

<b>Title</b>	<b>ACIA 008 - Use of a Support Workers Private Motor Vehicle for Transporting Participants</b>
<b>Purpose</b>	This guideline is intended to provide guidance to service providers, support workers, Participants, stakeholders and funders regarding the use of a support worker's private motor vehicle for transporting Participants while delivering supports or services.
<b>Background</b>	In the course of delivering a service, a support worker may be required, subject to agreement with the service provider, to drive their personal motor vehicle. This could include using the support worker's private motor vehicle to transport a Participant in accordance with the <i>plan</i> or attending duties required as part of the <i>plan</i> without the Participant being present (eg. shopping, collecting medications).
<b>Scope</b>	<p>This guideline applies to Australian service providers, support workers and Participants whereby agreement has been reached between the support worker, the service provider and in some cases the funder, for a support worker to drive their private motor vehicle while delivering supports or services in accordance with the plan.</p> <p><b><i>This does not include the use of a support worker's private motor vehicle to drive to and from work.</i></b></p> <p>As Participant involvement and service direction has increased it is imperative to involve the Participant in all aspects of the service delivery and the direction of their services to their ability. It is further acknowledged that dignity of risk is an important part of this choice and control.</p>
<b>Disclaimer</b>	This guideline is provided to help guide best practice in the community support and service industry. This information does not in any way replace legislative, regulatory or contractual requirements. Users of this document should seek appropriate expert advice in relation to their circumstances. ACIA does not accept any liability on the use of this guideline.
<b>Definitions and Supporting Information</b>	<p><b>Community Supports and/or Services</b> is defined as the provision of paid supports and services in a participant's home or community. It includes but is not limited to, the following activities of daily living:</p> <ul style="list-style-type: none"> <li>• clinical supports</li> <li>• community access</li> <li>• gardening and home maintenance</li> <li>• higher risk supports</li> <li>• housework or domestic assistance</li> <li>• medication assistance or administration</li> <li>• nursing services</li> <li>• palliative care</li> <li>• personal care or support</li> <li>• respite care</li> <li>• social support</li> <li>• transport assistance</li> </ul>

	<p><b>Support Worker</b> is an individual who assists or supervises a Participant to perform tasks of daily living to support and maintain general wellbeing and enable meaningful involvement in social, family and community activities in the person's home and community. The support worker is a paid person who has access to education, support and advice from the <b>Service Provider</b> line manager or team leader. <b>Support worker</b> has been commonly known as attendant care worker, disability worker, aged care worker, community worker, homecare worker, care worker or paid carer.</p> <p><b>Service Providers</b> are organisation or a person who are funded for the delivery of supports and services to Participants</p> <p><b>Funder</b> is the organisation that is funding the service provision (e.g. Government department)</p> <p><b>Participant</b> means the client, consumer or person receiving the nursing or community service or support. As Participant involvement and service direction has increased it is imperative to involve the participant in all aspects of the service delivery and the direction of their services to their ability.</p>
<p><b>Desired outcome</b></p>	<ul style="list-style-type: none"> <li>• To maintain a quality and safe standard of support</li> <li>• To guide when it is appropriate for a support worker to transport a Participant in the support worker's private motor vehicle</li> </ul>
<p><b>Guideline</b></p>	<p>If a support worker uses their private motor vehicle while delivering supports or services in accordance with the Participant's individualised plan, it is the responsibility of the support worker to maintain an appropriate level of motor vehicle insurance. As a minimum, the support worker must maintain compulsory third party (CTP) personal injury insurance for their private motor vehicle.</p> <p><b><i>Insurance can be very complex legally. For example, different insurance companies' policies have different rules about when a person is insured while driving their private vehicle for work purposes. It is important that all parties seek advice from an insurance broker or legal adviser to ensure they maintain the appropriate level of insurance cover for their circumstances.</i></b></p> <p>The standard driving rules and regulations in each jurisdiction apply a support worker driving their private motor vehicle while delivering supports or services.</p> <p>In instances where damage is caused to the support worker's vehicle during the course of delivering services or support, the support worker will be liable for any insurance excess or associated costs to repair their vehicle. The <b><i>exception is when a Participant causes the damage</i></b> to the support workers vehicle.</p> <p>If a service provider requires that a support worker use their private motor vehicle for work purposes, it is the responsibility of the support worker to provide the service provider with assurance that the support worker:</p> <ul style="list-style-type: none"> <li>• Is duly licensed</li> </ul>

	<ul style="list-style-type: none"> <li>• Does not have any restrictions on their license</li> <li>• Maintains current CTP insurance</li> </ul>
<b>Resource Documents</b>	<ul style="list-style-type: none"> <li>• Australian Community Industry Standard (ACIS) 2018</li> <li>• WorkSafe Victoria, Policy for Attendant Care – Guidelines for providing attendant care services to injured workers (October 2014)</li> <li>• Road Rules 2014 (NSW)</li> <li>• Road Transport Act 2013 (NSW)</li> <li>• Road Transport (Driver Licensing) Act 1999 (ACT)</li> <li>• Road Transport (Third-Party Insurance) Act 2008 (ACT)</li> <li>• Traffic Act 1987 (NT)</li> <li>• Transport Operations (Road Use Management) Act 1995 (QLD)</li> <li>• Road Traffic Act 1961 (SA)</li> <li>• Road Safety (Alcohol and Drugs) Act 1970 (TAS)</li> <li>• Traffic Act 1925 (TAS)</li> <li>• Road Safety Act 1986 (Vic)</li> <li>• WA Road Traffic (Authorisation to Drive) Act 2008 and Road Traffic (Vehicles) Act 2012</li> <li>• Road Traffic (Authorisation to Drive) Act 2008 (WA)</li> <li>• Road Traffic (Vehicles) Act 2012 (WA)</li> </ul>