

Transport Guide for Support Workers

09-CS-GUID-05

Introduction

As a Support Worker on Hireup you are able to provide transport for people seeking support. You may do this by driving your own vehicle or driving your client's vehicle. It is important to understand that when driving on a Hireup shift, your vehicle and any other vehicle that is involved in an accident are not covered by Hireups' insurance.

This guide will give you all the information you need to safely provide transport on Hireup.

Selecting Transport as a support category:

If you want to provide transport with Hireup you can nominate this in your profile. Once you nominate transport you will need to provide more information for verification. If you are providing transport (whether in your own vehicle or someone else's) you must:

- Provide a current and valid drivers licence
- Agree to the Hireup Transport Agreement
- Keep accurate records relating to your transport work on Hireup
- Notify Hireup immediately of any licence cancellation
- Notify Hireup of any medical condition that may prevent you from safely providing transport.
- Agree to complete a Hireup online incident form in the case of any incident or near miss event.

Driving your own vehicle with Hireup

Requirements for driving your own vehicle

If you choose to drive your own vehicle with Hireup you must:

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- Maintain the vehicle in a safe, clean and roadworthy condition. Conduct a visual Vehicle Inspection Checklist annually.
- Ensure the vehicle is maintained and serviced, as outlined in by the owner's manual.
- Register your vehicle with the relevant body and ensure the registration is maintained.
- Hold Compulsory Third Party (CTP) and check that you are insured to drive for business purposes.
- Think about your insurance needs and consider obtaining Comprehensive Insurance.
- Keep accurate records of the trips you have made using your own vehicle.
- Consider keeping a first aid kit in your vehicle.
- Provide Hireup with copies of any of these records when requested.

Remember by choosing to drive your own vehicle you are taking on the liability for any damage caused to your vehicle (or another vehicle involved in an accident).

Hireup may request to see copies of any of these records at any time. You can find a selection of templates to assist you at the end of this guide.

Vehicle Allowance

Support workers who use their own vehicle during a shift are entitled to \$0.78 per kilometre as outlined by the SCHADS industry award. This **does not** include travel to and from a shift. The vehicle allowance may have tax implications for you, see our FAQs page to learn more.

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If you wish to claim the Vehicle allowance for trips driven in your own vehicle you must discuss this with the person you are working for prior to completing the trip. If the person you are working for is happy for the vehicle allowance to be claimed they must turn on '**Support Worker Vehicle Allowance**' in the booking form for each booking that you have discussed.

You will then need to supply a breakdown of the kilometres driven and the details of the trip during the shift when you submit your hours in order to be paid the vehicle allowance.

Driving the vehicle of the person you are working for.

If you choose to provide transport to a person seeking support using their vehicle you must:

- Request to see a copy of the registration certificate of the vehicle prior to driving.
- Request to see a copy of the Compulsory Third Party (CTP) insurance for the vehicle.
- Request to see a copy of any other insurance policies.
- Complete a visual inspection of the vehicle prior to driving to ensure it is safe. Request training from the vehicle's owners, to ensure you understand how to effectively operate the vehicle.

It's important to understand that client vehicles are not covered by Hireup's insurance, so the liability is shared by you and the client - that's why it's really important that you check their insurance coverage.

Templates

Visual Inspection Report

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Whether driving your own vehicle or using the vehicle of the person seeking support you will need to complete a visual inspection of the car. [Here](#) is a template you can use to complete the inspection.

Vehicle Log Book

When driving your own vehicle you will be required to submit records of the kilometres driven during a shift. To assist you with this, here are a couple of logbook apps we recommend:

Driversnote [iTunes](#) / [Google Play](#)

ATO Vehicle Logbook [iTunes](#)

TripLog - Auto Mileage [iTunes](#) / [Google Play](#)