

## Parish Dental Practice Policy: Transport

### Policy Statement:

Parish Dental Practice recognizes the importance of safe and efficient transportation for its staff, patients, and the delivery of dental materials and equipment. This policy outlines the guidelines and responsibilities associated with transportation to and from the practice.

### Objective:

To ensure the safety, efficiency, and legal compliance of all transportation activities related to Parish Dental Practice, including staff travel, patient transport, and the movement of materials and equipment.

### Scope:

This policy applies to all employees of Parish Dental Practice, as well as any external service providers engaged in transportation for the practice.

### Detailed Procedures:

#### 1. Staff Travel to and from Work:

- Encourage staff to use safe and environmentally friendly modes of transport.
- Offer guidance or support for public transport options or carpooling initiatives.

#### 2. Patient Transport Services:

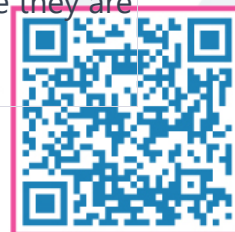
- If providing transport services for patients, ensure vehicles are suitable, well-maintained, and driven by qualified drivers.
- Clearly communicate transport arrangements and schedules to patients.

#### 3. Transportation of Materials and Equipment:

- Ensure the safe packaging and handling of dental materials and equipment during transport.
- Use reliable courier or delivery services that comply with transport regulations, particularly for hazardous materials.

#### 4. Vehicle Safety and Maintenance:

- If the practice owns vehicles, maintain them regularly to ensure they are safe and roadworthy.
- Keep records of maintenance, repairs, and safety checks.





**5. Driver Safety and Compliance:**

- Ensure that staff who drive for work purposes hold valid driving licenses and are aware of safe driving practices.
- Conduct regular checks to ensure compliance with driving hours and rest break regulations.

**6. Insurance and Liability:**

- Maintain appropriate insurance for all practice-owned vehicles.
- Verify that external transport providers have adequate insurance coverage.

**7. Emergency Procedures:**

- Develop and communicate procedures for handling emergencies during transport, such as vehicle breakdowns or accidents.

**8. Environmental Considerations:**

- Promote eco-friendly transport practices, like using electric or hybrid vehicles where possible.
- Aim to reduce the carbon footprint of transport-related activities.

**9. Policy Review and Updates:**

- Regularly review and update the transport policy to reflect changes in regulations, practice needs, and environmental standards.

**10. Record Keeping:**

- Keep detailed records of all transport-related activities, including patient transport, vehicle maintenance, and driver documentation.

**Enhanced Responsibility and Compliance:**

- **Practice Manager:** Responsible for overseeing the implementation of the transport policy and ensuring compliance with legal requirements.
- **Staff Members:** Required to adhere to safe transport practices and report any transport-related issues or concerns.
- **External Transport Providers:** Must comply with the standards and requirements set by Parish Dental Practice and relevant transport regulations.

This policy ensures that transportation related to Parish Dental Practice is managed safely, efficiently, and in an environmentally conscious manner. Regular training and reviews are key to maintaining high standards and compliance with transport policies and regulations.

**Policy written by Dr Pavan Amar Singh Bhogal GDC: 273704**

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**Updated Yearly**

