

## **MOTOR VEHICLE POLICY**

### **PURPOSE:**

Breakaway Toowoomba Inc. provides flexible family respite to meet the needs of each individual family. This respite can take place in home or in the community. In some circumstances Breakaway Toowoomba vehicles may be used in the provision of respite to clients or alternatively the support workers own vehicle may be used. The Management Committee has developed this policy to ensure where possible, families and support staff plan each respite to use resources in an economic manner.

### **Scope:**

Modes of transport to be used for community and in-home respite.

### **PROCEDURE:**

#### **1.0 Use of Breakaway Vehicles**

The vehicles owned by Breakaway Toowoomba Inc. are allocated to support workers for specific support sessions. A weekly schedule of vehicle allocations is located on the whiteboard in the front room of the Mort Street office, which outlines the time period for each vehicles allocation. The keys, petrol cards and a mileage sheet for each vehicle are located in a folder kept in a drawer in the front room of the Mort Street office. Support Staff must check the whiteboard and then locate the folder in the drawer that relates to each specific vehicle. The mileage sheet must be completed for each time the vehicle is used.

Support staff using a Breakaway vehicle are paid from the time they pick up the vehicle from the office. This time must not exceed the maximum amount of time it will take to travel directly to the client's home...(Maximum of 15 minutes). Support staff should not use excessive kilometres during a support session unless prior approval from the Executive Officer is given. A record of kilometres is kept by Management and support workers who constantly utilise more than 40 kilometres per support session will be asked to show cause why they need to use excessive kilometres.

#### **1.1 Exemptions**

##### **1.1.1 Personal Usage**

Employees shall not operate Breakaway Toowoomba vehicles for the purpose of conducting a private business or enterprise or any other personal use. However, it is recognized that a certain minimal amount of personal use of a Breakaway Toowoomba vehicle may be required for:

1. Driving to and from a shop/restaurant/ food outlet during an approved meal break if no personal vehicle is available to the employee.
2. Personal emergencies. If no personal vehicle is available, the Executive Officers may grant approval for the use of a Breakaway vehicle

Reviewed 11<sup>th</sup> January 2010

Ratified by Management Committee: 21<sup>st</sup> January 2010

Review Date: January 2011

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### 1.1.2 On-Call Take Home Usage

The designated on-call employee will be given use of a Breakaway Toowoomba Vehicle so as to

- Exercise primary responsibility to respond to emergencies which may sometimes require immediate response to protect life or property.
- Vehicle can be housed at staff persons residence

Usage of the vehicle during these times will be inclusive so that if the situation requires they are able to attend any call out situation immediately.

### 1.2 Use of Support Workers Own Vehicle

Support Workers who use their own vehicles will travel to their "place of work" e.g.(the client's home) in their own vehicle and their paid shift will start there. After completing their shift, they then drive home or go onto their next place of work. (next client's home). If a staff member completes more than one shift per day, any subsequent shifts (not including the first one) may be eligible to claim reimbursement of travel expenses e.g. mileage or fuel allowance, as prior arrangements with the Executive Officer travel and mileage expense reimbursement must be signed by a Executive Officer before being lodged for payment.

Alternatively staff may choose to claim this mileage as a deduction in their annual tax return. Staff cannot claim using both methods. Staff should contact their accountant or the Australian Tax Office for further information regarding this deduction.

Support Workers who use their own vehicle to transport client to activities during a support session can claim mileage for the kilometres used during the support session, up to a maximum of 30 kilometres, unless by prior arrangement with the Executive Officer. A Staff Mileage Sheet must be completed with the purpose of the journey clearly stated and must be signed by a Executive Officer before being lodged for payment. This is handed into the Finance Support Officer with the staff member's time sheet. Mileage is paid at 45.4cents per km for a 4 cylinder vehicle and 51.6cents per km for a 6 cylinder vehicle.

Support Workers who use their own vehicle to travel to a support session that is more than 40 kilometres from the Toowoomba, Mort Street office, (even if it the first/only support session for the day) may be eligible to claim reimbursement for travel expenses with prior approval of a Executive Office .

Support Workers who use their own vehicles must have:

- Registered and Roadworthy Vehicle
- Current Drivers License (relevant for class)
- Comprehensive Insurance
- Written proof of correct information given to insurance provider e.g. (policy is for business use)

Support Workers who use Breakaway Toowoomba's vehicles must have a:

- Current Drivers License (Relevant for class)

Reviewed 11<sup>th</sup> January 2010

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**Related Documents**

- Motor Vehicle Agreement
- Fuel Card Agreement
- Mileage Sheets

Approved (Executive Officers) David Bea Date 21-01-10

Approved (Chairperson) Paula Dennis Date 21-01-10

Approved: DB