

# TRANSPORT POLICY

NOSS recognises that public transport is not an option for many of its clients. However, public transport will be used whenever possible and/or practical.

## **1. All Vehicles**

- 1.1 All NOSS employees will be appropriately licensed
- 1.2 Employees will give all due care and attention when transporting clients to avoid accidents and to ensure that no damage is caused.
- 1.3 Employees will be personally liable for any infringements which may be incurred for any accidents/incidents or breaches of traffic laws, including any speeding or parking fines.
- 1.4 To minimise mileage expenses, travel will be confined to the Launceston metropolitan area. For longer trips, permission must be obtained from NOSS Management.
- 1.5 The vehicle log book will be completed with date, destination, odometer reading and total kilometres.
- 1.6 Should a vehicle be damaged during the course of work, an Incident Report Form will be completed and handed to NOSS Management within 24 hours.
- 1.7 Smoking is prohibited in any vehicles whilst a client is in that vehicle.
- 1.8 Staff will not transport any persons other than staff and clients of NOSS during working hours without prior permission from management. This includes support workers' family and friends.

## **2. NOSS Vehicles**

- 2.1 There will be no unauthorised use of NOSS vehicles
- 2.2 NOSS vehicles will be maintained in a clean and tidy state.
- 2.3 Smoking is prohibited at all times in NOSS vehicles.

## **3. Residential Vehicles**

- 3.1 In some cases, community access workers will have access to a residential vehicle, which is to be used in preference to a private car.
- 3.2 Residential vehicles must be used solely for the purpose of clients' transport
- 3.3 Support workers and clients are responsible for interior and exterior cleaning of a vehicle soiled during NOSS use.
- 3.4 Smoking is prohibited at all times in residential vehicles.

- 3.5** In the case of an accident in a client owned vehicle, any excess will be paid by the client unless the support worker is at fault.

#### **4. Private Vehicles**

- 4.1** Vehicles used to transport clients must be roadworthy and registered.
- 4.2** Employees will provide a road safety check certificate upon commencement and annually thereafter.
- 4.3** It is recommended that vehicles are fully insured for business purposes.
- 4.4** Should a vehicle be damaged during the course of work, NOSS will accept no responsibility for damage incurred.
- 4.5** Should a vehicle be damaged by a client, an Incident Report form must be completed and handed to NOSS Management within 24 hours. The incident will be investigated and, if appropriate, NOSS will reimburse you for the excess and recover that amount from the client.
- 4.6** Smoking is prohibited at all times in private vehicles whilst a client is in the car.

#### **5. Mileage Rates**

- 5.1** Employees are reimbursed for use of their vehicle at a rate per kilometre specified in the appropriate award. This rate covers all vehicle costs, including fuel, registration, maintenance and insurance.
- 5.2** Mileage will be paid from the initial client pickup point unless the client pickup point is greater than 20km from both the employees home, and the NOSS Office in which case Clause 5.3 will take effect.
- 5.3** Mileage will be paid on the lesser of:
- (i) The number of kms from the NOSS Office to the client pick up point minus 20km; or
  - (ii) The number of kms from the employees home to the client pick up point minus 20km.
- 5.4** Clients travelling in a vehicle owned by NOSS or an employee of NOSS will be charged at a rate approved by the Board of Governance.
- 5.5** Clients travelling in a residential vehicle, other than their own, will reimburse the owner at the same rate as if they were travelling in a private vehicle.