

The Paraplegic and Quadriplegic Association of SA Inc


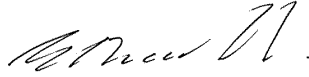


STANDARD OPERATING PROCEDURES

Drivers Licence Procedures

STATEMENT

The Paraplegic and Quadriplegic Association of South Australia Incorporated (PQSA) is committed to ensuring all workers driving Association vehicles or their own vehicles to transport clients hold a current drivers licence to ensure legislative requirements are met; to transport clients and use Association vehicles.

Approved by:  Chief Executive Officer	Date: August 2014
Registered by:  Manager, Human Resources	Date: August 2014

SCOPE

To ensure all workers understand the requirement for maintaining and renewing their drivers licence.

DEFINITIONS

Human Resource Information System HRIS – A system which captures all employee data and is used to track training due for all workers.

Resident of South Australia – Worker issued with a permanent Visa.

Worker – is a person who carries out work in any capacity for a person conducting a business or undertaking including work as an employee, contractor or subcontractor, an employee of a contractor or sub-contractor, an employee of a labour hire company, an outworker, apprentice or trainee, or a student gaining work experience or volunteer.

PROCEDURES

New Workers and Volunteers

1. During the recruitment process, at interview stage, the Human Resource Department or Team Leader, Programs, will sight original drivers licence and document licence number and expiry date on recruitment paperwork.
2. At induction (Administrative Workers/Volunteers), or the successful completion of Pre-Employment Training (Support Workers), and receipt of all pre-requisite paperwork; Human Resource Department to enter worker into HRIS and the Roster System.
3. Drivers licence expiry date will be entered into HRIS and the Roster System.

Existing Workers and Volunteers

1. Human Resource Department to run drivers licence report monthly.
2. Letter to be sent to workers notifying them their drivers licence is due for renewal and they are required to provide the original drivers licence to be sighted with licence number and expiry date documented by a member of PQSA.
3. All workers who are required to transport clients as part of their appointment must hold a FULL South Australian Drivers Licence, they are not to be learner or Provisionary or hold an International licence.

RELATED DOCUMENTATION

- ◆ Agreement to Use Employee Vehicle Form
- ◆ Agreement to use Volunteer Vehicle Form
- ◆ Human Resource Procedure – Drivers Licence
- ◆ Letter 1 – Drivers Licence Renewal
- ◆ Letter 2 – Drivers Licence Renewal
- ◆ PQSA Position Descriptions
- ◆ Transportation of Clients Standard Operating Procedure

RELATED LEGISLATION AND REFERENCES

- ◆ Department for Communities and Social Inclusion – Disability Sector Code of Practice for the Transportation of Clients.