USE OF OWN MOTOR VEHICLE

POLICY NUMBER **STAFF 19**

INTENT

The intent of this policy is to provide guidelines for staff when using their own motor vehicle to transport Participant's or for other purposes during their employment as directed by Real Living Options Association Inc.

DEFINITION

Own motor vehicle: A vehicle that is owned and maintained by the employee and is not the property or the responsibility of the Service.

POLICY STATEMENTS

- All employees of Real Living Options Association Inc. using their own motor vehicle to transport Participants must have signed a Terms of Employment and are required to meet the following conditions:
    - Must hold a current Queensland Driver's Licence or equivalent.
    - Have Comprehensive Motor Vehicle Insurance cover. Real Living Options Association Inc. will not be responsible for any damage incurred to an employee's vehicle or any other vehicle being driven as part of their employment where there is a driver at fault.
    - Where an employee's vehicle is damaged by a Participant at no fault of the employee and the employee has followed all directions related to supporting the Participant, Real Living Options Association Inc. will pay the employees insurance excess up to $1,000.00
    - Provide evidence of their current driver's licence, registration and insurance and documented evidence of the renewal of these each year or as they fall due.
    - At all times drive with due care and attention, in a safe, lawful and defensive manner while providing transport to a Participant in their vehicle.
    - Not receive or make phone calls, or messages at any time while driving, including the use of hands-free devices.
    - Maintain their vehicle in a clean and roadworthy condition and complete an annual Vehicle Check List provided by the Service.
    - Take whatever immediate action is required to ensure the safety of the Participant and themselves in the event of an accident.
    - Report any incident/accident as soon as possible to the Support Manager and/or Support Team and complete the relevant Incident Form.
- Employees of Real Living Options Association Inc. are responsible for the payment of any fines incurred while driving their vehicle, or the Service vehicle for work purposes and must report any incident that results in a fine that occurred during their paid employment to the Support Manager or Support Team.
- Any fines that are incurred as a result of driving and/or breaching parking restrictions or conditions during paid employment are the responsibility of the person driving the vehicle

and will not be paid by Real Living Options Association Inc. or the Participant and/or their Representative/Nominee.

- Employees must not smoke or vape in their motor vehicle while transporting Participants.
- Employees must notify their Insurer about the use of their vehicle for work purposes to ensure they have appropriate cover.

PROCEDURES

- The Support Team will negotiate with the Participant and inform the Lifestyle Assistants of the number of kilometres claimable when undertaking an activity.
- The Support Manager will ensure that the Agreement contained in the Terms of Employment with each Lifestyle Assistant is signed prior to driving their vehicle and all conditions contained therein are discussed with them.
- The Support Manager is responsible for ensuring that all Lifestyle Assistants are made aware that payment will not be made for any unauthorised mileage. In the event that a Lifestyle Assistant has to use their vehicle for an unauthorised situation, the Support Manager will use their own discretion as to whether the mileage will be reimbursed.
- The Support Manager will negotiate any changes to authorised mileage with the Participant and/or their Representative/Nominee and will advise the Lifestyle Assistant.
- All authorised mileage or fares will be paid directly to the Lifestyle Assistant by the Service with their wages unless the Lifestyle Assistant chooses to seek reimbursement through the taxation system.
- The Rostering Officers are responsible for checking that all mileage claimed has been authorised.
- The Rostering Officers will check the time sheets and authorise payment in each instance. If they are unsure, the Support Manager will decide whether the claim is legitimate.
- Invoices for mileage that is claimed through NDIS funds will be billed on a weekly basis. Reimbursements paid directly by Participants should be mailed out monthly and should include the due date for payment.
- Should payment not be received by the due date the Support Manager and/or Finance Officer will contact the person concerned for explanation and negotiate whatever action is necessary to avoid further debt. The Service reserves the right to refuse transport where an account is in arrears.

DELEGATIONS

General Manager

- Ensure as far as practicable that all parties understand the requirement in regard to mileage reimbursement to Lifestyle Assistants.
- Ensure as far as practicable that employees understand and comply with the requirements for using their own motor vehicle.

- Ensure as far as practicable that all requirements in regard to the use of an employee's own motor vehicle are met.

Support Manager

- Negotiate appropriate transport with each Participant and/or their Representative/Nominee.
- Ensure as far as practicable that Participants and/or their Representative/Nominee understand the requirement in regard to mileage reimbursement to Lifestyle Assistants providing transport using their own vehicles
- Ensure as far as practicable that all requirements in regard to the employee's use of their own motor vehicle are met.
- Check timesheets and ensure that any mileage being claimed has been pre-authorised.
- Inform employees of identification and insurance requirements

Lifestyle Assistants/Employees

- Provide documented evidence of their current drivers' license, registration and insurance using the method required by the Service.
- Inform the Support Manager or Support Team if involved in an accident
- Inform the Participants Representative/Nominee where applicable if involved in an accident.
- Always carry relevant identification when driving a motor vehicle.
- Notify the office of any change to the regular vehicle that is being used for work purposes and update insurance and registration details in a timely manner.

Finance Officer

- Claim for transport provided using NDIS Core funds.
- Prepare invoices for mileage reimbursements that are paid directly by Participants.
- Process receipts where relevant.
- Advise the Support Manager of any overdue accounts.

Administrative Officer

- Maintain current vehicle documentation and compliance in Akuety.

RELATED DOCUMENTATION

Terms of Employment for Lifestyle Assistants

REFERENCES

Social, Community, Home Care & Disability Services Industry Award 2010
NDIS Practice Standards and Quality Indicators

AMENDMENTS/REVIEWS

Amended 03.04.2025