



## Summary

### Objective

Safety of passenger and worker

### Background

Community team often take non HDC passengers in their or work vehicle

**Owner** Rhea Duffy

**Expert** Jo Sherwood

## Procedure

### 1.0 Request for someone to travel with an HDC staff member

Community Partnership Team - HDC

### 2.0 Ask Staff if they are able to offer lift to person

Community Partnership Team - HDC

#### NOTE Considerations for offering a lift

- Is the vehicle road worthy?
- Do the timeframes align?
- Is the driver having to go out of their way?
- Are they comfortable taking a person they do not know?
- Is the passenger underage?

### ? Person happy to offer lift

Community Partnership Team - HDC

YES.... Continue

NO.... NEXT ACTIVITY

### 3.0 No further action

UNASSIGNED

### 4.0 Book HDC vehicle

Community Partnership Team - HDC

- a** Go onto smarttrak
- b** Book time
- c** Note how many passengers are in the vehicle (in the comments box) and write down who the home based contact is. eg 3 young people and Home base contact is the youth team leader - 02718004655
- d** Collect vehicle

### 4.1 Use personal vehicle

Community Partnership Team - HDC

#### NOTE Is it road worthy and insured

All personal vehicles used MUST have current WOF and be insured

### 5.0 Contact passenger to confirm

UNASSIGNED

- a** Co-worker (not driver) to Gain parental permission if person is under 18
- b** Exchange phone numbers

**c** Confirm pick up/drop off time

**NOTE** Inform CPT Manager as to arrangements made

**d** Check passenger is happy to travel with allocated driver

## 6.0 Collect passenger

Community Partnership Team - HDC

- a** Text contact person on collection and drop off
  - b** Advise contact person of route
  - c** Ask passenger to sit in back seat if more comfortable
  - d** Ensure as driver you are safe to drive
- I am Safe - to drive.pdf

## Triggers & Inputs

### TRIGGERS

Starts	Frequency	Volume
Request to transport passenger	Ad hoc	unknown

### INPUTS

None Noted

## Outputs & Targets

### OUTPUTS

Output	To Process	How Used
Staff member travels with passenger	N/A	Staff member can make the right decision concerning request, lists things to think about

### PERFORMANCE TARGETS

None Noted

## Process Dependencies

### PROCESS LINKS FROM THIS PROCESS

None Noted

### PROCESS LINKS FROM OTHER PROCESSES

None Noted

## RACI

### RESPONSIBLE

Roles that perform process activities

Community Partnership Team - HDC

Systems that perform process activities

None Noted

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**ACCOUNTABLE**

For ensuring that process is effective and improving

**Process Owner** Rhea Duffy

**Process Expert** Jo Sherwood

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**CONSULTED**

Those whose opinions are sought

**STAKEHOLDERS**

None Noted

**STAKEHOLDERS FROM LINKED PROCESSES**

None Noted

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**INFORMED**

Those notified of changes

All of the above. These parties are informed via dashboard notifications.

**Systems**

None Noted

**Lean**

None Noted