

Sunshine Coach Safe Driving Policy and Guidelines – Code of Conduct

Objectives:

- To ensure that staff who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times.
- To maintain all Sunshine Coach vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the driver, occupants and other road users, and reduce the impacts of Sunshine Coach vehicles on the environment.

Any staff using a Sunshine Coach must be authorized by their organization and are required to adhere to this policy when operating vehicles at all times.

Furthermore, Variety - The Children's Charity recognizes the continuing need for drivers to have a professional attitude whilst operating a Sunshine Coach and being responsible for the well-being of children and youth being transported under their care.

Therefore, Variety requires all users to adopt safe driving practices and to follow this policy at all times.

Variety BC's commitment:

- Provide a new Sunshine Coach vehicle as agreed.

Organization's commitment as operators of the Sunshine Coach:

1. Ensure vehicle is insured, well maintained, in good running condition, suitable for the purpose of transporting children and youth and equipped with all safety and emergency equipment/devices.
2. Maintain all Sunshine Coach signage as when received and replace/repair as needed.
3. Submit scheduled maintenance reports as agreed.
4. Record driving accidents or reported safety infractions/concerns and analyze them with a view to identifying causes and defining possible measures to avoid their reoccurrence.
5. All drivers must have a valid driver's license for the vehicle to be driven and driver's abstract in good standing.
6. Ensure that your drivers are in good health and physically able to perform the duties of driving, using a lift and tie downs as required.
7. Driver and passengers must wear seat belts at all times during vehicle operation.
8. Driver must abide to the speed limits and the rules established by local regulations.
9. Driver must never use a handheld phone while driving.
10. Driver must have a list of emergency contacts on board to be immediately activated in case of accidents or in emergency situations.
11. Driving under influence of alcohol, drugs or other controlled substances is strictly prohibited.
12. Never leave children unattended while they are in the vehicle.

The following actions will be viewed as serious breaches of conduct and your agreement with Variety which may result in forfeiture of the Sunshine Coach as a result:

- Drinking or being under the influence of drugs while driving
- Driving while disqualified or not correctly licensed/insured
- Reckless or dangerous driving causing death or injury
- Failing to stop after a crash
- Acquiring demerit points leading to suspension of license
- Any actions that warrant the suspension of a license including using a handheld phone while driving
- Leaving children unattended while they are in the vehicle

Signed:
Title:

Date:
SSC