

# The wheels on the bus go round and round all day long

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LINK Community Transport

# LINK COMMUNITY TRANSPORT

- Established in 1995
- Provide transportation to the disadvantaged
- Transport the frail elderly people with a transport disability
- OAP Funded by DHS (Department of Human Services)
- Fleet consists of 10 vehicles
- Community Transport Service provided across local government areas of Melbourne in NMR.

# OVERVIEW OF PRESENTATION

- OH&S ACT 2004
- LEGAL RESPONSIBILITIES
- DUTY OF CARE AT LINK
- EMPLOYERS RESPONSIBILITY
- MANAGEMENT PROCESS
- PREVENTATIVE MAINTENANCE
- FLEET MAINTENANCE WORKER (FMW)
- BENEFITS
- COSTS
- SUMMARY / OUTCOME

# OH&S ACT 2004

- Section 2 (1) (b) – “eliminate, at the source, risks to the health, safety or welfare of employees and other persons at work”
- Section 21 – “An employer must, so far as is reasonably practicable, provide and maintain for employees of the employer a working environment that is safe and without risks to health”

# LEGAL RESPONSIBILITIES

- Duty of Care – by employers arise from common and statute law. i.e. from the courts and legislation.
- Employers Responsibilities – to ensure all workplaces are deemed safe for employees regardless of whether they work in a building. It covers obligation beyond its internal activities.
- Section 5 (definitions) – “place” includes a car, truck, ship, boat, airplane and any other vehicle – OH&S ACT 2004

# DUTY OF CARE AT LINK

- SAFETY FOR DRIVERS & STAFF – Provide & maintain safe working environment for volunteer and staff
- SAFETY FOR CLIENTS – Provide a level of comfort and safety
- SAFETY FOR GENERAL PUBLIC – Provide a level of assurance that the community transport vehicles on the roads are safe

# CHAIN OF RESPONSIBILITY

- Complying with the law is a shared responsibility
- Anyone who influences “on road” behaviour is responsible
- Driver safety is focused on all those involved with the task performed

# MANAGEMENT PROCESS

- Identify potential hazards
- Identify the nature of the business and its transport needs
- Method of transportation
- Fit for Purpose
- Gather feedback from Volunteers, Staff, Clients, FMW and Motor Mechanic

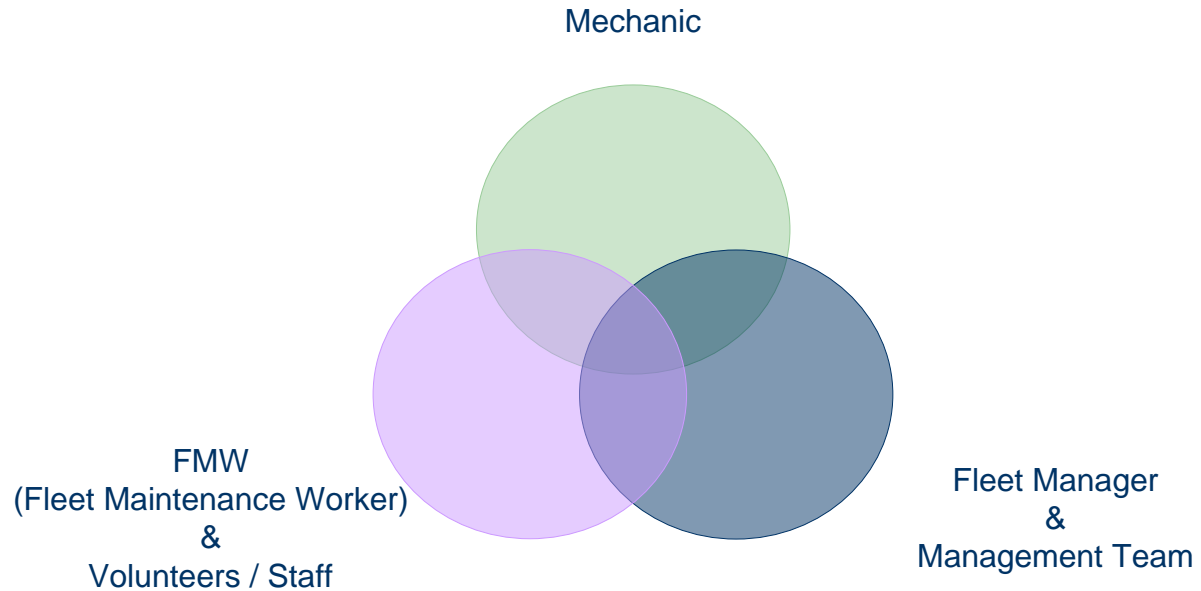
# PREVENTATIVE MAINTENANCE (PM)

- Types of checks (daily (DO system), fortnightly (FMW))
- Service vehicles at manufacturers recommended intervals
- Service hoists 4 times a year
- LCT fleet vehicles complete 217,000 kms per annum; on average 21,700 kms per vehicle
- Unfavourable outcomes if not performing PM
  - Increase in fuel
  - Lifespan of vehicle may be reduced
  - Vehicle may be prone to breakdowns

# FLEET MAINTENANCE WORKER (FMW)

- Employed Part Time FMW in 2007
- Vehicles are checked fortnightly
- Maintenance checks include :
  - Check Oil Level
  - Check Water Level in Window Washer
  - Check Water Level in Radiator
  - Check Tyres for Tread and Pressure Levels
  - Other tasks as identified from time to time

# WORKING TOGETHER



# FLEET & FMW



# VEHICLE INSPECTION REPORT – MINI BUS

## LINK Community Transport

### Vehicle Inspection Report

Date of Inspection: ..... Location: .....

Vehicle Name: ..... Registration No: .....  
Odometer Reading: ..... Inspected By: .....

Next Service Due: ..... Signature: .....

Please tick if all is okay, if not please place a cross in the box and elaborate down below in the Comment section.

#### 1. Checklist for Exterior

- Exterior paintwork -
- Body damage – refer to other page
- Headlights/ Indicators
- Windscreen
- Aerial
- Inspect tyres - wear
- Inspect tyres – inflation
- Four hubcaps

#### 2. Checklist the Interior

- Headlight operational
- Indicators operational
- Brake lights operational
- Horn operational
- Remote mirrors operational
- Interior cleanliness
- Interior – loose items
- Check service book for next service

Please note recommendation by mechanic for tyre pressure is as follows:  
Mini Van PSI 50, Sedan 15 inch tyre PSI 24 and Sedan 16 inch PSI 36

#### ***Before exiting – pull the bonnet and boot release latch***

#### 3. Lift the Bonnet

- Check oil level
- Check brake fluid level
- Check radiator fluid level

#### 4. List the Boot

- Check spare tyre inflation
- Check jack/ tool kit

#### 5. Comments

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***Report any defects to the Finance & Logistics Officer immediately***

Approved by the Finance & Logistics Officer

.....  
Name

.....  
Date

.....  
Signature

**Vehicle Collision and Body Damage Reporting**

# VEHICLE COLLISION & BODY DAMAGE REPORT

## Vehicle Collision and Body Damage Reporting

LINK Community Transport vehicles are covered by full comprehensive insurance consequently all collisions must be reported immediately on a Lumley General Insurance Claim form and forwarded to the Finance and Logistics Officer.

In addition to this a daily check of the vehicle needs to be completed and any damage reported on this form.

- If damage is noticed an incident report must be filled out and witnessed by the Finance and Logistics Officer
- Then an Insurance Claim must be completed and given to the Finance and Logistics Officer.

## Indicate Damaged Area



**Inspected By:**

**Inspection Date:**

**Describe the Damage:**

<b>Inspected By:</b>	<b>Inspection Date:</b>	<b>Describe the Damage:</b>

# BENEFITS

- Longer and Safer Road Life of Vehicles
- Increased Re-sale Value of Vehicles
- Reduced Running Costs
- Reduced Tyre Maintenance & Replacement Costs
- Reduced Fuel Consumption
- Increased Comfort & Safety for Drivers, Passengers
- Fleet Manager is aware on the day of fleet issues
- Track vehicle servicing requirements

# OTHER BENEFITS

- Assisted in the HACCC Audit last year –
  - Objective 3: Efficient & Effective Management
- What did this include:
  - Checking all First Aid Kits are up to date
  - Checking all blood spill kits are up to date
  - Ensuring there are vomit kits available
  - Checking disabled permits are up to date
  - Ensuring the Fire Extinguishers are serviced every six months
  - Sunscreen Kits

# COSTS

- Total cost = \$2,000 per annum
- What did this include:
  - Wages – ongoing
  - Tyre inflator – once off
  - Paper Towels, Motor Oil – as required
  - Safety Vest – once off
  - Bucket, window cleaner, broom – once off

# SUMMARY / OUTCOME

- Ability to gather information from volunteers, staff and mechanic
- Reduce costs and downtime by implementing programs such as FMW
- Assisted in HACCC Audit
- Reinforce the Duty of Care and ensure the chain of responsibility is followed at all times
- Provide assurance to all levels of the organisation in complying with the OH&S act by enforcing workplace safety.