

Process	G4SPD201
Travel and Transport Charges	
<i>Creation Date: 15 January 2018</i>	<i>Review: 1 July 2018</i>

1. Purpose

Guides 4 Sight provide 'one to one' assistive services to people with disability, aged or infirmed to enable independence. This process is to clarify travel and transport charges charged to Clients and paid to Employees.

2. Scope

This process provides information to employees, volunteers and clients as to how transport and travel charges may be applied. This may be subject to change and/or be confirmed by individual Service Agreements negotiated with our Clients (Participants) or individual contracts for employees, volunteers.

We like to have a 'flexible as possible' employment and assistance program.

3. Definitions

RAC- Royal Automobile Club

NDIS - National Disability Insurance Scheme, the Federal Government Disability funding scheme

NDIA = National Disability insurance Agency –the Federal Government Agency, that manages and distributes the National Disability Insurance Scheme.

4. References

RAC – For the purposes of calculating the cost of transport we use the Royal Automobile Club 'guide to running a vehicle 2018' which lists the charge per kilometer at 0.7247 per km (SUV).

NDIS – 'Pricing guide to services' states that travel of under 10km cannot be charged to participants.

Google Maps – Mobile phone and PC App used to determine directions including distance travelled and time to destination. This is used to determined directions via applicable route/s and approximate time **when quoting travel/transport charges.**

5. Transport and Travel for Clients

T1 Transport Fixed Transport fixed amount provided in conjunction with Assistance Services 10.00 per pick up and/or drop off. Where multiple destinations occur a fee of \$10.00 per destination may be charged. For example pickup is Bassendean, first stop is Galleria (\$10.00), next stop in Karrinyup (\$10.00) then return drop off is Marangaroo (or back to Bassendean) \$10.00. Total Transport charged would be \$30.00.

T2 Transport KM

Transport provided greater than 10km Total KM x 0.7247 = total travel charge plus other services.

T3 Transport Assistance Travel km & time

\$1.4837 combined rate (per km and per minute) as per greater measurement.

Example of how calculation has been reached;

NDIS Rate for service: \$45.54 / 60mins = 0.759 per minute

Formula:

Rate/km + Rate/hr = total rate charged per km x total km travelled – 10km min = total cost for transport assistance

E.g. $0.759 + 0.7247 = 1.4837$ x travel time or KM, whichever is the greater = the total travel charge.

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Date	Changes	Authorised
15-1-18	Creation of Document	CMT