

Vehicle Safety and Communication Policy

Essential Summary

Youth Justice NSW (YJNSW) has a responsibility to escort young people, from a YJNSW Centre, for reasons as stated in Section 23A of the *Children (Detention Centres) Act 1987*.

In order to escort a young person to and from a centre for a reason outlined in the *Escorted Absence Policy* and related procedures, YJNSW provides appointed transporting officers with a vehicle, as well as the required safety, security and communication devices for any given absence.

This policy provides employees with the YJNSW operational requirements for transporting young people in a safe and secure manner and includes information in regard to:

- safety, security and communication devices available in YJNSW vehicles,
- required vehicle maintenance,
- documentation relevant to vehicle safety and maintenance,
- managing vehicle accidents and breakdowns, and
- accessing and utilising vehicle communication devices.

Printed or saved copies of this document may not be up to date.

Please check in the [Operations Manual \(TOM\)](#) to ensure you have the latest version before using this document.

Table of Contents

1	Scope	4
2	Purpose	4
3	Definitions	4
4	YJNSW responsibilities	4
5	YJNSW Vehicles	5
	5.1 Secure vehicles	5
	5.2 Non-Secure vehicles	5
	5.3 Vehicle documentation	6
6	Vehicle Safety and Maintenance	6
	6.1 Visual inspections	6
	6.2 Vehicle maintenance	6
	6.3 Vehicle Safety	6
	6.4 Manoeuvring in confined spaces or reversing vehicles	6
7	Vehicle Accidents and Breakdown	7
	7.1 Dealing with vehicle problems	7
	7.2 State Government (SG) Fleet authorisation	7
	7.3 Roadside Assistance	7
	7.4 Involving Police at the scene of an accident	7
	7.5 Accidents with young people in vehicle	7
8	Communication Devices	8
	8.1 Types of Communication Equipment and Systems	8
	8.2 Government Radio Network (GRN)	8
	8.3 Tabled lists of location and vehicle call signs	8
9	Communication During Transportation	9
	9.1 Using the Government Radio Network (GRN)	9
	9.2 Sending a message via a GRN Radio	9
	9.3 Communication with supervisor during movement	9

9.4	Communication with and supervision of young people during a movement	9
9.5	Communication with the destination	9
10	References	10
10.1	Legislation	10
10.2	Policy	10
10.3	Procedures	10
10.4	Forms	10
11	Document Information	11
12	Document History	11

1 Scope

This policy applies to all Youth Justice NSW (YJNSW) employees, whether employed on an ongoing, temporary, or casual basis, involved in escorting young people outside of a Youth Justice Centre utilising a YJNSW vehicle and communication devices.

2 Purpose

The purpose of this policy is to provide employees with the knowledge to:

- identify the oversight, safety and security requirements when accessing and utilising vehicles and communications devices.
- understand their roles and responsibilities in accessing and utilising vehicles and communications devices.

3 Definitions

Absence Supervisor refers to a YJNSW employee who is responsible to monitor communications, track vehicles and coordinate an escorted absence.

CLU refers to the Court Logistics Unit, which is part of the broader YJNSW Court Logistics, Classification & Placements Unit.

Centre Manager refers to the person for the time being in charge of the centre

Delegation means a function that has been expressed as a delegation in legislation or an instrument of delegation approved by the Secretary. A delegate exercises the power delegated to him or her in his or her own name and will therefore be held personally responsible for any decisions or actions made.

Employee refers to all persons employed on an ongoing, temporary or causal basis of Youth Justice NSW.

Transporting Officer refers to any YJNSW employee allocated the responsibility of transporting a young person from one location to another, regardless of whether they are from a Youth Justice Centre or the Court Logistics, Classification and Placements Unit.

Unit Supervisor refers to the person who is in charge of the Unit at the time, which includes a Unit Manager or Shift Supervisor

YJNSW refers to Youth Justice New South Wales.

Young Person has the same meaning as child and detainee in the Children (Detention Centres) Act 1987.

4 YJNSW responsibilities

YJNSW must inform appointed transporting officers of their responsibilities when using vehicles and communications devices stipulated within this policy and corresponding procedures. An understanding must also then be confirmed before an appointed employee undertakes the role of a transporting officer.

YJNSW is responsible for monitoring communications, tracking vehicles and coordinating the use of vehicles depending on requirements of an absence. Appointed Absence Supervisors, who can either be an appointed Logistics Officer for CLU transporting officers or a Duty Manager or Unit

5.3 Vehicle documentation

All YJNSW vehicles must have copies of a *Motor Vehicle Running Sheet Logbook*, *Instruments of Restraint Registry Form* and *External Movements Use of Instrument of Restraint Register* in the vehicle folder on board; all of which are to be completed at the beginning and end of each vehicle journey, as required.

If a secure vehicle is damaged, has broken down and/or involved in an accident, a *Vehicle Fault / Damage Report Form* must be completed and submitted to the Absence Supervisor. If the vehicle is part of the CLU fleet of secure vehicles, the Vehicle Fault / Damage Report Form must also be scanned to the CLU Logistics Officers.

6 Vehicle Safety and Maintenance

Vehicles may be required at any time to transport young people or assist at a serious incident or event. Therefore, all YJNSW vehicles must be maintained so that they are always ready and safe to drive.

6.1 Visual inspections

Vehicles must be thoroughly visually inspected at the:

- beginning of each trip involving an escorted absence,
- before transporting a young person,
- going on another type of journey,
- during breaks, or
- before transporting a new young person or group of young people.

This visual inspection involves checking serviceable condition of the vehicle and equipment, such as checking the oil, water tire pressure etc. All problems must be reported to the Absence Supervisor.

6.2 Vehicle maintenance

Vehicles must be cleaned and washed regularly and, where required, to particular standards outlined in each centre's COVID action plan. It is the responsibility of either the centre or CLU to arrange for this to occur. Part of this maintenance work includes physically testing the security and safety fixtures of the vehicle and equipment as outlined on the *Safety Checklists for Registered Vehicles Form*.

6.3 Vehicle Safety

Whilst travelling in a vehicle transporting officers must adhere to all road and traffic laws (e.g. wear provided seatbelts, abide by speed limits etc.), report on roadworthiness of vehicle or damage and check safety equipment at the start and end every transport shift.

Any risk to the safety of employees or young people (e.g. identified hazards, risks and/or incidents) must be reported to the relevant absence supervisor, recorded in the online Workplace Safety tab in Justice SAP and the relevant report submitted (e.g. completion of an Incident Report (CIMS) when incident involves one or more young people.

6.4 Manoeuvring in confined spaces or reversing vehicles



[Redacted]

7 Vehicle Accidents and Breakdown

All YJNSW vehicles are covered for roadside assistance, vehicle repair and equipment replacement if involved in an accident or broken down.

7.1 Dealing with vehicle problems

[Redacted]

[Redacted]

7.2 State Government (SG) Fleet authorisation

The SG Fleet must approve and authorise all work on departmental vehicles, prior to work taking place. Appointed repairers must be informed of the approval process as SG Fleet will be invoiced the repair costs. Most major repairers will carry out repairs under these conditions.

7.3 Roadside Assistance

All departmental vehicles are covered by a roadside assistance provider. Roadside Assistance services can be called to help with minor problems like flat batteries, running out of fuel, changing tyres if the driver cannot, removing keys locked in vehicles and/or minor mechanical and electrical problems.

If the problem is more serious and the vehicle must be towed away for repairs, decisions and arrangements are to be made by the Absence Supervisor.

7.4 Involving Police at the scene of an accident

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

[Redacted]

7.5 Accidents with young people in vehicle

[Redacted]

[Redacted]

8 Communication Devices

Communication devices must be made available to transporting officers for all movements and absences. All devices must be checked and maintained so they are switched on, charged and ready to use before starting any movement of young people.

8.1 Types of Communication Equipment and Systems

Communication devices used in YJNSW vehicles include Government Radio Network (GRN) two way radios and mobile/satellite phones for no coverage areas. All CLU Unit secure vehicles have GRN radios fitted into the vehicles.

Phones are portable allowing transporting officers to remain in contact with absence supervisors whilst not in a vehicle.

All secure vehicles with cell compartments, are also fitted with a Public Address (PA) intercom, to allow direct two way communications between transporting officers and young people during vehicle journeys. A handheld microphone is fitted in the front of the vehicle and a button, with microphone and speaker capabilities, is fitted in each cell compartment to facilitate communication.

8.2 Government Radio Network (GRN)

The GRN is a network that is used by a number of government agencies, on designated frequencies, for communication and relies on repeaters to relay signal throughout the state. Designated frequencies are licenced and are only to be accessed by that division. The GRN is monitored and maintained to ensure it's used efficiently so it is important employees adhere to proper procedures and protocols while using the network.

8.3 Tabled lists of location and vehicle call signs

Table 1 – Phonetic Alphabet

A	Alpha	H	Hotel	O	Oscar	V	Victor
B	Bravo	I	India	P	Papa	W	Whiskey
C	Charlie	J	Juliet	Q	Quebec	X	X-ray
D	Delta	K	Kilo	R	Romeo	Y	Yankee
E	Echo	L	Lima	S	Sierra	Z	Zulu
F	Foxtrot	M	Mike	T	Tango		
G	Golf	N	November	U	Uniform		

Table 2 – Call Signs for Various Departmental Locations and Vehicles

Youth Justice Centre	Base Call Sign	Vehicle Call Sign	
		Non-Secure Vehicle	Secure Vehicle

9 Communication During Transportation

9.1 Using the Government Radio Network (GRN)

YJNSW employees who use a GRN Radio must be considerate of others, by always answering direct calls, listening to messages carefully and not interrupting another user unless in an emergency.

It is the responsibility of both transporting officers and absence supervisors to turn on the radio, check that it is working and the line is clear before sending a message.

9.2 Sending a message via a GRN Radio

All conversations and messages relayed through a GRN Radio must be operational and appropriate; messages that only relay information related to the arrival, departure, travel route and/or status report of the vehicle.

Messages must be clear, concise and as accurate as possible so airtime is not congested. Transporting officers for this reason are to use the phonetic alphabet as well as the following *Radio Protocols* listed below when using GRN Radios:

- Copy – message heard and understood
- Go Ahead – ready to receive a message
- Stand By – not ready to receive message
- Say Again – message not understood, repeat message
- Copy So Far – more parts of this message will follow
- Over – finished, response required
- Out – finished, no response required

If another user needs to send a higher priority message they may interrupt between messages, using “emergency, emergency, emergency”. The current user must stand by until the higher priority message is sent, and the sender finishes with “out”.

9.3 Communication with supervisor during movement

Regular contact with the absence supervisor throughout the movement must be maintained in order to inform of changes in status, agreed travel route and/or location, estimated arrival times at the destination and the number of young people being moved at any given time.

It is also important that the Absence Supervisor is advised as soon as practical, of an incident, issues and/or when the vehicle is out of radio contact.

9.4 Communication with and supervision of young people during a movement

[Redacted text]

9.5 Communication with the destination

[Redacted text]



10 References

10.1 Legislation

Children (Detention Centre) Act 1987

Children (Detention Centre) Regulation 2015

10.2 Policy

Escorted Absences Policy

Leave Policy

10.3 Procedures

Escorted Absence (General)

Court Attendance

Hospitalisation and Medical

Managing Vehicle Accident or Breakdown

Outings and Camps

Police Interview

10.4 Forms

Alerts (CIMS)

Case Notes (CIMS)

Instruments of Restraint Registry Form

Motor Vehicle Running Sheet Logbook

Safety Checklists for Registered Vehicles Form

Self-Reporting Collision Form

Vehicle Accident Checklist

Vehicle Fault / Damage Report Form

Young Person's Movement Form (CIMS)

11 Document Information

Title:	Vehicle Safety and communication Policy
Business Centre:	Operations Unit
Author:	Project Officer (Custody)
Approver:	Director Policy and Practice
Date of Effect:	5 November 2021
Next Review Date:	October 2024
TRIM File Reference:	File No: 21/05868 Doc No: D21/38696/YJ
Key Words:	Court Logistics, Classification and Placement Unit, vehicle, communication, GRN radio, accident, journey,

12 Document History

Version	Date	Reason for Amendment
1	5 Nov 2021	New policy developed to provide direction and instruction to all YJNSW employees accessing and utilising vehicles and vehicle communication devices. Policy developed by bringing together the numerous current TOM resource documents along with extensive consultation with stakeholders.