

# KickStart for Kids – Safe Work Procedure

## VOLUNTEER DELIVERY DRIVER

**DO NOT** use any vehicles unless you have a current valid driver's licence and have been given permission.

### PERSONAL PROTECTIVE EQUIPMENT



### PRIOR TO COMMENCING

- ✓ Provide a copy of a valid driver's licence to KickStart for Kids.
- ✓ Provide a copy of a valid (less than 3 years old) DCSI Police Clearance to KickStart for Kids.
- ✓ Discuss appropriate delivery area and availability with KickStart for Kids.
- ✓ KickStart for Kids will allocate a regular delivery day.
- ✓ Identify with supervisor fuel type to be used for the vehicle.
- ✓ Ensure you have effective means of communication prior to departure (i.e. mobile phone)

### TRAINING

- ✓ Ensure all volunteers are competent in the use and operation of the GPS unit.
- ✓ Ensure all volunteers are competent in safe manual handling techniques.
- ✓ Ensure all volunteers are aware and have signed the code of conduct.

### DELIVERY DRIVER DUTIES

- ✓ Arrive at Foodbank Edwardstown and meet with driving colleague.
- ✓ Report to Foodbank Warehouse Manager at warehouse entry.
- ✓ Obtain a Foodbank high vis vest at prior to entering the warehouse.
- ✓ Pack breakfast products into delivery vehicle. Max weight limit range 16 – 20 kg
- ✓ Deliver to allocated schools with the assistance of the Global Positioning System (GPS) provided in the vehicle.
- ✓ Report to the school reception and advise of your KickStart for Kids breakfast program delivery.
- ✓ The provided trolley MUST be used when transporting breakfast products to reception.

### PRE-OPERATIONAL VEHICLE SAFETY CHECK

- ✓ Locate, adjust and ensure you are familiar with all operations and controls in the vehicle.
- ✓ Ensure there is enough fuel to get to the destination.
- ✓ Check brakes, lights and horn before use.

- ✓ Ensure reversing beeper and warning lights are operational.
- ✓ Check tyre pressures. Never drive with a flat or under-inflated tyre.
- ✓ Ensure a First Aid Kit is in the vehicle.

### OPERATIONAL SAFETY CHECKS

- ✓ Watch out for pedestrians and observe speed limits and road rules.

### REFUELLING

- ✓ Do not refuel any vehicle with the ignition turned on or while using a mobile phone.
- ✓ Only use KickStart for Kids fuel card located in the glove box to refuel.
- ✓ Ensure vehicles are returned with more than half a tank.

### ENDING OPERATIONS

- ✓ Return vehicle to Foodbank carpark.
- ✓ Ensure vehicle is in park and switch the ignition off.
- ✓ Lock vehicle and return keys to Foodbank Warehouse Manager.

### EMERGENCY PROCEDURES

- ✓ A suitable First Aid Kit is provided.
- ✓ Report any incidents or breakdowns to the KickStart for Kids supervisor as soon as reasonably practical.
- ✓ A reflective vest is available in the vehicle.
- ✓ Two reflective triangles are available in the vehicle for roadside breakdown.

### DON'T

- ✗ Do not use faulty equipment. Report any faults immediately.
- ✗ Do not drive any vehicle while impaired by drugs, alcohol, tiredness or medication.
- ✗ Do not use a mobile phone while driving a vehicle.