

## The OSCAR Driver's Handbook

### Driving for OSCAR Services

Transportation is an essential part of the service we provide each day for the children enrolled with us.

When moving children to and from school, we are assisting them in the transition from home to school and back home. Children benefit greatly from a safe, friendly and reliable transport service by feeling settled in their routines and well-connected to the people around them.

Excursions during school holidays give children the opportunity to participate fully in their community, to try new experiences & to learn about "their place" first hand.

Staff who are driving are expected to have the same friendly and professional approach as other OSCAR staff, when interacting with children and other people in the community.

As well as safeguarding children and ensuring all children are accounted for at all stages of a journey, it is also important that drivers look after our vehicles and convey a positive and professional image for our service in the community.

Our transportation is provided as a courtesy service to parents, for no charge or commercial gain.

### Our Expectations of OSCAR Drivers

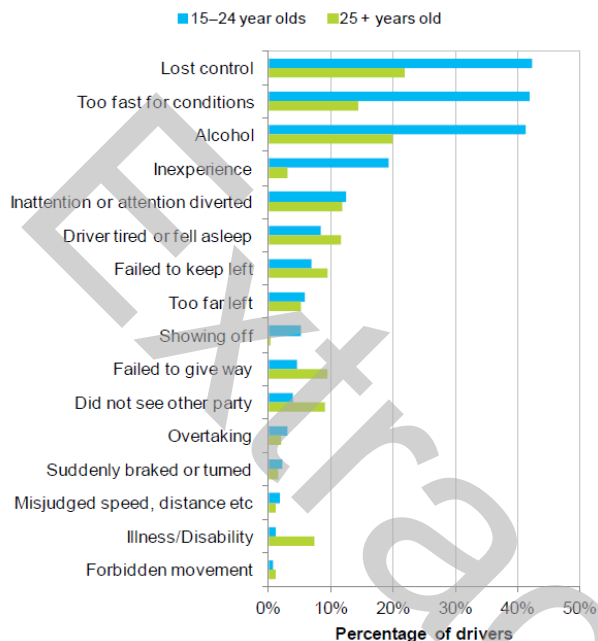
- Obey all road rules at all times.
- Follow the programme procedures and safety guidelines outlined in this handbook. (See also our Transportation and Excursions Policy.)
- Practice courteous driver behaviour at all times, towards other vehicles and pedestrians.
- Be pro-active in ensuring safety of children and appropriate behaviour at all stages of the journey.
- Notify your supervisor if there is any reason why your driving ability may be impaired.
- Look after the vehicle you are using and notify the programme of any faults or maintenance issues.
- Our Staff Code of Conduct fully applies to OSCAR drivers as well as programme staff and you have the same "duty of care" obligations as other staff.
- Your interactions with children, parents and other staff should be consistently courteous and professional. You will be seen as a representative of our organisation in the community.



# Safe Driving: Aware, Alert, Responsible

## 1. Be aware of the causes of accidents

Driver contribution to fatal crashes  
(2008–2012), by age group



Source: Ministry of Transport  
(<http://www.transport.govt.nz/assets/Uploads/Research/Documents/youngdriver-crashfacts-2013.pdf>)

SPEED AND LOSS OF CONTROL ARE SIGNIFICANT CAUSES OF SERIOUS ACCIDENTS ACROSS ALL AGE GROUPS. CHOOSE DRIVING BEHAVIOURS THAT REDUCE THESE PROVEN RISKS.

## 2. Be aware of how driving vans is different from driving cars

Vans are different to drive and manoeuvre than cars because

- vans are usually taller and longer
- vans have a higher centre of gravity
- vans are more effected by high wind
- vans are heavier when loaded
- vans have more extensive blind spots

DO YOU KNOW HOW TO MINIMISE THESE RISKS?

## 3. Be alert at all times

- constantly monitor your safety: your distance from other vehicles, driving conditions, hazards
- think ahead – anticipate what is coming up
- be pro-active – RESPOND now so you don't have to REACT later
- work on staying in focus – some days you will have to work harder!

## 4. Be a responsible driver

- use careful judgement at all times
- be consistently cautious: reduce speed, allow more space, give way to others

## On the Road

### Driving routes

(USE THIS SPACE TO PLAN OUT YOUR TRAVEL ROUTE)



Identify particular risks in your planned route (mark on your map)  
e.g. roundabouts, busy roads & intersections, hazards (e.g. road works), schools, crossings etc.

### Destination / Pick up points

School Name	Address / Pick Up & Drop Off Point