

Travel and Transport Charges

Date Created: 15 January 2018

Review: 18 May 2024

1. Purpose

Guides 4 Sight provides 'one to one' assistive services to people with disability, the elderly, and people with short term assistance needs, to improve or maintain independence. We specialise in assistance and support for people with vision loss (Blind), dual disability vision loss and hearing loss (Deafness and Blindness).

This process is to clarify travel and transport charges charged to clients and paid to employees.

2. Scope

This process provides information to employees 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.

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

3. Definitions

'Employees' includes office staff, support workers, coordinators, casual staff, volunteers or contractors who represent Guides 4 Sight in any capacity.

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.

Odometer reading – the registered method of calculating kilometres travelled in a vehicle

4. References

RAC – For the purposes of calculating the cost of transport 'guide to running a vehicle 2019' (SUV). (<https://rac.com.au/car-motoring/info/buying-a-car/running-costs>)

NDIS – www.ndis.gov.au/providers/price-guides-and-pricing

Google Maps – Mobile phone and PC App used to determine directions, distance travelled and approximate time to destination.

5. Transport and Travel for Clients

TravelINDISKM – Where transport is provided, an odometer reading will be recorded from the pick-up point to the drop off point. The total kilometres will be charged at the applicable rate as per the NDIS Price Guide (eg 2022-2023 0.97c).

Where travel is provided in conjunction with other services, this travel charge will be shown separately.

T3 Transport Assistance Travel km & time

\$2.01 combined rate (per km and per minute) as per greater measurement.

Example of how calculation has been reached (2022-2023 pricing);

- NDIS Rate for service: \$62.17 / 60mins = 1.03 per minute
- 0.97cents per Kilometre

Formula:

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

Provider Travel – Non Labour Costs – Travel charges for non-labour costs may apply where the combined travel time to and from a client is in excess of 30 minutes.

For example: For a Guides 4 Sight coordinator to meet with a client where the combined travel time is 60 minutes. A fee of 30 minutes will be charged to cover travel time by the coordinator.

Travel and Transport Charges		PRO201
Date	Changes	Authorised
15/01/2018	Creation of Document	CMT
19/11/2018	Updated grammar in section 3: Definitions NDIA - instead of NDIS	KD
03/03/2019	Fixed transport rate amended in line with pricing structure implemented 1/1/2018	CMT
24/03/2020	Updated pricing structure as per 1 March 2020	CMT
27/04/2020	Updated pricing T2	AJB
27/05/2021	Updated and formatting edited	VRP

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Sighted Guides Pty Ltd ACN: 618 133 412 Trading as Guides 4 Sight ABN:91618133412

06/07/2021	Updated Travel costs as per NDIS Price changes 2021-2022	VRP & CMT
06/07/2022	Reviewed no changes	MSA
18/05/2023	Reviewed, updated and added new logo	MSA