



GLEN INNES SEVERN COUNCIL

Life Choices – Support Services Bus Use Policy

| | |
|---|---|
| RESOLUTION NUMBER: <i>18.12/20</i> | MEETING: <i>17 December 2020</i> |
| <i>14.11/15</i> | <i>26 November 2015</i> |

INTRODUCTION

This policy has been prepared to identify eligible groups, and to ensure appropriate and safe use of the Life Choices – Support Services Buses.

AIMS OF POLICY

The aims of the Life Choices – Support Services Bus Use Policy are to:

- Facilitate inclusion for community members who require wheelchair travel when part of a larger group;
- Ensure appropriate and safe use of buses and wheelchair hoists;
- Facilitate access for eligible groups;
- Comply with insurance requirements;
- Provide users with clear rules and / or guidelines for bus use that encourage ethical behavior, and efficient and safe use of the vehicles.

Glen Innes Severn Council Life Choices – Support Services currently operates one (1) wheelchair accessible bus. The bus is currently used at Life Choices – Support Services, which is part of the community service operation of Glen Innes Severn Council. Glen Innes Severn Council is registered with Service NSW as a bus proprietor. Council’s appointed Levy Contact person reports Point to Point activity each month via the NSW Service portal.

All applicable staff are orientated to the bus and trained on the Bus Use Procedure.

APPLICABILITY

This policy applies to all authorised users of Council’s Life Choices – Support Services buses.

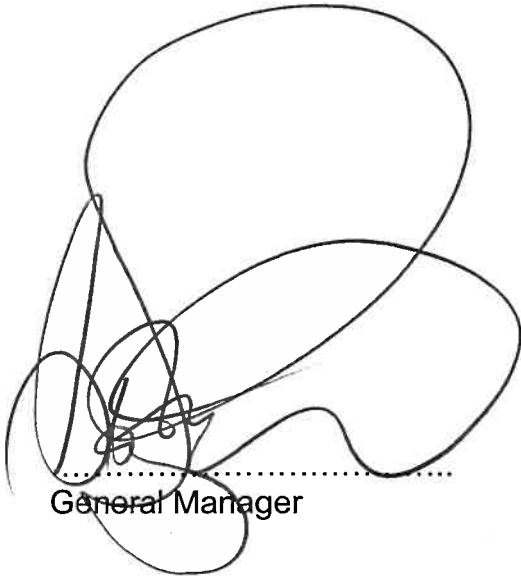
IMPLEMENTATION / COMMUNICATION

This policy will be communicated to relevant new employees at their induction. Revised versions of the Policy will be communicated to managers by the Manager of Community Services, for highlighting and discussion at all team meetings and communicated by relevant staff to contractors and volunteers that they engage.

| | | | |
|---|---|-------------------------------|---|
| Reference Number: CS_LC-SSP007 | Version Number: 2.0 Date of Effect: 17/12/2020 | Review Date: December 2023 | Responsible Officer: Team Leader Activity and Lifestyle Support |
| Related Documents: Life Choices - Support Services Bus Use Procedures | | | |

VARIATION AND REVIEW

This policy shall be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of this policy does not expire on the review date, but shall continue in force until superseded, rescinded or varied by legislation or a new resolution of Council.



.....
General Manager

12/1/21
.....
Date

| | | | |
|---|---|-------------------------------|---|
| Reference Number: CS_LC-SSP007 | Version Number: 2.0 Date of Effect: 17/12/2020 | Review Date: December 2023 | Responsible Officer: Team Leader Activity and Lifestyle Support |
| Related Documents: Life Choices - Support Services Bus Use Procedures | | | |