

Q286B

USING an LA VEHICLE POLICY

Policy Statement

Enhanced Lifestyles is committed to fostering an environment which supports and values the work of all employees as we seek to achieve our shared goals.

The desired outcome is:

- To maintain a quality and safe standard of care
- To guide when it is appropriate for a Lifestyle Attendant to transport a Customer in their private vehicle

This policy applies to the use of a Lifestyle Attendant's private motor vehicle for transporting Customers while delivering a service where agreement has been reached between the support worker, Enhanced Lifestyles and in some cases the funder for a Lifestyle Attendant to drive their private motor vehicle while delivering a service.

This document complies with NDIS 2018, standard 2.2 Risk Management, 4.1 Safe Environment, and ACIS 2013, section 4.1 Safe Working Environment. This document is readily available to all Customers and employees of Enhanced Lifestyles including The Boards.

Policy context: This policy relates to	
Legislation or other requirements	Work Health and Safety Act 2012 (SA) Work Health and Safety Regulation 2012 (SA) SA Road Traffic Act 1961 Transporting a Person with a Disability STA-SER-001-201

Using a Lifestyle Attendant Vehicle

While delivering a service a Lifestyle Attendant may, subject to agreement with Enhanced Lifestyles, be required to drive their personal motor vehicle. This could include using the Lifestyle Attendants' private motor vehicle to transport a Customer in accordance with requirements for service delivery to a Customer including but not limited to transport services, community access, and shopping, collecting medications for the Customer or to enable service delivery.

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If a Care Worker uses their private motor vehicle while delivering a service in accordance with the Customer's individualised plan, it is the responsibility of the Lifestyle Attendant to maintain the vehicle in a roadworthy condition evidenced by an annual roadworthy compliance check, current Motor Vehicle Registration and an appropriate level of motor vehicle insurance. As a minimum, the Care Worker must maintain compulsory third party (CTP) personal injury insurance for their private motor vehicle.

The driver or owner of the vehicle and not Enhanced Lifestyle is liable for any excess an insurance company may impose.

The standard driving rules and regulations in each jurisdiction apply to a Lifestyle Attendant driving their private motor vehicle while delivering a service.

If Enhanced Lifestyles requires that a Lifestyle Attendant use their private motor vehicle for work purposes, it is the responsibility of the Lifestyle Attendant to annually provide the service provider with documentation showing that the Lifestyle Attendant:

- Holds a current/valid Australian drivers licence
- Does not have any restrictions on their license
- Maintains current registration
- Maintains current CTP insurance
- Annual roadworthy certification of the vehicle.

The agreement between Enhanced Lifestyles and the Lifestyle Attendant will either be established during the induction process or as required during active employment of the Lifestyle Attendant.

Documentation

Documents related to this policy	
Related policies	Q286 – Transportation of Customers Policy Q104 - Customer Safety and Security Policy
Forms, record keeping or other organisational documents	QF111 - Use of Customer Motor Vehicle Agreement QF231 - LA Statutory Declaration