

RAISE

Driver Induction

Fleet driver induction training is a crucial program designed to onboard you as new drivers and equip you with the knowledge and skills needed to safely and effectively operate **RAISE-AP** vehicles.

We will introduce you to the policies that you need to read and understand, the key process and information that promote your safety, the safety of our children and other road users.

Driver Training

Familiarisation with **RAISE-AP** policies and processes

Driver's handbook

Risk assessment

Vehicle Checks

Driving with young people in the vehicle

Defensive driving techniques

Emergency procedures

Compliance with regulations

Familiarisation

The key policies and procedures you must read before driving a **RAISE-AP** vehicle or your own car for work purposes are:

- Vehicle Policy
- Driving a RAISE-AP Vehicle Work Guidance
- Grey Fleet Guidance
- Driver Handbook
- Driver declarations for both **RAISE-AP** vehicles and using your own cars for work purposes.

Driver Handbook

All staff members are provided with a driver handbook, please read this and ask if you have any queries.

The handbook provides you with key information, such as:

- Who to contact and what you should do in the event of an accident or breakdown.
- The planning and risk assessment of the journey you are making.
- The checks you should make before driving.
- Other actions and behaviours that are essential for you and your passengers to stay safe

Risk Assessment

There are 3 elements to risk assessing when driving a company vehicle:

The Journey Road types, Distance, Time allocated to travelling, Time of travel (high risk hours), Weather conditions, Speed limits and Familiarity with the route;

The Vehicle Using Safety Features for example Autonomous Emergency Braking (AEB) and Advanced Driver Assistance Systems (ADAS), Maintenance, Distractions e.g. passengers, mobile phones/mobile data terminals, Familiarity with the vehicle, Loads to be carried, Defect identification and correction, Mechanical defect, Potential for injury, drivers provided with safety critical information;

The Driver Experience, Training, Competence and attitude, Stress/fatigue, Health and fitness, Alcohol and drugs including prescribed or over the counter medication.

Defensive Driving

What is Defensive Driving?

Awareness



Anticipation



Reaction



Driving

What behaviours improve the safety of my driving?

Driving

What should you do if a young person in the vehicle becomes dysregulated?

Breaking Down

Motorway/Dual Carriageway

Stop as soon as possible and as safely as possible.

Call the police. Do not call the Senior Leadership Team until the police have been notified.

Local A and B Roads

Stop as soon as possible and as safely as possible.

Call for help as soon as you can.

Out of Area A and B Roads

If you are concerned for your safety or the child's safety due to their behaviours you must call the police.

Ratios

Ideally transporting 2 or more young people will have a second adult in the vehicle.

If the child's transport risk assessment confirms they can be driven 1:1, follow the advice on the previous slide.

If a member of staff is to drive 2 children with no additional staff, an individual risk assessment must be completed for that journey and signed off by the Head of Provision.

Responsibility

When driving a **RAISE-AP** vehicle or your own vehicle for work purposes you are responsible for your own safety, that of your passengers and other users.

You must drive with due care and attention, if you are unable to do this, due to distractions in the car, drowsiness or other reasons, you should either discuss this with your Line Manager prior to setting off or if you are already on the road, stop the vehicle as soon as possible when it is safe to do so and call the Head of Provision.



RAISE-AP Vehicles

Please do not treat the **RAISE-AP** vehicles as expendable. Treat them with care. This will increase the safety, reduce the cost of repairs and reduce the cost of insurance.

Emergency Procedures

Safety – your priority is the safety of you and your passengers, our cars carry a first aid kit, torch, high visibility jackets and a fire extinguisher.

Call 999 in the event of an emergency or serious Road Traffic Accident.

If you are able to, move away from the car to a place of safety, unless injuries prevent this.

Call the Head of Provision

Road Traffic Accidents

- Never admit liability
- Get photos/details of the drivers driving licence, telephone number and address, car registration.
- Get photos of the damage to both cars.
- Contact the Head of Provision

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- Get photos/details of the drivers driving license, telephone number and address, car registration.
- Get photos of the damage to both cars.
- Contact the Head of Provision within 4 hours (for insurance purposes)

Compliance

The Highway Code sets out the rules all UK road users must follow.

Whilst we will send round updates from time to time, you are responsible for making sure you are up to date with changes to the Highway Code and adapting your driving behaviours accordingly.