

In all SCARF documents “community members” refers to refugee entrants accessing SCARF services.

In accordance with OH&S principles, and insurance requirements, a risk assessment is required to be undertaken prior to transporting community members by either private or public transport.

Hazards

- Motor vehicle accident resulting in injury to community members and/or volunteers
- Persons being injured by unrestrained luggage

Task Safety Rules

- Try to use public transport (bus, train, ferry)
- Vehicle operators must have a current driver's licence
- Take a mobile phone, if possible
- Ensure the excursion leader has the Emergency Numbers sheet with the names and numbers of who to contact in an emergency or if an accident or incident occurs.
- On public transport, community members must use available restraints such as seat belts, where they are provided.
- Young children must be restrained in an appropriate child restraint (SCARF have some available for loans). Sitting on an adult's lap is against the law.
- Luggage must be securely stored in storage areas, such as car boot or luggage racks
- Check all community members are secure before departing with seat belts secured, doors locked and windows up, if air conditioning is available. If no air conditioning available then ensure windows are wound down no more than 14 cms
- Smoking while transporting community members is not permitted.
- At the destination ensure community members alight from the curbside of the vehicle.
- Familiarise community members with the vehicle, location, and estimated departure time so they can meet back at the vehicle if they become separated.
- Remove required luggage, Community members should handle and store their own luggage.
- Lock the vehicle and attend the community outing.
- In the event of a an accident, follow normal accident procedures, inform the Volunteer Coordinator as soon as possible and fill in a SCARF Incident Report Form

SCARF

Steps of Task

1. The organiser nominates whether the event is to be a community outing or an excursion. This information is to be communicated to parents in writing as part of the event's organization.
2. Determine the need for a community outing requiring transport
3. Assess the type of transport required.
4. Determine the departure and arrival times considering availability of transport

Public Transport

5. Escort community members to the relevant terminal or stop and pay the ticket price, keeping the tax invoice. Tickets for travel must be kept on the refugee entrant at all times. Children's guardians may hold children's tickets.
6. Store luggage in the appropriate area. Community members must handle and store their own luggage
7. Ensure community members are fitted with seat belts, if fitted, or have a place to sit or hold before the bus/train moves.
8. When travelling in trains, preference should be given to staying in the carriage antechamber where the group can be kept together.

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Private Vehicle

9. Drivers must have a valid driver's licence; CTP and Comprehensive insurance cover for the vehicle to be used. The Private Vehicle Insurance Details form must be completed for every vehicle used.
10. Familiarise and seat community members in the vehicle ensuring each refugee entrant has a seat belt or appropriate child restraint. Adjust as necessary
11. Do not transport any refugee entrant who may appear agitated, frightened or aggressive. Report this immediately to a Volunteer Coordinator
12. Store all luggage in the appropriate place eg boot
13. Check all community members are secure, with seat belts fastened before the vehicle moves.