WACRH MIDWEST/MURCHISON STUDENT TRAVEL POLICY

PURPOSE:

WACRH recognises that access to vehicles for clinical and recreational purposes enhances a student’s experience of being on a rural placement. WACRH has a limited range of vehicles that students who are on placement with WACRH can access subject to safety and budgetary considerations and internal organisational demand.

Policies and guidelines are in place to ensure the welfare and safety of all students on placement with WACRH.

DEFINITIONS:

Driver - For the purpose of this policy the student making the booking assumes the driver’s responsibilities as outlined in this and UWA policies.

Off road - Any location other than a major or minor formed road.

Students – Allied health, nursing or health science student on placement with WACRH.

POLICY STATEMENT:

Students have access to WACRH vehicles at the discretion of WACRH’s Centre Manager. Failure to abide by any WACRH/UWA policy or guideline may result in students being denied access to vehicles.

POLICY CONDITIONS:

- WACRH staff can make changes to student vehicle bookings for reasons of safety and budgetary considerations and internal organisational demand.
- All travel (work and recreational) by WACRH students is to be planned in advance.
- Students to provide proof of current driver’s license to WACRH Administration staff.
- Students are to drive in daylight hours only.
- Students are not permitted to drive off road.
- Students are responsible for ensuring they are familiar with relevant University of Western Australia (UWA) policies and procedures listed below and included in Orientation Module 1.
- Students are not permitted to drive WACRH vehicles without a prior booking specifying time, date, purpose of travel ie one day/overnight stay and clinical/recreational and a complete list of passengers.
- For safety and budgetary reasons students are required to make bookings that enable group travel rather than individual travel wherever possible.

Author: J Riggs
Date: Executive endorsed 12 August 2014
Review date: December 2014
• Each WACRH vehicle has a green canvas satchel that contains information about the vehicle, emergency contact numbers, fuel card, key and kilometre sheets. The green canvas satchel is collected from and returned to Administration at the start and completion of each vehicle booking.

**DRIVER RESPONSIBILITIES:**

The driver is responsible for ensuring:

• The kilometre sheets are completed in full for each travel booking.
• Students travelling as passengers are listed in the booking system by name.
• Vehicles are returned clean and rubbish free.
• Vehicles are fully refuelled when gauge is at half full.
• Adherence to time, date and purpose of booking.
• Reporting to Administration any vehicle faults or minor damage.
• Reporting of accidents as required by UWA policies. Accidents where someone is hurt or damage is likely to cost more than $3000 must be reported to the officer in charge of a police station. See link to Legal Aid WA pasted below.

**TRAVEL TYPES:**

1. **Travel for the day** - vehicle use for clinical purposes and/or recreational purposes is booked via WACRH internal booking system.
   • **Weekend recreational day bookings** the driver who is responsible for the first booking in the system is to collect the vehicle between 4:30pm and 5pm on Friday. The driver who is responsible for the last weekend booking in the system is to return the vehicle refuelled and clean to WACRH at agreed time on Monday. Each driver is to complete the kilometre sheets for their travel. It is the responsibility of the driver to be aware of adjacent bookings, return the vehicle at the agreed time and handover the green canvas satchel.

2. **Travel that includes overnight stay** - vehicle use for clinical and/or recreational purposes is booked via WACRH internal booking system and requires completion in advance of a “Travel Authorisation” form (obtained from WACRH Administration staff).
   • When travelling to a location for clinical purposes that requires an overnight stay the driver is to notify WACRH on departure and safe arrival at destination. In business hours notify WACRH administration 9956 0200.
   • **Weekend overnight stay bookings** the driver is to collect the vehicle between 4:30 and 5pm on Friday. The vehicle is to be returned refuelled and clean to WACRH at agreed time on Monday. The driver is to complete the log book for their travel. It is the responsibility of the driver to be aware of other adjacent bookings, return the vehicle at the agreed time and handover the green canvas satchel.
   • Centre Manager (or delegate) is to approve “Travel Authorisation” form.

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Date: Executive endorsed 12 August 2014
Review date: December 2014
3. Recreational travel outside of City of Greater Geraldton and Shire of Mount Magnet boundaries

Students when on placement in Geraldton and Mt Magnet requesting use of WACRH vehicles for recreational purposes to travel outside of the City of Greater Geraldton and Shire of Mt Magnet boundaries are to fuel vehicle before departure using WACRH fuel card. On return students are to fully refuel the vehicle at their own cost.

Maps of City of Greater Geraldton and Shire of Mount Magnet are included in student orientation manuals. Links to maps pasted below. Map of Mt Magnet is on page 5 of Annual report.


Relevant UWA policies

- Conduct in the Workplace Guidelines
- Alcohol and Other Drugs Policies
- Equal Opportunity and Affirmative Action Policy Statement
- Driving in Remote Locations
- Smoking Policy
- Use of University Vehicles (Driver safety guidelines)

For further information visit the Safety and Health homepage.

Legal Aid WA


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PROCESS FLOWCHART:

Students - Day travel for clinical and/or recreational purposes

- complete WACRH online booking for vehicles

Students - Travel includes overnight stay for clinical and/or recreational purposes

- complete WACRH online booking for vehicles
- complete paper "Travel Authorisation" form for Centre Manager approval
- clinical purpose - driver to notify WACRH 9956 0200 on arrival at destination