USE OF OWN VEHICLE

POLICY NUMBER: NDIS FIN 16

INTENT

To ensure that, when it is not possible to use the Real Living Options Association Inc. vehicle, that office staff will be allowed to use their own vehicle and be appropriately recompensed.

DEFINITION

N/A.

POLICY STATEMENT

- Real Living Options Association Inc. provides a vehicle for the use of all office staff but realises the vehicle may not always be available when required by multiple office staff.
- Real Living Options Association Inc. requires that any use of private vehicles must be in accordance with the Real Living Options Association Inc. policy NDIS SER DEL 9 Transportation of Participants.
- In accordance with legislation, the use of a mobile phone while driving is not permitted.

PROCEDURES

- Office staff may use their own vehicle for work purposes at their discretion, however, reimbursement for the use of their own vehicle will only be made where prior approval has been given by the General Manager.
- All employees using own vehicles must hold an unrestricted current Queensland Driver's License and must abide by all road rules, including drug and alcohol limits and ensure that the vehicle is registered, is road worthy and insured.
- A record must be kept for each trip seeking reimbursement.
- Employees will be reimbursed for mileage as per the relevant Award rates.

DELEGATIONS

Management Committee

- Receive updates on vehicle usage as requested (this could be a tool for deciding whether the Service should purchase an additional vehicle).

General Manager

- Give approval for use of employee's own vehicle where they are seeking reimbursement.
- Ensure claims for use of own vehicle are approved prior to reimbursement.

Finance Officer

- Review timesheets and reimburse the employee at the correct rate.

RELATED DOCUMENTATION

Timesheets.
Accounting software records.
Payroll reports.
Policy NDIS SER DEL 9 Transportation of Participants.

REFERENCES

Social, Community, Home Care and Disability Services Industry Award 2010.

AMENDMENTS/REVIEWS

Amended 22/11/2012.
Amended 05/11/2015.
Amended 30/04/2020.
Amended 07/09/2023.
Amended 14/05/2026.