

TRANSPORTING PASSENGERS POLICY

1. PURPOSE

This policy establishes safe and consistent procedures for transporting passengers, including staff, volunteers, and participants, during all Kokoda Youth Foundation (KYF) activities. It ensures compliance with safety standards, minimises risks, and provides clear guidelines for vehicle operations across the organisation.

2. SCOPE

This policy applies to:

- All KYF staff, volunteers, and contractors responsible for transporting passengers.
- All KYF-owned, leased, hired, or private vehicles used for KYF-approved transport.
- All passengers transported under KYF's duty of care, including young people, staff, volunteers, and visitors.
- All KYF programs, including On The Right Track (OTRT), Kokoda Challenge Youth Program (KCYP), Digital Detox Program (DDP), and other organisational transport needs.

3. GENERAL VEHICLE USE REQUIREMENTS

- Drivers must hold a valid Australian driver's licence appropriate to the vehicle type.
- All vehicles must comply with KYF vehicle safety standards and undergo pre-departure checks.
- Seatbelts must be worn at all times by all passengers.
- Drivers must comply with all road laws, including speed limits and fatigue management guidelines.
- Smoking, vaping, or consuming alcohol in KYF vehicles is strictly prohibited.
- Vehicles must be cleaned and refuelled after use.
- Participants must follow KYF's Code of Conduct while in the vehicle.
- The vehicle must be equipped with a First Aid Kit, emergency contact numbers, and communication devices.

4. TRANSPORT IN A PRIVATE VEHICLE

KYF permits the use of private vehicles for KYF-approved transport under the following conditions:

- The driver must hold a valid and unrestricted driver's licence.
- The vehicle must be roadworthy, registered, and insured, with comprehensive insurance preferred.
- KYF reimburses costs for approved work-related travel; reimbursement requires manager approval.
- The driver must conduct a pre-start safety check, including:
 - Tyres, lights, and brakes are in good working condition.
 - Fuel levels are sufficient for the journey.
 - Seatbelts and airbags are functional.
- The vehicle must not transport participants unless prior approval has been granted by KYF Management.
- Any accidents or vehicle issues during KYF-approved travel must be reported immediately to KYF Management.

5. PRE-DEPARTURE VEHICLE CHECKS

Before using a KYF vehicle, the driver must:

- Conduct a pre-start safety check, including tyres, lights, brakes, and mirrors.
- Confirm fuel levels are sufficient for the journey.
- Ensure all required safety equipment is in the vehicle (e.g., First Aid Kit, emergency contacts, and spare tyre).

- Report any mechanical issues to KYF Operations before use.

6. COMPLIANCE AND INCIDENT REPORTING

- Drivers must report any accidents, breakdowns, or safety concerns immediately to KYF Management.
- An Incident Report Form must be submitted within 24 hours of any vehicle-related incident.
- KYF vehicles are subject to regular inspections to ensure compliance with safety standards.
- Violations of this policy may result in loss of vehicle privileges or disciplinary action.

7. RELATED DOCUMENTS & REFERENCES

This policy aligns with:

- KYF_GOV_POLICY_Risk Management Policy

Related Documents:

- KYF_OPS_SOP_Incident and Emergency Response SOP
- KYF_OPS_SOP_Pre-Departure Vehicle Safety Check
- KYF_OPS_SOP_Passenger Transport (for program participants)

8. APPROVALS & AUTHORISATION

| Version | Approved By | Approval Date | Review Date |
|---------|--------------------|------------------|-----------------|
| 1 | Board of Directors | 9 September 2025 | 30 October 2026 |