AVSM
At the heart of volunteering in palliative care

st oswald's hospice
quality time for everyone

Driving Ahead – The road to success

Thursday 2 November 2017

Karen Toker
St Oswald's Hospice

My dynamic duo on Wednesdays

New Volunteer in the Transport Office

Aims of Session

- Your Transport Policy
- Legal Responsibilities
- Training requirements
- Transport Risk Assessments
- Age Restrictions
- Methods of good communication
- Discuss any burning issues

Transport Policy

To consider the following

- Making your policy relevant to your organisation
- Identifying roles where driving is the core element to outline the scope of the policy
- Relevant legislation
- Related policies
- Line Manager responsibilities
- Insurance
- Driving Code
- Declarations

Legal Responsibilities

- Drivers Responsibilities
- Organisations responsibilities
  - Driving Licence check
  - MOT & Vehicle check
    - Certificate
    - On-line
  - Relevant declaration(s) up to date

Training Essential? Desirable?

- Individual Induction
- Moving & Handling Training
- Medical Gases Training
- Safeguarding (Level 1)
- Infection Control – vehicles
- Shadowing (car and minibus drivers)
- Driving Assessment (car)
- Vehicle familiarisation and driving observation (minibus)
- Safety Training – Restraints, lift. Side step (minibus)
- Team with experienced / paid driver (minibus)
- MiDAS Training (minibus)
- 3 month review 'How are you settling in'
- Regular support & supervision

Risk Management / Assessment

- Hospice Policy

- Patient Home Transport Risk Assessment
  - Transport Co-ordinators
  - Liaise with Medical team
  - Occupational Therapists

Age Restrictions

- Car Drivers
- Minibus Drivers

Methods of Communication

- Newsletter
- Meetings
- E mails
- Face to face contact

QUESTIONS?