

TRANSPORT, KILOMETRE POLICY

PURPOSE

Community Care TASMANIA is committed to fairly and appropriate remunerating its workers for travel costs according to this policy and the SCHADS Award.

SCOPE

This policy applies to all support workers employed by Community Care TASMANIA.

Workers will be remunerated the amount as stipulated from time to time in the SCHADS award. Appropriate training and support will be provided to workers. The finance team will oversee the payment of reimbursement expenses according to the SCHADS award. This Policy outlines the method and rules regarding that reimbursement

1. Objectives

The purpose of this policy is to provide clarity for workers of COMMUNITY Care TASMANIA when they use their own private vehicle for work purposes as defined under the SCHADS Award.

2. SCHADS Award

Community Care TASMANIA will reimburse for work kilometres according to the SCHADS award. (This is currently 78c per kilometre)

3. HACC and CHSP Clients

In these categories generally workers are not rostered on to these Clients after hours, weekends and public holidays.

4. Taking Clients Shopping, Transport to Appointments and Social Support Outings

- 4.1 All Klm to be written in log books and clearly identifies the type of transport provided
- 4.2 Workers are required to take a HACC/CHSP Client to the closest available supermarket from the Client's home.
- 4.3 A CHSP Client is to be taken to the closest available activities, such as park, shop.
- 4.4 For all other arrangements the worker needs to get Senior Team Leader approval for the outing.
- 4.5 HCP refer to point 11 in this document.

5. When will kilometres be reimbursed

The following rules apply for work performed regarding Monday to Sunday work and include public holidays. For specific details on weekend and public holidays refer below.

- 5.1 Support worker is not reimbursed for kilometres to the first Client
- 5.2 Support workers are not reimbursed from the last Client to home.

- 5.3 Travel between Clients will be reimbursed if properly accounted for as per the vehicle log book explained below, and the shift is continuous.
- 5.4 In the event the shift is not continuous (broken shift) then the worker will not be reimbursed for klm to the first Client of that shift and from the last Client to home from that shift.
- 5.5 Transporting Client to appointments (transport) and social outings will be reimbursed; providing that arrangements have been discussed and approved by case manager prior.

There are exceptions to this rule – see Exceptions, Cancellations, Continuous shifts

6. A Non Continuous shift

Non continuous work is where there is more than 1 hr between shifts, and where there was not a late cancellation that has created that >1 hour gap. CCT will reimburse travel between clients where the gap between clients is 1 hour or less.

7. Unplanned/Short Notice Cancellations

In the event of an unplanned cancellation to a roster, this is not classed as a broken shift, and, if it would have been continuous if the service had not been cancelled, the sw will be paid klm.

8. Exception to the rule

Contract Clients and HCP Clients are treated differently refer to the relevant section.

9. Attending feedback sessions, meetings and training sessions

Kilometres can only be claimed when the worker is coming directly from the last Client to a training session or support meeting.

11. Home Care Package Clients

- HCP clients have a strict budget to adhere to;
- All kilometres travelled must be pre agreed with the Client and Community Care TASMANIA and therefore SW cannot deviate from that agreement without express instructions or permission from the Case Manager.
- SW will take HCP Clients to the nearest supermarket, or as specified on the support plan.
- SW will take HCP Clients on social outings to the nearest park or facility unless authorised by the case manager.
- Rule 5 applies.

12. VEHICLE LOG BOOK / KILOMETRES REIMBURSEMENT or ICAREHEALTH automated

I Care Health Tablet system will alleviate the need for log books unless a tablet is not supplied or there are special circumstances.

Reference: HUMAN RESOURCE MANAGEMENT - Section 7.24 - of the Community Care TASMANIA/Policies & Procedures

Community Care TASMANIA supplies support workers with vehicle log books to be used to record business kilometres for reimbursement. The example below should be followed when filling in log books.

C:\Users\User-pc\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\O5LIAYK\POLICY 22 Kilometre reimbursement policy

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I Care Health Tablets

VEHICLE LOG BOOK							
Date of	Tick if transport for shopping or transport	Journey	Purpose of Journey	Odometer Reading		Kilometers Travelled	
				Start	End	Business	Private
10/01			Mrs Zed to shop and back	108096	108120	24	
			Mrs Zed to Mrs Ex	108120	108126	6	
			Mrs Ex to Mr Wye	108126	108130	4	
11/01			Mr Peey to Mrs Doh	108331	108341	10	
			Mrs Oh to shop and back	108341	108345	4	
12/01			Mrs Zed to Mrs Ex	108360	108366	6	
18/01			Mr Peey to Mrs Doh	108700	108710	10	
				Progressive	Total	64	

13. When a Community Care TASMANIA car is available to use

In some instances Community Care TASMANIA we may ask the worker to use the organizational vehicle for long distance travel, this may include places such outside of the immediate Launceston area. In this instance the worker will need to come to the office, to commence work and to collect the Community Care TASMANIA car. In this instance Community Care TASMANIA will reimburse the worker for their time at their normal applicable rates.

14. Worker Responsibilities

14.1 Workers are required to be familiar with, and abide by all the traffic regulations, as examples:

- all passengers must wear seat belts.
- drug and alcohol responsibilities
- traffic rules
- third party and comprehensive vehicle insurances
- full registration
- parking and parking fees and fines

14.2 Community Care TASMANIA will not be responsible for any traffic infringements including parking tickets. Under Tasmanian law, the driver is personally responsible for all traffic infringements, regardless of who owns the vehicle.

14.3 Community Care TASMANIA requires that comprehensive insured motor vehicles belonging to direct care workers are insured and registered. Failure to have registration and insurance and a valid driver's license will prevent the worker from being rostered for work.

15. CLAIMING WORK KILOMETRES OFF YOUR TAX

15.1 Travel during broken shifts can be claimed off a support workers tax

15.2 Support workers need to log their travel and claim that travel component off their tax

Please see link below.

References:

<https://www.ato.gov.au/Individuals/Income-and-deductions/Deductions-you-can-claim/Vehicle-and-travel-expenses/>
and

<https://www.ato.gov.au/Individuals/Income-and-deductions/Deductions-you-can-claim/Vehicle-and-travel-expenses/Travel-between-home-and-work-and-between-workplaces/>

NAME	Source	HYPERLINK	CHECKED FOR 2019
Induction process	HR in shared drive	P:\HR\New Employees\Support Workers Induction.Packs ETC\Paper Work For Induction Day - Manila Folder and P:\HR\New Employees\Support Workers Induction.Packs ETC\Induction 2019\CCT Launceston Induction Program - 08.05.2019.docx	Yes
Employee handbook		P:\FORMS AND POLICIES FOR COMMON CARE STANDARDS\Handbook s\Employee Handbook (Current)\employee handbook 24 09 2019.pdf	yes
Use of Company vehicle Policy No 35	Shared drive	POLICY 35 Use of Company Vehicle Policyfinal.doc	Yes
GPS Policy No 36	Shared drive	POLICY 36 GPS Policy final.doc	yes

Author	Revision	Board subcommittee review	Board Approved
CCT CEO or delegate	CEO or delegate February 2016		4/16
	CEO or delegate November 2018		
	CEO or delegate October - February 2019	November 2019	November 2019