

Mobile Preschool Funding Implementation Support



Use of Vehicle Policy Development & Considerations

Last month in our Mobile Preschool Community of Practice session the topic was raised of what to consider when developing and reviewing your service vehicle policy. The use of vehicles in mobile preschool service delivery is essential. Having a comprehensive use of vehicles policy in place ensures that all staff within your service have a clear understanding of procedures that need to be followed to ensure consistency and safety.

Some of the points raised in the Community of Practice included -

What Should Be Included in A Policy

- A Rationale or Policy Statement - Outlining **WHY** the policy is necessary
- Aim or Objective or Goal - Outlining **WHAT** is to be achieved and done
- Implementation or Strategies - Outlining **HOW** is it to be done and what resources are required
- Who is Responsible including - each person's role and responsibility to the policy. For example: The Approved Provider will; The Nominated Supervisor will; Early Childhood Educators will; The Administration Officer will
- Source Documents - Outlining any source documents used to inform the implementation and/or development of the policy
 - Education and Care Services National Law Act 2010
 - Education and Care Services National Regulations
 - Family Law Act
 - Children and Young Persons
 - National Quality Standard Quality Area
 - Service Constitution
 - Links to other Service Policies
- Review Date / Ratification – you should have a register of policies and each policy should detail a review date and ratification date.

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Some reflective questions to ask when developing & reviewing your vehicle policy could include:

- Do you have procedures regarding the fuelling of vehicles?
- Do you have procedures regarding who is allowed to drive vehicles including registers and driver's license records?
- The use of logbooks
- Insurance requirements
- Induction processes for the use of the vehicles
- Do you reference the maximum number of hours that someone can drive a vehicle before a break or change of driver is required?
- What is the procedure and requirement for staff to report back to base, for example to report safe arrival at destination?
- How do you communicate with your base venue, for example, two-way radios or mobile phones
- Have you identified clear procedures regarding the packing and unpacking of the vehicle reflecting WHS considerations?
- How is maintenance of the vehicle managed and reflected in your vehicle policy?
- Do you have clear procedures regarding vehicle breakdowns and responding in an accident?
- Do you offer or require safe driving training?
- Vehicle replacement: when or how often will vehicles be replaced?

Do you offer training to staff regarding safe driving?

As an example, and for reference, [here](#) is a link to safe driving courses that are offered online and geared towards employers addressing WH&S considerations in relation to safe driving.

We hope that you find this information useful in developing and reviewing your vehicle policy.