




Aurora

Enriching lives, Enriching
Communities

Transport Policy

| Policy Number | Policy Developed by | Date Developed |
|---|---|------------------|
| Other Policies | Anna-Maria Das Chaudhury Annemarie Murphy Helen Nolan | 20.11.2015 |
| Version | Amendments | |
| 7 | Full review of Policy | |
| Reviewed by | | Review completed |
| Mairead Travers & Annemarie Murphy | | 21.08.2024 |
| CEO signature | | Next Review Date |
|  | | 21.08.2027 |

Mission Statement

Enable people with complex needs to experience the same rights as every other citizen
and as equal members of the community.

Table of Contents

| | | |
|-----|---|----|
| 1. | Purpose of this Policy..... | 2 |
| 2. | Scope of this Policy | 2 |
| 3. | Driver Observations | 2 |
| 4. | Parking Permits for People with Disabilities | 3 |
| 5. | Safety Equipment..... | 4 |
| 6. | Qualifying Employees..... | 4 |
| 7. | NCT..... | 5 |
| 8. | Fuel Cards..... | 5 |
| 9. | Service of Aurora vehicles..... | 6 |
| 10. | Vehicle Care | 6 |
| 11. | Procedures to be followed in the event of a vehicle breaking down while operating a transport service | 6 |
| 12. | Procedures to be followed when serious accidents occur | 7 |
| 13. | Legal Requirements | 8 |
| 14. | Immediate action by manager of Aurora:..... | 8 |
| 15. | Reporting and processing | 8 |
| 16. | Covid/Influenza & other Respiratory Infections | 9 |
| 17. | Appendix 1 Aurora Travel Form | 11 |
| 18. | Appendix 2 Breakdown/Accident Bags for Vehicles | 13 |
| 19. | Appendix 3 Risk Assessment | 14 |
| 20. | Appendix 4 individual standard operating procedure | 16 |
| 21. | Appendix 5 Road Traffic procedure flow chart..... | 16 |
| 22. | Appendix 6 State claims documentation | 18 |

1. Purpose of this Policy

This Policy gives direction to management, the people that we support & employees that are responsible for vehicles within Aurora. It is a step towards ensuring everyone's safety while on the road.

It is the duty of all our employees to be completely aware of the policy and to understand and adhere to their own responsibilities.

It is the responsibility of each person in Aurora to keep informed and familiarise yourself with any changes in regulations relating to driving standards to ensure everyone's safety while on the roads.

The Safety of the people we support is everybody's concerns. In your capacity as bus/vehicle drivers Aurora depends even more on your continued special attention at all times.

2. Scope of this Policy

This policy relates to the following employees:

- The use of vehicles driven by employees as drivers by Aurora.
- The use of Aurora vehicles by employees whose job description is other than that of a driver.
- Employees driving vehicles owned by the people we support.

3. Driver Observations

Please observe the following points in the course of your daily duties:

- Complete the Aurora Travel Form (*Appendix 1*) – in relation to all journeys taken with the people we support
- The Driver Weekly Vehicle Checklist must be completed weekly via ViClarity. An alert email is sent to the house email each Monday and staff must complete the check. Once the checklist has been submitted the PIC/Team-leader will receive an alert by email to review. The checklist can be accessed from the dropdown menu on the left-hand side of the ViClarity Homepage. All Comments/ issues to be rectified immediately and if necessary, the vehicle is to be booked into the local garage or TC Tyres depending on the eventuality.
- Before setting off, ensure that all mirrors are properly focused; so, that you will at all times have a clear view, not only along the sides or rear of the bus/vehicle but also the area immediately in front of the bus/vehicle.
- Do not hesitate to make use of the horn as occasions demand. Always sound the horn at bends where the road ahead is unsighted.
- As driver of the vehicle the people we support are subject to your directions and instructions.

- Seat belts must be worn at all times and a booster seat must be used according to the legal requirements should a person so require.
- Smoking is forbidden.
- Dumping of litter on the floor or in pockets is not permitted. Litter to be removed from the car after every journey.
- Drivers must not consume any alcohol before or during journeys including drinking without exceeding legal alcohol limit for driving. It should be noted that alcohol from drinking the day before can remain in the bloodstream, and any alcohol can affect concentration, reaction times and judgements.
- Drivers must NOT drive whilst under the influence of any drugs, nor any medication which may affect their ability to drive. This includes both prescription and non-prescription medication. If taking any medication always check with your medical practitioner or pharmacist that it is safe to drive.
- The use of mobile phones whilst driving or while the key is in the ignition is prohibited.
- The safety of the people we support is paramount and speeding is prohibited. Any breaches of Safety will be subject to disciplinary procedures.
- Carriage of unauthorised personnel is strictly forbidden.
- Any fines/penalties/points as a result of illegal parking/speeding/breaches of Rules of the road is the responsibility of the Driver.
- Driving in the course of employment with Aurora, must be within regulatory guidelines and exceeding speed limits is prohibited as per the rules of the road and the Road Safety Authority (RSA)
- During the Course of Employment with Aurora, employees are obliged to advise Health & Safety & HR of any Prohibitions/Points incurred post commencement of employment.

4. Parking Permits for People with Disabilities

All Aurora staff driving Aurora vehicles or vehicles belonging to the people we support that have the above parking permit displayed on the vehicle, must comply with the following: -

- The parking permit is for the sole use of the driver/passenger it has been issued to.
- The parking permit is only to be used in the vehicle in which the parking permit holder is either the driver or the passenger.
- A parking permit holder is legally obliged to present their card for examination by An Garda Siochana and Traffic Wardens.
- Any non-compliance with the above may result in the Aurora Disciplinary Process being invoked.

5. Safety Equipment

All PICs/Team Leaders and direct support staff from each house should ensure the vehicles have the following equipment in the breakdown bag (Appendix 2).

- Torch
- First Aid Kit
- Breakdown Triangle
- High Visibility Vest
- Gloves

In the case where oxygen is required for a person supported, please ensure that it is secured during transit and that the oxygen sign is displayed on the house vehicle.

A fire extinguisher is supplied and securely fitted in all Aurora vehicles and is maintained and serviced on a yearly basis.

Weekly vehicle checklists are required to be completed on ViClarity in each designated centre weekly where there is an Aurora vehicle, this will form part of a delegated duty.

The H&S dept will ensure that wheelchair accessible vehicles owned by Aurora and associated equipment such as wheelchair lifts, clamps, ramps etc, are properly fitted and maintained as recommended by the manufacturer. A six-monthly weight test is conducted, and an annual service/inspection is carried out on the lifts, clamps, ramps, and seat belts on Aurora modified vehicles. Any Aurora vehicles with a manual ramp are inspected on a yearly basis to including straps and clamps.

On wheelchair assessable vehicles where there is an electric step thereon, these are reviewed on a case-by-case basis as required. Electric steps/or manual steps should always be retracted before commencing a journey.

Clamping demonstration is provided to all employees through the training dept. Records of this training can be obtained from the training dept upon request. Training/demonstrations can be booked/requested through the training dept.

6. Qualifying Employees

- Full driving license – A copy of driving license must be on file with health & safety and HR. Any subsequent amendments/endorsements to driving licence after induction must be notified to HR & Health & Safety immediately.
- Must declare if any penalty points are issued.
- Complete Aurora Online Driving for Work Checklist and Fuel Card Declaration form.

7. NCT

- NCT will be booked at house level by employees.
- Please note that you can only book the NCT over the phone (01) 413 5992 or by email from the house email address bookings@nct.ie
- The NCT number can be located on the house Emergency Contact list
- It will be the responsibility of the house team to monitor the renewal date of the NCT on the house vehicle, hence the importance of completing the online Vehicle Weekly Checklist on ViClarity.
- An email is to be sent to soldo@aurorakilkenny.ie requesting monies for test.
Full €55 Retest €28
- An email is to be sent to the H&S dept requesting the vehicle registration book. This document will need to be signed out from the H&E dept and return immediately to the H&E dept post NCT.
- Please follow the below guidelines when preparing a vehicle for an NCT test.

PLEASE PREPARE FOR YOUR NCT BY ENSURING THAT:

1. Your vehicle is being presented in a hygienic state and free of any unhygienic matter such as used tissues, gloves and wipes.
2. Your car has adequate oil and water.
3. The boot is empty and seats are clear of all belongings.
4. The outside of the vehicle is reasonably clean (especially the underbody).
5. The wheel hubcaps are removed (only in the case where wheel nuts are not visible) and the tyres are inflated to the correct pressure.
6. The engine is in a fit state to be tested e.g., cam belt/timing belt. You will be asked to sign a disclaimer at the test centre.
7. All seat belts and clips are fully visible (including rear).
8. We also recommend that you have a Pre-NCT review with your Garage prior to the NCT ie. Lights etc.
9. **Your Vehicle Registration Book, Registration Certificate or Licensing Certificate is with you when you arrive at the test centre.**
10. **This letter of confirmation is brought to the test centre on the day of your test.**
11. **Please also ensure you bring your driver's licence as identification with you as you will be asked to produce this when presenting your vehicle for inspection at the Test Centre.**

8. Fuel Cards

Points to note with the fuel cards.

- When making a purchase on the Applegreen fuel cards you are required to provide the following information at the cashier counter.
 1. Odometer read.
 2. Car registration.

Any transaction that is made without the above will not be signed off on and referred back to the house.

9. Service of Aurora vehicles

- Service will be arranged and book at house level by employees.
- Date of next service for an Aurora vehicle will be found on the vehicle invoice or on a label displayed on the top right-hand corner of front windscreen, updated by local garage provider.
- An email is to be sent to Purchasing Officer (Gerry.Cormican@aurorakilkenny.ie) requesting a PO number for the local garage to complete same.

In the event that it's an emergency and employees cannot wait for work to be completed then a PO number after the event will suffice once an email has been sent to maintenance & Transport Co-Ordinator (Peter.Keating@aurorakilkenny.ie).

Tyres can be checked Free of Charge with TC Tyres and it is recommended that this takes place 2-3 times a year to ensure any unnecessary wear and tear on tyres is observed in a timely manner and rectified to ensure safety of persons supported and staff.

10. Vehicle Care

All vehicles are to be maintained and washed regularly i.e. weekly during the winter months and bi-weekly in spring/summer months.

11. Procedures to be followed in the event of a vehicle breaking down while operating a transport service

In the event of a breakdown, it is the responsibility of the driver to ensure that the safety of the people we support is not compromised by subsequent actions. The safety of the people we support is of paramount importance and the driver must ensure that the people we support are not left unsupervised or exposed to other dangers arising from the breakdown.

Guidelines in the event of a vehicle breakdown:

- If your vehicle fails to start you should contact your line-manager to seek a replacement vehicle or to make alternative arrangements to provide transport to the people we support.

- If your vehicle fails en-route, where possible, it should be parked in a safe position off or away from the main road.
- Warning triangles should be utilised to warn oncoming traffic.
- Hazard warning lights and other lights, where appropriate should be activated.
- If necessary, engage the assistance of a passing motorist or somebody nearby.

Driver, other employee's and the people we support should remain in the vehicle until assistance arrives.

- If it is absolutely necessary for safety reasons for you and the people, we support to leave the vehicle you should do so in a calm manner providing reassurance to the people we support.
- You must ensure that no person that we support is left on board an abandoned vehicle before leaving the scene of the breakdown.

In the event of a puncture on the house vehicle or no spare tyre on some of Aurora seven-seater vehicles please refer to the Puncture Risk assessment and SOP. (Appendix 3 & 4)

12. Procedures to be followed when serious accidents occur

A **SERIOUS ACCIDENT** is one involving loss of life, personal injury, extensive vehicle or property damage or any accident which places persons supported or employees at risk or has implications for the mechanical condition of the vehicles involved. **The procedures to follow in the event of a road traffic accident are laminated and left in the glove compartment of AURORA vehicles**, along with a copy of the State Claims Agency Confirmation statement (General Indemnity Scheme). (Appendix 5 & 6)

Procedures at the scene

Immediate actions of the driver

- Ensure the safety of the person supported within or outside the vehicle.
- Dial 999/112 for Emergency Service if applicable
- Apply hazard lights
- Contact nearest Garda station
- Contact the Emergency Governance Manager at Aurora as per weekly roster
- Insurance letter is placed in the glove box of vehicle
- Stay at the scene of the accident unless otherwise instructed.

If it possible to do so without exposing supported persons and employees to risk you should ascertain more detailed information on the facts of the incident as follows:

- Details from driver of the other vehicle – Name, registration number, contact number & insurance details.
- Photos to be taken of accident scene to include third party vehicle if applicable
- Name & addresses of all injured persons & witnesses

Where another employee/volunteer is present on the vehicle, he/she should render all possible assistance to the driver in carrying out the fore mentioned.

13. Legal Requirements

If a vehicle is involved in an accident:

- The driver must stop.
- The driver or person in charge must keep the vehicle at the scene of the accident for a reasonable period. Obstruction should be avoided, the position of the road marked and the road cleared as soon as possible.
- The driver or person in charge must give on request certain information to a Garda or if there is not a Garda present to any one present, involved in or affected by the accident, in any other case, the information must be given on request to any independent witness. The information that must be given is:
 - The name and address of the driver or person in charge
 - The name and address of the owner of the vehicle
 - The registration number of the vehicle
 - Particulars of the insurance covering it
 - If neither a Garda nor any person entitled to the information is present or able to demand the information, the driver or person in charge must report the accident as soon as possible to the Garda Siochana.

14. Immediate action by manager of Aurora:

- Check with the driver at the scene that he/she has carried out all the procedures.
- Ensure that adequate relief services have been arranged.
- Ensure that your line manager, and DOS is informed immediately.
- Ensure the next of kin are informed.
- Having set up a line of communication, proceed to the scene of the incident.
- Collect all available evidence and information relative to the cause of the accident.
- Keep up to date on what the position is at the scene of the accident.
- Ensure that the vehicle is thoroughly examined as soon as possible after the accident and before it goes back into service.

15. Reporting and processing

- Driver completes the EPOE (NIMS) incident report form on return to their designated centre.
- All necessary documentation is to be uploaded on to the EPOE system
 - Factual account of the event
 - Photos of the scene
 - Photos of Aurora vehicle and third-party vehicle(s) where applicable
- On completion, the Health and Safety Officer scrutinise all reports to ensure that they are completed in all respects and that any queries arising are clarified immediately.

THE PROCEDURES LAID DOWN ABOVE DO NOT SUBSTITUTE OR SUPERSEDE STATUTORY RULES AND REGULATIONS IN FORCE.

16.Covid/Influenza & other Respiratory Infections

COVID-19 or other infectious diseases can be spread through contact with contaminated surfaces therefore, maintaining good hygiene and cleaning practices are essential, particularly in shared working areas. Regular cleaning will reduce the risk of passing an infection on to other people, cleaning the interior of the vehicle is important to limit the spread of infection. Particular attention should be paid to frequently touched areas and surfaces of high contact, such as;

- steering wheels
- gear stick
- handbrake
- control tools i.e. indicators, horn, wipers, air conditioning, window etc.
- door handles
- seats, headrests, seat belt, buckle and holder
- document/ cup holders
- radio
- all rubbish should be removed and disposed of appropriately

Always ensure there is enough hand sanitiser available for the next person to use in the vehicle. Sanitiser can be purchased as part of the house shopping as and when required.

Ensure that the hand sanitiser bottle is never left exposed on the dashboard, the sanitiser is to be left in the glove compartment or in the side compartment of the passenger/driver door. If an incident occurred and a person supported/employee ingested the sanitiser or it makes contact with someone's eyes and you need to present to A&E please bring the bottle of sanitiser to A&E with you.

The Aurora Travel form and the weekly Vehicle checklists have been updated to ensure the adherence to all guidance and procedures.

Risk Assessments, SOP's and Checklists will be amended as needed and on Q Drive.

17. Appendix 1 Aurora Travel Form



AURORA TRAVEL FORM

Date: _____

- It is imperative that all sections are completed before leaving the house.

| Trip details | | Vehicle Registration: | |
|---|--------|--|--|
| People/Person Supported: | Staff: | Action Plan (State briefly outcome and destination for People/Person Supported): | |
| | | | |
| | | | |
| | | | |
| Name of Driver (printed): | | Name of Driver (signed): | |
| Approx. Time of Departure: | | Approx. Time of Return: | |
| Kilometres (Start of Journey): | | Kilometres (End of Journey): | |
| <ul style="list-style-type: none"> • Has the vehicle been sanitised before and after use (particular attention to be given to controls/areas of high contact i.e. steering wheel, seat belts, radio, handles etc.) • Ensure sufficient levels of sanitiser are available for the next user, replenish as required. • Has the vehicle bin been emptied and a new bin bag inserted | | | |

| Trip details | | Vehicle Registration: | |
|---|--------|--|--|
| People/Person Supported: | Staff: | Action Plan (State briefly outcome and destination for People/Person Supported): | |
| | | | |
| | | | |
| | | | |
| Name of Driver (printed): | | Name of Driver (signed): | |
| Approx. Time of Departure: | | Approx. Time of Return: | |
| Kilometres (Start of Journey): | | Kilometres (End of Journey): | |
| <ul style="list-style-type: none"> • Has the vehicle been sanitised before and after use (particular attention to be given to controls/areas of high contact i.e. steering wheel, seat belts, radio, handles etc.) • Ensure sufficient levels of sanitiser are available for the next user, replenish as required. • Has the vehicle bin been emptied and a new bin bag inserted | | | |

| Trip details | | Vehicle Registration: | |
|---|--------|--|--|
| People/Person Supported: | Staff: | Action Plan (State briefly outcome and destination for People/Person Supported): | |
| | | | |
| | | | |
| | | | |
| Name of Driver (printed): | | Name of Driver (signed): | |
| Approx. Time of Departure: | | Approx. Time of Return: | |
| Kilometres (Start of Journey): | | Kilometres (End of Journey): | |
| <ul style="list-style-type: none"> • Has the vehicle been sanitised before and after use (particular attention to be given to controls/areas of high contact i.e. steering wheel, seat belts, radio, handles etc.) • Ensure sufficient levels of sanitiser are available for the next user, replenish as required. • Has the vehicle bin been emptied and a new bin bag inserted | | | |

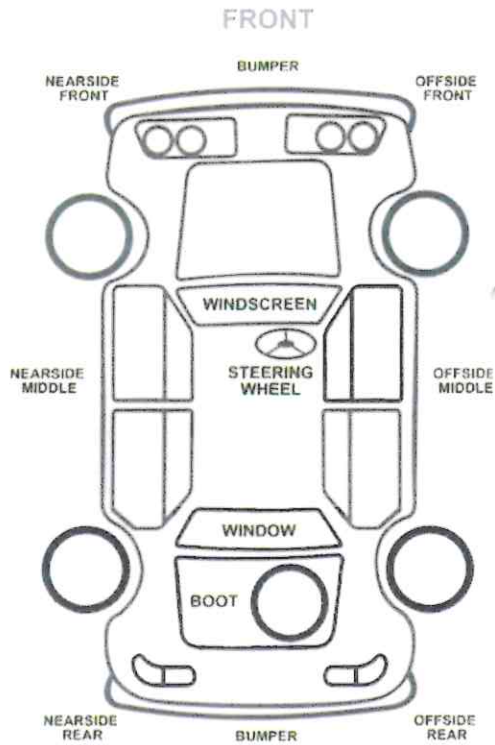
DAILY VISUAL INSPECTION

| | |
|--|--|
| Check tyres – no excessive wear – inflation appears, ok? | |
|--|--|

| | |
|---|--------------|
| Check windows/mirrors – no obvious cracks? | |
| Check vehicle for any visible damage? <i>Please indicate on the below diagram if any damage visible.</i> | |
| Check NCT Disc – Valid & Present | Valid Until: |
| Check Insurance Disc – Valid & Present | Valid Until: |
| Check Tax Disc – Valid & Present | Valid Until: |
| Check Disability Disc – Valid & Present | Valid Until: |

Comments: _____

Please report all damage as it occurs on the DMS stating the Vehicle Registration.



Signature: _____

Date: _____

PIC Signature: _____

Date: _____

18. Appendix 2 Breakdown/Accident Bags for Vehicles

| Breakdown/Accident Bags for Vehicles | |
|---|----------------------------|
| <u>Contents:</u> | Emergency Warning Triangle |
| | Pair of Gloves |
| | First Aid Kit |
| | High Visibility Vest |
| | Torch |
| Please ensure that these items are in the bag at all times | |

19. Appendix 3 Risk Assessment



Risk Assessment Form Aurora



| Date of Assessment & Planning Meeting: | | 18.03.2021 | | | |
|---|---|---|---|---------------------------------|----------------------------------|
| Person Supported: | | | | | D.O.B |
| House: | | All Aurora employees | | | |
| Meeting attended by: | | Name: | | Role: | |
| | | Annemarie Murphy | | Health & Safety Officer | |
| What is the Risk: | | Risk of puncture on house vehicle during transit | | | |
| Risk Description | Impact/Vulnerabilities | Existing Controls Measures | Additional Controls Measures | Person's Responsible for Action | Review Date |
| <p>Risk of persons supported/employees been stranded on the side of a busy road while awaiting assistance from a mechanic.</p> <p>Risk of persons supported become upset/anxious while awaiting roadside assistance.</p> <p>Risk of getting hit by another vehicle.</p> | <p>Injury to persons supported or employees.</p> <p>Raised anxiety</p> <p>Death</p> | <ul style="list-style-type: none"> Breakdown bag available in each Aurora vehicle to include – warning Triangle, gloves, first aid kit & torch House mobile phone available in each designated centre Emergency governance rota in place Emergency contact numbers available in all houses SOP - A number of AURORA house vehicles are not fitted with a spare tyre Ring TC Tyres In Kilkenny - Phone Number: (056) 776 1076 Please give TC Tyres clear information i.e., front passenger wheel, left back drive side wheel etc | <ul style="list-style-type: none"> Daily observations of tyres on house vehicle Link in with TC Tyres or Local garage for advice/support on the current status of tyres | All Aurora employees | 31.12.2021 or sooner if required |

St. Patrick's Centre
Title: Risk Assessment Form

Author: CSM, Quality & H&S Dept.
Version: 2

Date: 05/07/2019
Review Date: 05/07/2021



Risk Assessment Form Aurora



| | | <p>Please provide an Address and Eircode of the location of the vehicle Please provide a contact name and number Advise if you have People we Support in the Vehicle and ask to expedite repair job</p> <ul style="list-style-type: none"> Follow support plans for each person supported as needed Auditing process in place for Aurora vehicles completed by the Housing & Estates dept Vehicle weekly checklist demo available to all employees every Tuesday <p>Policies</p> <ul style="list-style-type: none"> Transport AURORA Safety Statement Risk Management | | | | |
|--------------|--------|--|---|--------|-----------------------|--------------------------|
| Initial Risk | | | Remaining Risk (To its Lowest Possible Level) | | | |
| Likelihood | Impact | Initial Risk Rating | Likelihood | Impact | Remaining Risk Rating | Status (Green/Amber/Red) |
| 4 | 4 | 16 | 4 | 3 | 12 | Amber |

Additional Controls (Actions) Review Sheet

St. Patrick's Centre
Title: Risk Assessment Form

Author: CSM, Quality & H&S Dept.
Version: 2

Date: 05/07/2019
Review Date: 05/07/2021

| Number | Additional Controls | Additional Control (Action) Summary Update | Person Responsible for Action (If Changed) | Action Status Behind schedule/On Schedule/Complete Schedule | Next Review Date |
|--------|--|--|--|---|------------------|
| 1. | <ul style="list-style-type: none"> • All Aurora drivers have a Full driving licence to include Novice drivers • Weekly vehicle checklist • Daily Aurora Travel Form • Tracking devices on vehicles • Service of vehicles • Driving for work Assessment Checklist • Fuel Card Declaration Form | | All AURORA employees | | 17.08.2023 |
| 2. | <p>Please note the below updates as of the 23.01.2024</p> <ul style="list-style-type: none"> • Tracking devices removed from all Aurora vehicles • Breakdown bags available in all Aurora vehicles which include – Triangle, Hi Vis, First Aid box, Gloves & Torch | | | | 23.01.2024 |
| 3. | <p>Reviewed 05.03.2024</p> <ul style="list-style-type: none"> • Removed reference to SPC and changed to Aurora (Rebranding) • Emergency Governance rota weekly and located in each designated house | | All AURORA employees | | 05.03.2025 |

20. Appendix 4 individual standard operating procedure



| INDIVIDUAL STANDARD OPERATING PROCEDURE | | | |
|---|--|--------------------------|--------------------------|
| Title: | A number of Aurora house vehicles are not fitted with a spare tyre | Person Supported: | ALL Aurora employees |
| Related Risk Assessments: | | | |
| Completion Date: | Review Date: | Completed By: | Approved By: |
| 12.03.21 | 05.12.23 or sooner if required | Annemarie Murphy | Anna Maria Das Chaudhury |
| PURPOSE: | A number of Aurora house vehicles are not fitted with a spare tyre, this document will guide Aurora employees on what to do in the event of a flat tyre been observed whereby your assigned house vehicle does not have a spare tyre. | | |
| SCOPE: | This S.O.P. outlines the measure to be adhered to if a flat tyre is observed in a house vehicle while parked or during transit. | | |
| BACKGROUND: | Unfortunately, most modern vehicles are been manufactured without a spare tyre in the boot of the vehicle, this is due to reducing costs and allowing for more space within the vehicle. The spare tyre in some vehicles is replaced with tyre repair kits. The repair kit takes up less space and are lighter, thus aiding fuel economy. | | |
| PROCEDURE: | <p>In the event that it has been observed that a house vehicle has a flat tyre, please follow the below steps.</p> <ol style="list-style-type: none"> 1. Ring TC Tyres in Kilkenny - Phone Number: (056) 776 1076. 2. Please give TC Tyres clear information i.e., front passenger wheel, left back drive side wheel etc. 3. Please provide an Address and Eircode of the location of the vehicle. 4. Please provide a contact name and number. 5. Advise if you have People we Support in the Vehicle and ask to expedite repair job. 6. TC Tyres will send out a mechanic to repair the tyre for you. 7. A PO number is required for the job and can be sourced from Gerry Cormican (Purchasing Officer) for TC Tyres. The PO number can be obtained after the fact from Gerry. 8. It is imperative that a PO number is obtained for TC Tyres. 9. If you are out for a drive in a house vehicle and you notice a puncture, please NOTE you should still ring TC Tyres in Kilkenny, on the number provided above and they will send you out a mechanic that is nearer to your location i.e. if you are in Waterford, TC Tyres will send a mechanic from Waterford. | | |

| | <p><u>Policies in place:</u></p> <p>Transport Policy Aurora Safety Statement Risk Management</p> | | | | | | |
|--------------------|--|--------------------|----------------------------------|--------------------|----------------------------------|--------------------|--|
| SIGNATURES | | | | | | | |
| PRINT NAME: | Annemarie Murphy | PRINT NAME: | Annemarie Murphy | PRINT NAME: | Annemarie Murphy | PRINT NAME: | |
| TITLE: | H&S Co-ordinator | TITLE: | H&S Co-ordinator | TITLE: | H&S Officer | TITLE: | |
| SIGNATURE | <i>Annemarie Murphy</i> | SIGNATURE | <i>Annemarie Murphy</i> | SIGNATURE | <i>Annemarie Murphy</i> | SIGNATURE | |
| DATE: | 18.03.2021 | DATE: | Reviewed 17.08.22 and no updates | DATE: | Reviewed 05.12.23 and no updates | DATE: | |

21. Appendix 5 Road Traffic procedure flow chart

PROCEDURES TO FOLLOW IN THE EVENT OF A ROAD TRAFFIC ACCIDENT:

Prior to your journey ensure you have the contact details of the Emergency Governance Manager at AURORA as per weekly roster

IMMEDIATE ACTION BY THE DRIVER:

Ensure the safety of the person supported within or outside the vehicle



Dial 999/112 for Emergency Services if applicable



Apply hazard lights



Contact nearest Garda Station



Contact Emergency Governance Manager at AURORA as per weekly roster



Insurance letter is placed in the glove box of vehicle



Stay at the scene of the accident unless otherwise instructed



If possible, you should ascertain more detailed information on the facts of the accident as follows:

Details from driver of the other vehicle – Name, registration number, contact number & insurance details



Photos to be taken of accident scene



Name & addresses of all injured persons & witnesses



All person involved (AURORA) must have a Medical Check with GP/ Caredoc/ A&E

22. Appendix 6 State claims documentation

**Coimisiún na hEalaíochta agus Chisteanna Mairiúla**
National Treasury Management Agency

An tAidmearachán um Ealaíochas agus Ciste
State Claims Agency

Confirmation Statement
General Indemnity Scheme (GIS)

State Claims Agency, Treasury Building, Grand Canal Street, Dublin 2
+353 (0) 200 4900
stateclaims@ntma.ie
www.stateclaims.ie



The State Claims Agency (SCA) confirms that, under the National Treasury Management Agency (Amendment) Act 2000 and subsequent orders, the Delegated State Authorities (DSAs) listed overleaf, its servants and/or agents, will be indemnified by the State in respect of any claims for personal injury and/or third party property damage, arising from the negligence of the DSA, its servants and/or agents. The GIS only extends to cover the negligence of the DSA its servants and/or agents, and does not extend to indemnify the negligence of any third party, its servants and/or agents, by reference to Statute or at Common Law.

LIMIT OF INDEMNITY
Unlimited in amount.

TERRITORIAL LIMITS
There are no territorial limits in respect of the GIS.

JURISDICTION LIMITS
There are no jurisdiction clauses set out by the GIS. Jurisdictions are in accordance with the Jurisdiction of Courts and Enforcements of Judgments Acts of the Republic of Ireland.

DURATION OF COVER
Indefinite - Subject to change only in legislation.

INDEMNITY TO PRINCIPAL
State indemnity provides an indemnity to principal where a DSA enters into a contract/agreement with a principal. The principal is indemnified for any personal injury or third party property damage losses which the principal becomes liable to pay as a result of a claim made against the principal by any person or entity which results directly from an act, error or omission of the DSA its servants and/or agents save to the extent the principal contributed to and/or caused the negligent act.

EXCLUSIONS
The following classes of claim are expressly excluded from the SCA's remit under the enacting legislation:

- claims involving a question as to the validity of any law having regard to the provisions of the Constitution;
- claims made in respect of infection, directly or indirectly, with Hepatitis C or the human immunodeficiency virus (HIV), or both, through the administration of blood or blood products or in respect of related matters;
- claims in which certain torts other than negligence are pleaded.


Liam Green
Director
State Claims Agency

SCA-0501-08



DELEGATED STATE AUTHORITIES COVERED UNDER THE GIS OPERATED BY THE SCA*

Bodies that are considered part of their parent Department can be considered to be automatically delegated as part of the relevant Minister's functions.

| | | |
|--|--|--|
| <p>Minister for/Department of Health</p> <ul style="list-style-type: none"> - Health Information & Quality Authority - Health Services Executive - Adelaide & Lyagh Incorp. Nat. Children's Hospital - Beaumont Hospital - Cappagh National Orthopaedic Hospital - Central Remedial Clinic - Coombe Women & Infants University Hospital - Dublin Dental School & Hospital - Incorporated Orthopaedic Hospital, Clontarf - Mercy University Hospital, Cork - National Rehabilitation Hospital - Our Lady's Children's Hospital, Crumlin - Pearmount Hospital, Newcastle, Dublin - Royal Victoria Eye and Ear Hospital - South Infirmity Victoria Hospital, Cork - St. James's Hospital, Dublin - St. John's Hospital, Limerick - St. Michael's Hospital, Dun Laoghaire - St. Vincent's University Hospital, Dublin - The Mater Misericordiae University Hospital - The National Maternity Hospital, Holles Street - The Rotunda Hospital, Dublin - The Children's University Hospital, Temple St. - The Royal Hospital, Donnybrook, Dublin - Brothers of Charity Services IRL, incl. Congregation of the BoCS and Blue Teapot Theatre Company Ltd. - Carrislea Carde Services CLG - Cheeversdown House Limited - Cope Foundation - KARE Promoting Inclusion for People with Intellectual Disability - <u>Mulrissa</u> Foundation Limited - St. John of God Community Services CLG - Stewarts Care Limited - Sunbeam House Services CLG - The Children's Sunshine Home - Daughters of Charity Disability Support Services Ltd. - <u>Leppardstown</u> Park Hospital Board - Our Lady's Hospice and Care Services - St. Patrick's Centre Kilkenny - St. Michael's House - The Trustees and Governors of St. Vincent's Hospital Fairview | <p>Minister for/Department of Justice and Equality</p> <ul style="list-style-type: none"> - Commissioner of <u>An Garda Síochána</u> - Governor of a Prison (Irish Prison Service) - Courts Service - Probation Service - Charities Regulatory Authority - Criminal Assets Bureau - Data Protection Commissioner - Garda Síochána Ombudsman Commission - Garda Síochána Inspectorate - Irish Film Classification Office - Insolvency Service of Ireland - Legal Aid Board - Private Security Authority - Private Security Appeal Board - Property Registration Authority - Property Services Appeal Board - Property Services Regulatory Authority - The <u>MacLochlainn</u> Commission of Investigation - The O'Higgins Commission of Investigation | <p>Minister for/Department of Finance</p> <ul style="list-style-type: none"> - Revenue Commissioners - Appeal Commissioners - Comptroller & Auditor General - Credit Union Restructuring Board - Irish Fiscal Advisory Council - National Asset Management Agency - National Treasury Management Agency |
| <p>Minister for / Department of Communications Climate Action and Environment</p> | <p>Minister for/Department of Education and Skills</p> <ul style="list-style-type: none"> - Boards of Community & Comprehensive Schools - <u>Comhairle Oideachais Gaeltachta & Gaelscolaíochta</u> - Commission to Inquire into Child Abuse - <u>Grangegorman</u> Development Agency - Higher Education Authority - Irish Research Council - National Council for Curriculum & Assessment - National Council for Special Education - Qualifications & Quality Assurance Authority - <u>Seirbhís Oideachais Leacúiligh & Scileanna</u> (SOLAS) - State Examinations Commission - Teaching Council - Residential Institutions Redress Board - Residential Institutions Redress Review Committee - Residential Institutions Statutory Fund (<u>Caranua</u>) | <p>Minister for/Department of Public Expenditure and Reform</p> <ul style="list-style-type: none"> - Commissioners of Public Works in Ireland - Commissioners for Public Service Appointments - Commissioner of Valuation - Houses of the Oireachtas Commission - Houses of the Oireachtas Service - Office of the Ombudsman - Public Appointments Service - State Laboratory - Valuation Tribunal |
| <p>Minister for/Department of Employment Affairs and Social Protection</p> <ul style="list-style-type: none"> - Office of Pensions Ombudsman - Social Welfare Tribunal | <p>Minister for/Department of Foreign Affairs and Trade</p> | <p>Taoiseach/Department of An Taoiseach</p> <ul style="list-style-type: none"> - Central Statistics Office - Law Reform Commission - National Economic & Social Council - National Economic & Social Development Office - Office of the Attorney General - Office of the Director of Public Prosecutions - President's Establishment - The Fennelly Commission of Investigation |
| <p>Minister for/Department of Defence</p> <ul style="list-style-type: none"> - <u>Defence</u> Forces | <p>Minister for/Department of Children and Youth Affairs</p> <ul style="list-style-type: none"> - Adoption Authority of Ireland - Children Detention Schools - Child and Family Agency (TUSLA) - Office of the Ombudsman for Children | <p>Minister for/Department of Business, Enterprise and Innovation</p> <ul style="list-style-type: none"> - Companies Registration Office - Controller of Patents, Designs & Trade Marks - Director of Corporate Enforcement - Employment Appeal Tribunal - Equality Tribunal - <u>Labour</u> Court - <u>Labour</u> Relations Commission - National Employment Rights Authority - Registrar of Friendly Societies |
| <p>Minister for/Department of Rural and Community Development</p> | <p>Minister for/Department of Agriculture, Food and the Marine</p> <ul style="list-style-type: none"> - Aquaculture <u>License</u> Appeals Board - <u>Bord Iascaigh Mhara</u> - Marine Institute - Sea Fisheries Protection Authority | <p>Minister for/Department of Rural and Community Development</p> |