



Volunteers Newsletter



January 2019

Driving – Forster & Taree

If you are available to drive and you have not heard from Claudia please give her a call. She does not have time to ring each driver every day. Thanks

GPS navigator

Please find attached a step by step guide on how to use the GPS navigator on the tablet. Any queries please contact Michael in the office

Taree Depot

All drivers – please make sure that you double check entry doors are locked before leaving Marathon Street. Thanks Jenny

Paper Manifest

The paper manifest is **only a guide** for the driver's information, so you are aware of what your run entails.

Your correct run is always what is on your tablets.

Changes can be made early in the morning or during the day. You are usually contacted via the tablet of the changes.

So you must always go off the tablet and not the paper manifest.

Different drop off

If you are dropping a client to a different address that is on your tablet, please make sure that you contact the office and let the despatcher (usually Jo – Forster / Taree) know.

This is extremely important especially when a different driver is picking up this client.

Tablets and Paperwork

Please make sure that you are using your tablet correctly at each stop (eg. arrive / depart), as this affects statistics when reporting.

Please also make sure that you are completely filling out your envelopes and vehicle inspection forms with all the correct details.

Envelopes still need to be filled in, even if there is no money collected.

How Safe

Due to How Safe being on holidays over the Christmas break, there will be no safety talk this month.

KNOW THE SIGNS



HEAT EXHAUSTION

- Headaches
- Nausea and vomiting
- Fatigue, weakness and restlessness
- Thirsty
- Anxiety
- Poor coordination
- Weak, rapid pulse
- Sweating heavily
- Raised body temperature



HEAT STROKE

- Headaches
- Nausea and vomiting
- Rapid pulse
- Extremely thirsty
- Dry, swollen tongue
- Disoriented, dizzy or delirious, slurred speech
- Body temperature more than 40°C
- Convulsions, seizures or coma
- May be sweating, skin may feel deceptively cool

WHAT TO DO

- > Lie down in shade or air-conditioning
- > Drink water
- > Cool compress or tea towel
- > Cool shower or bath

WHAT TO DO

- > **Call 000 immediately**
- > Reduce temperature until ambulance arrives