



17/01/2025

Safely Transporting People we Support

Purpose

It is our responsibility to ensure the safety and wellbeing of people we support. People left unsupported in vehicles may be seriously injured or even die. This is particularly relevant in hot weather and/or heat waves as a closed car can reach over 80°C.

The purpose of this bulletin is to make Endeavour Foundation employees are aware of their responsibilities to ensure they are safely transporting people we support in company vehicles and private vehicles.

Summary

Whilst receiving Endeavour Foundation services People we Support are not to be left unsupported or unsupervised in any vehicle (private and company) at any time.

Start of journey checks – using the Transporting People we Support Journey Checklist

- Driver to document the number and names of people we support who you are transporting on **Transporting People Safely Journey checklist**. Document the location, name and time that the person we support are picked up.
- Be familiar with the Individual Support Plans and/or allied health plan (e.g. transfer plans) of the people we support, being transported, to confirm if there are any specific support needs, restrictive practice or equipment required for safe transportation.
- Confirm that all required equipment for safe travel is in place. E.g. seatbelt extenders, wheelchair, lifting platforms are working, wheelchair restraints are secure.
 - Confirm that the Endeavour Foundation employee has the appropriate training to utilise any required equipment.
- Confirm that the number of maximum seating or carrying capacity has not been exceeded within the vehicle.
- Check the temperature of the vehicle and that any required equipment including seat belt buckles/wheelchair restraints are not overheated. If it is too hot, cool the vehicle down prior to commencing journey
- Check that each person we support is in a safe physical, emotional and mental condition. If someone is unwell or upset do not start the journey until you are sure it is safe to do so.
- Driver to check that they are in an appropriate physical, emotional and mental condition. If you are not, call your manager to discuss alternative options to safely transport people we support.

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- The driver of the vehicle has stored their mobile phone and/or other handheld devices away as use is not permitted whilst driving. Handsfree calling can be used if safe to do so, however, it is strongly recommended that calls be made when the vehicle is stopped and turned off.
- Check each person, including the driver, has their seat belt buckled.

End of journey checks

- Review the **Transporting People We Support Journey Checklist** as each person exits the vehicle and document that they have exited, location and the time they arrived at their destination
- At the conclusion of the exit of the last person on the register, review the list made at the start of the journey and confirm that each person we support has exited the vehicle and is safely at their destination.
 - Where people we support are exiting the vehicle at different destinations, they will be marked off on the list at the time of exiting the vehicle.
- When the final destination of the driver has been reached the driver must perform a full vehicle check to confirm that all people we support have safely exited the vehicle. The check should include:
 - Checking each individual seat is empty
 - That the floors are clear where there are spaces under seats. This is to confirm no one has slipped or tripped onto the floor.
 - Checking the back/boot area is empty where this space is connected to the main part of the vehicle.
- Once this check is completed the vehicle can be locked and keys for company cars are returned to their storage area.
- The register is also required to be signed off by the nominated driver at the conclusion of the journey and transporting of people we support.
- All completed Transporting People we Support Safety Journey Checklists will be scanned and uploaded in date order in Carelink under the relevant facility.

Where you are stopping at multiple places throughout a journey the start and end checks must be performed at each stop.

Further assistance

Please contact xxxxx at xxxxxxx@endeavour.com.au for any advice or further information regarding the content of this Practice Bulletin.

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