

24.7 Participant Transport and Safety Policy and Procedure

1.0 Purpose

The purpose of this policy is to outline the procedures that ensure safe and compliant transportation of participants to and from Respite with Linda (RWL), as well as for community outings and activities. These procedures apply to transport using RWL-owned vehicles, as well as private vehicles that have been approved as compliant.

2.0 Scope

This policy applies to:

- All RWL staff who are responsible for driving or supervising participants during transportation.
- All vehicles used for transporting participants.
- All participants and families who provide consent for transportation by RWL.

This includes transport to and from RWL's home base as well as to and from community-based activities during respite.

3.0 Policy Statement

Respite with Linda is dedicated to ensuring the safety and well-being of all participants during transportation. Transport services may be provided using:

- RWL-owned vehicles
- Staff private vehicles that meet all compliance requirements and have received formal approval from RWL

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All vehicles used for transport must be registered and insured. All drivers are required to hold a current and valid driver's license. For children under the age of 7, RWL will provide age-appropriate child restraints in accordance with Queensland road rules.

4.0 Guiding Principles

- The safety of participants is always the highest priority.
- Vehicles must be appropriate for their intended purpose and comply with Queensland transport regulations.
- Child restraint and seatbelt requirements must always be strictly followed.
- Transport arrangements must be transparent to families and supported by signed consent forms.
- Records of vehicle compliance and participant consent will be maintained.
- Transport plans will be developed in consultation with participants, respecting their comfort, preferences, and right to choice and control.
- Participants will be informed of destinations and approximate travel times.
- Restrictive practices, such as the use of harnesses, will only be implemented in line with legislation, as part of an authorised Behaviour Support Plan, and in accordance with RWL's Positive Behaviour Support Policy.
- All staff involved in providing transport will receive training and be assessed as competent in safe transport practices.

5.0 Procedures**5.1 Approval of Staff Vehicles**

- Staff must provide evidence of their vehicle registration and insurance.
- RWL management will record the approval before the vehicle is used to transport participants.

5.2 Before Transport

- Staff must complete the Staff Transport Quick Reference Checklist.
- For children under 7 years old, ensure that RWL-provided child restraints are correctly fitted.

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- Confirm the destination, journey plan, and emergency contact information.

5.3 During Transport

- Seatbelts must always be worn by all occupants.
- Participants must remain seated throughout the journey.
- Staff must drive in accordance with Queensland road rules.

5.4 After Transport

- Record journey details in RWL records.
- Immediately report any incidents, accidents, or near misses to management.

Additional Safeguards Under NDIS Practice Standards

- Ensure clear communication with participants regarding destination and travel times.
- Uphold participant choice and control in transport planning.
- Respond promptly to any allegations of abuse, neglect, or exploitation during transport.
- Follow all reporting and incident management procedures as required.
- Avoid the use of restrictive practices unless they are included in a Behaviour Support Plan and comply with regulations.

Related Documents

- Transport Consent Form
- Arrival and Departure Forms
- Staff Transport Quick Reference Checklist
- Complaints & Feedback Policy
- Incident Management Policy

References

- Transport Operations (Road Use Management—Road Rules) Regulation 2009
- NDIS Practice Standards – Participant Rights & Safety
- Department of Transport and Main Roads (QLD) child restraint requirements