



Transportation Policy

TP2018-1.0

Purpose:	The purpose of this policy is to set out clear expectations for transportation of Arcadia College students, supervisors, managers, staff and volunteers whilst being transported in college buses, private vehicles and whilst using public transport.	
Scope:	This policy applies to all employees, volunteers and students whilst transporting students in the buses.	
Status:	Approved	Supersedes: N/A
Authorised by:	College Governing Body Chairperson / CEO	Approval Date: 30 th March 2017
References:	Staff Code of Conduct Bus Code of Conduct	
Reviewed:	2 Years	Next Review: 30 th March 2019
Responsibility:	CEO	Point of Contact: Deputy Principal / Services Manager
Policy Owner:	College Governing Board	

Policy

This policy sets out requirements around transportation of staff, students and volunteers to clarify specific expectations to ensure Arcadia College is carrying out its 'Duty of Care' in maintaining a safe working environment for all parties involved.

Buses Usage

Bus usage is to be carried out by Arcadia College employees and '*approved volunteers*' who hold a current unrestricted Australian driver's license. Students or clients are not to drive college or staff vehicles at any time. There is to be no consumption of food or drink (water permitted at driver's discretion) on the bus at any time. Head rests are to remain located in seats at all times. All buses are to be maintained and safety concerns reported immediately to management. Where deemed necessary the vehicle may need to be removed from service until repairs are completed.

Approved volunteers: *Volunteers can gain approval by approaching Arcadia's Services Manager to discuss the Bus Code of Conduct and driving expectations of students and staff while driving company vehicles. A copy of their license will be retained on file and the volunteer will be added to a 'Volunteer Bus Driver Register'.*

File location: Google Drive: Arcadia College/Buses/ 'Volunteer Bus Driver Register'

Bus Hire – Personal Use

Personal use of college buses can be arranged by completing a 'Bus Hire Agreement' for employed staff of Ohana For Youth & Arcadia College. This agreement needs to be completed and discussed with finance prior to a personal booking being made with reception. Business use of vehicles will always take precedence over personal bookings. Driving of these vehicles is only to be carried out by **employees** holding a current unrestricted driver's license. These vehicles must NOT be driven by other parties. The Bus Code of Conduct and Transportation Policy requirements still apply for personal use. Logbooks are to be completed declaring 'personal' use to ensure accurate invoicing can be carried out on return.

Mileage will be charged at a rate of 78c per km if returned re-fuelled or 90c per km if returned without refuelling. Whoever it is a requirement that the bus is returned with no less than a ¼ of a tank to minimise inconvenience to other bookings.

Note: It is the responsibility of the driver to ensure that suitable seat belts and appropriate restraints are used if transporting young children or infants.

License Requirements

All staff and approved volunteers are required to hold a current unrestricted Australian driver's license for the purpose of driving college owned and private vehicles. The college is to be supplied a two-sided copy of the employee's license upon commencement and must not drive college vehicles or students in private vehicles until this has been verified. In the event a license has expired or been suspended, staff and or approved volunteers must notify their manager immediately and cease driving of all vehicles. Any Arcadia College staff member or volunteer found to be driving whilst disqualified will be subject to disciplinary action or dismissal.

Private Vehicles – Staff

If using your vehicle or a hired vehicle for business use (including travelling to meetings or carrying passengers) it is your responsibility to ensure that there is appropriate insurance in place which covers business use. Arcadia cannot accept responsibility for any accident, loss or injury. Students or clients are NOT to drive college or staff vehicles at any time.

If carrying students, the following policies must be observed:

- Parent/guardian permission and approval must be obtained in advance
- Transportation of young people is to be approved by manager prior
- Never carry a single student
- A minimum of three people should be travelling in the vehicle at any time for accountability.
- If there is the slightest risk of student misbehaviour take another responsible adult with you.

Note: Professional boundaries are to be put in place referring to the 'Child Protection Policy'. Students must not be transported to and from the college without formal approval from a manager, whilst meeting Transportation Policy requirements. Accountability and transparency are to be shown at all times.

Private Vehicle Use for Arcadia College

During the course of your employment with Arcadia College it may be necessary to use your private motor vehicle for business use. This policy covers all aspects of our expectations with regard to the use of a private vehicle for Arcadia College.

Note: College owned transport or carpooling is to be prioritised to minimise cost to the organisation. Private vehicle use should be used as a last resort when no other company vehicles are available.

Business Use

Business Use may include, but is not limited to:

- Travel between Arcadia College offices for meetings
- Travel to client meetings
- Travel to meetings with colleagues and professionals from within our industry and for professional development purposes
- Not travel between home and work
- Travel to excursions, camps and events when necessary (approval required from management prior).

Allowance Rate and Payment

Reimbursement allowance rates will be in accordance with MA000076 Educational Services (Schools) General Staff Award 2010. Currently the rate is \$0.78 / km.

Authorisation

1. The Driver must:
 - a. Be an employee of Arcadia College
 - b. Hold a valid, unrestricted Australian driver's license
 - c. Notify Arcadia College immediately if at any time your driving license is suspended, cancelled, expired or restricted. If possible Arcadia College will endeavour to re-deploy you to a position which does not require a driver's license, however please be aware that at this time no such positions exist within the organisation. In the case of restrictions to your license a special authorisation may be granted at our discretion.

2. The vehicle must be:
 - a. Registered for use on the open road;
 - b. Roadworthy and free of defects;
 - c. Able to carry passengers if necessary
 - d. Generally available for business use during your normal working hours.

Authorisation is to be given by a manager or supervisor by completing a 'Private Vehicle Approval Form' prior to using private transportation. This form will be submitted as part of the fortnightly mileage reimbursement claim.

Note: Students are **not** to be transported on Scooters or Motorbikes at any time.

Private Vehicles – Volunteers

Volunteers are **NOT** permitted to transport students or clients in private vehicles at any time.

Infringements

All penalties imposed on the driver of a vehicle for traffic or parking offences are the responsibility of the driver. Under no circumstances will fines incurred be paid or reimbursed from Arcadia College funds. All costs in relation to the infringement must be borne personally by the driver responsible for the offence.

Reimbursement

When a private vehicle is used for travel on behalf of Arcadia College a "Mileage Claim" Form should be completed and submitted to your Manager for approval, and then on-forwarded to the Finance Co-ordinator for payment. Mileage claims are reimbursed in the first payroll cycle after receipt.

Travel from home to the first place of work and return (or an equivalent distance) is considered private and cannot be claimed as business travel.

Tolls

Tolls may be reimbursed for travel approved by management.

Authorised Travel

Specific Authorisation is required for any travel using personal vehicles.

You cannot claim mileage for the travel between your home and your work place. It is expected that from time to time you will be required to work in any of the Arcadia College offices and occasionally at other Gold Coast sites as may be necessary (for example professional development days or industry seminars). These locations are deemed as work places for this purpose, and therefore not eligible for mileage claims when travel is directly between any of these places and your home.

Mileage claims must be for the actual distance travelled. Odometer and diary records may be requested to validate claims. It is accepted that staff may use Google Maps to determine the actual distance of a route, in cases where odometer records have not been kept.

Private Vehicles – Students

As students' progress into senior college years many will gain their learners permit and eventually their full driver's license. To fulfil 'duty of care' requirements, the college requests that any student who wishes to drive to college must make an application to the Deputy Principal on the 'Student Drivers – Permission Form', with permission granted from parent/guardians. Parent guardians of passengers, other than siblings, who will be in a student vehicle, are also requested to complete the table on the permission form. Independent students will also be required to complete paperwork for approved transport to and from the college.

***Note:** This permission is to use a private vehicle as a means of transport to and from the college only; it is not to be used for any other purpose.*

Road Safety

Staff are to ensure they conduct themselves in a manner that represents the college favourably within the community. All staff are expected to follow and comply with road rules and be considerate of the perceptions of the community and other road users. Staff must refrain from driving aggressively and or recklessly. Reports of poor or dangerous driving will be taken seriously by management.

Seatbelts and Restraints

- Seatbelts and restraints must meet Australian Standards (AS/NZS1754) and be marked as complying with the Australian Standard.
- Staff, volunteers and contractors will ensure that each student must be secured in a seat belt when travelling in a vehicle.
- Private or college vehicles must not carry over the registered number of passengers or load limits.
- It is a staff member's/volunteer's 'Duty of Care' to ensure all students are compliant with a request to wear seat belts.
- Any students who refuse to wear seatbelts will NOT be transported and referred to the Deputy Principal.
- Only staff, students, clients and volunteers are permitted to travel on college buses.

Bus Code of Conduct

While traveling on the Arcadia bus students must comply with the below rules, if students do not comply with these rules they will be removed from the bus, and be responsible for paying for any damage.

- Wear seatbelt at all times
- Treat other people and their possessions with respect
- Follow instructions from the driver about safety on the bus without argument
- Not damage bus property, equipment or signs in any way
- Sit properly on the seat (or in an allocated seat if directed by the driver)
- Speak quietly and not create unnecessary noise
- Refrain from any bullying or harassing other passengers or the driver
- Not place feet on the seats
- Refrain from fighting, spitting or using offensive language

- Refrain from throwing any item around, or from the bus
- Not consume any food or drink (water permitted at driver's discretion), or play music without permission from the driver
- Not smoke at any time while on or near the bus
- Not have any portion of the body outside of the bus windows/doors
- Not use a mobile phone to send threatening messages, or photograph others without consent
- Not distract the driver in any way.

Refuelling & Vehicle Maintenance

Refuelling of buses is to be carried out by staff and approved volunteers. Students and or clients are NOT to refuel, service or maintain vehicles under any circumstances. A fuel card has been made available for college owned buses. Each bus must be re-fuelled by the driver when it reaches $\frac{1}{4}$ of a tank to minimise inconvenience to other bookings.

Logbooks and Sign-out/in

All buses must be pre-booked through administration and signed out using the *Bus Sign In/ Sign Out Sheet*. Upon returning the vehicle relevant logbooks are to be completed and the vehicle secured, before returning and signing in the keys.

Insurance

All college owned vehicles are covered under comprehensive insurance for business use. Please contact finance for further details if required.

Accidents and Incidents

Any accidents or incidents must be reported immediately to management and followed up with a completed *Accident / Incident Report* stating relevant drivers, license numbers, time, location of accident, registration, car make and model and witness details where possible. Photos of the accident site and any damage to vehicles are to be included in report. In the event that there is a serious accident please call '000' emergency.

Please note: *Privately owned vehicles used for business purposes that become involved in an accident are to be claimed through personal insurance. Vehicles used for business use will be covered as per the below 'Scope of Cover'.*

Scope of Cover:

In the event that a privately insured vehicle owned by a Jobs Australia Member or Volunteer is used for the institution's business is involved in an accident and is comprehensively insured by the registered owner, insurers agree to:

- a) Reimburse any excess payable
- b) Pay at the first renewal, the difference between the premium which would have been paid, had the accident not occurred and the premium payable as the result of the accident to a maximum amount of \$10,000.

Policy provides cover against legal liability for third party property damage arising out of the use of member organisation owned motor vehicles, or volunteer owned vehicles, whilst they are on Jobs Australia member organisation business.

The policy does not cover damage to the vehicle owned by the member organisation; this would be covered under a separate vehicle comprehensive insurer declines such cover to a maximum amount of \$10,000.

Supporting documentation

Bus Hire Agreement

Student Drivers Permission Form

Private Vehicle Approval Form