Policy
- Report incidents involving Motor Vehicles

**CONSULTATION**

Consultation for any changes to this policy must include, at a minimum:

- State Venturer Council
- State Rover Council
- State Leaders (or equivalent) responsible for program activities that involve Motor Vehicles (e.g., Rover Scout Motorsport, four-wheel drive training)
- State Commissioner – Major Events (or equivalent)
- State Commissioner – Training (or equivalent)
- State Commissioner – Risk and Safety (or equivalent)
- State Commissioner – Adventurous Activities

**DEFINITIONS**

**Motor Vehicles:** powered vehicles including road-going vehicles and all other types of powered vehicles such as such as forklifts, mobile plant, golf carts, buggies, elevated work platform, “mules”, UTV’s and Type 1 or Type 2 Special Work Vehicles, used on public roads or private property.

**Member:** As defined by Policy and Rules (National Council of the Scout Association of Australia) – including Youth Members, Young Adult Members (Rover Scouts) and Adult Members (leaders, office-bearers, adult helpers, etc).

**Supporters:** As defined in Policy and Rules (National Council of the Scout Association of Australia) – including parents/caregivers, officers of committees and others.

**Appropriate Authority:** a peak organisation (e.g., Motorsport Australia), training provider (e.g. Driver Training School, Registered Training Organisation, Scout Four Wheel Drive Service Unit) which:

- Defines standards relating to the operation of motor vehicles for program activities, standards, including:
  - Regulations or rules of operation;
  - Driver/operator qualifications;

- Training qualifications or licencing framework;
- Instructor and supervision requirements;
- Vehicle specifications;
- Safety requirements, including equipment;
- Permission to operate
- Authorises individuals to undertake or lead activities in line with the Appropriate Authority's standards.
- Implements a quality framework to continuously improve safety in relation to activities undertaken.

#### **RELATED DOCUMENTS, REFERENCES**

Occupational Health & Safety Act 2004 (Vic)

Road Safety Act 1986 (Vic) (and any applicable legislation in any other Australian state or territory)

Road Safety (Driver) Regulations 2019

<https://www.vicroads.vic.gov.au/licences/licence-and-permit-types/licence-categories>

#### **PROCEDURE OWNER**

Executive Manager

#### **DATE OF APPROVAL / EFFECTIVE DATE / DATE OF REVIEW**

6 months after date of approval