



*Thank you for choosing to be a volunteer driver on our Community Driven Project.
Your support has a major impact on many people's lives.*

Driver Registration Form

Driver Contact Details:

Name:	Mobile Phone:
Address:	
Email Address:	
Emergency contact:	Phone:

Driver Requirements

Y/N

Current Australian drivers' licence
Require use of Community Car The Community Car is insured, if the driver voids this insurance policy, the Volunteer Program reserves the right to the driver to contribute to the cost of replacing/repairing the car, if at fault.
Working mobile phone
Driver only (means not to go in with passenger during appointments)
Assisting Driver (driving and accompanying client into their appointment)
Have you had any convictions for driving under the influence of alcohol or drugs or not exceeded the prescribed content of alcohol in the past 3 years?
Has your licence been suspended or cancelled in the past 5 years?

Driver Agreement

- I will comply with all relevant state road laws.
- I will inform the Coordinator of any restrictions or limitations that may impact my participation in the Program.
- I agree to always have a fully charged, working, mobile phone with me whilst participating in the program.
- I understand that any false or misleading information provided, may lead to termination of my participation in the Volunteer Program.
- I have read and understood the requirements of this Volunteer Program and agree to adhere to these.
- I agree to uphold the privacy of other participants in this Volunteer Program and maintain confidentiality thereafter.
- I understand that any damage to my vehicle incurred during participation in this Volunteer Program will be my responsibility.
- I declare that to the best of my knowledge all information provided in Volunteer Program registration is true and correct.

Driver Signature: _____

Witness: _____

Date: _____

Date: _____

Community Driven Participant Requirements

The purpose of this document is to inform all participants of the Community Driven program of their requirements and responsibilities. All participants of the Community Driven program are encouraged to read and understand all relevant legislation, policies, procedures and eligibility.

Eligibility

All participants of the Community Driven program must complete the relevant registration form for their proposed participation.

To be eligible for involvement with the Community Driven program participants must be:

- A resident of the Lancefield-Romsey district
- Passengers must over the age of 16 unless accompanied by a parent, carer or guardian.
- Volunteer drivers must be over the age of 18

Passengers (including driver and passenger companions):

- Passengers must be able to self-manage existing medical conditions.
- Passengers must disclose if they are being administered a general anesthetic. An extra support person may be required for transport. Eligibility will be under advice from the medical practice.
- Passengers are encouraged to carry a mobile phone during trips so they can be contacted by the driver or Community Driven administration.

Drivers:

- Drivers are required to hold, and carry with them, an Australian drivers license without restrictions that may prohibit their involvement with the program.
- Drivers must drive in a lawful and safe manner, complying with all state road laws and regulations.
- Drivers must carry a mobile phone during all travel with their contact number available to the Community Driven coordinator and the passenger.
- The car a driver intends to use for transportation must be road worthy and registered. The car has to be registered and approved by the Community Driven program coordinator.
- Drivers must hold a current police check and working with children check.

Ineligibility

Access to the Community Driven program may be suspended or terminated at the discretion of the Coordinator. For example, participation may be suspended or terminated in the case of;

- false or misleading information being provided in relation to registration for the program
- misuse or abuse of the services provided
- any breaches of the Community Driven program requirements and eligibility
- a person using this service is intoxicated, is under the influence drugs or fails to disclose relevant medical information.

If a participant's registration is suspended or terminated, the participant will be informed via the best means possible with an explanation for the decision to suspend or terminate the participant's registration.

Reimbursements

In order to maintain a fair and sustainable service the Community Driven program asks passengers to make a donation for the service provided. The suggested amounts can be found on the current Community Driven booking form.

Volunteer drivers of the program will be reimbursed a scaled rate for fuel costs. The process for claiming driver reimbursement of expenditures such as tolls, parking and meals will be explained to drivers as part of the induction training.

Legislation

The Community Driven program is guided by certain legislations. These include;

-Occupational Health and Safety Act 2004

All participants are responsible for ensuring the safety of themselves and others, taking appropriate measures to minimise the risk of injury or harm and reporting any incidents, accidents or potential hazards.

-Equal Opportunity Act 2010

All participants of the Community Driven program are required to respect the rights and diversity of other participants and are encouraged to report any cases of discrimination or harassment to administration.

-Privacy and Data Protection Act 2014

All participants of the Community Driven program are required to adhere to policy in regard to the collection, sharing and storage of personal information.

-Road Safety Act 1986

-Road Safety (Driver) Regulations 2019

It is the responsibility of all drivers to ensure adherence to all current state road laws and regulations.

All passengers are encouraged to respect the driver's wishes and preferences when travelling to ensure safe driving practices and driver comfort. It is the responsibility of the care giver or guardian to fit the appropriate restraints on a person who is unable to do so for themselves.

Polices

The Community Driven program is guided by certain Romsey Neighbourhood House policies and procedures

These include;

-Privacy

The Community Driven program is committed to maintaining the privacy and confidentiality of all participants. All personal information collected will be done in accordance to the Romsey Neighbourhood House Privacy Policy. Participants are encouraged to respect the privacy of fellow participants who may disclose information regarding their personal life or health matters.

-Grievance

All participants of the Community Driven program have the right to report any concerns they may have and receive assistance to achieve a fair resolution to address any matters that may arise. All complaints will be addressed in accordance to the Romsey Neighbourhood House grievance policy.

DRIVER REGISTRATION ADMINISTRATION CHECK

Office use only. Admin to complete.

	Copy of Full Drivers Licence provided (<i>record expiry date</i>)
	Copy of Police Check (<i>or provided with Crim Check link</i>)
	Copy of Working With Children Check
	Driver Induction and registration completed
	Driver Provided with Driver Kit
	Driver provided with copy of FAQs
	Driver provided Car insurance
	Policy document read

Does Driver wish to be reimbursed?

Bank account details:

Account Name: _____

BSB: _____ Account Number: _____

FAQ's

Car insurance

The level of personal car insurance is at the drivers discretion. Community Driven takes has no responsibility for any damage received to a driver's car whilst being used in the program.

We recommend that you notify your insurance company regarding your volunteering into Community Driven Project.

Responsibilities for unwell passengers

If a passenger you are transporting becomes unwell - Call 000.

Passengers must get their doctors approval to participate in transport project if they a having a general anaesthetic, and must inform Community Driven.

At no time is a driver to sign a passenger out of hospital, if the passenger has not organised this they will need to organise with the hospital. They may be eligible for patient transport or Community Driven will help them with alternatives once they have been approved to leave.

Dispute or driver unable to do return trip

If the driver is unable to undertake the return trip as planned, or if there is a dispute between the passenger and the driver – inform community driven immediately. Alternate transport will be organised.

Companions

If they Driver or the Passenger wants a companion to join them on the trip - a companion registration form must be filled.

Reimbursements

How do I pay – if you have indicated that you want fuel reimbursement or have provided receipts for meals, parking or tolls allowable with in the guidelines, you will be paid at the end of each month into your nominated bank account.