

# Guidelines for Work Travel Between University of the Sunshine Coast Sites

## 1. Overview

All ongoing and fixed-term staff at USC may be required to work at any site operated by USC. The relevant paragraph contained in the contract of employment states:

You may be required to work on either a temporary or an indefinite basis, in accordance with University policies, procedures and guidelines, at any campus, which the University currently has or may subsequently acquire or at any premises at which it may from time to time provide services.

In consultation with their supervisor, staff are encouraged to consider the purpose of travel and determine whether options such as video or audio conferencing may be suitable.

## 2. Working hours

When an ongoing or fixed-term Academic or Professional staff member is required to deliver services at a site other than the site that they are normally located at, consideration of travel times will be made in the workload allocation of the staff member for travel time above and beyond normal home/workplace commuting, including travelling between sites.

Travel time is included as part of the workload. When planning travel between USC sites, consideration must be given to planning work in conjunction with travel times to ensure costings are minimised and efficiencies achieved.

Where travel is necessary to undertake work that requires greater than four hours to deliver, then overnight accommodation could be considered, and work undertaken the next day should be planned to ensure maximum benefit is obtained from the visit.

For example, staff travelling to and working from Fraser Coast could work about three hours and then return to their primary campus. In this example, accommodation would not be required, and the driving fatigue management principles (see below) would be adhered to.

Consideration must also be given to the relevant Hours of Work clause in the University of the Sunshine Coast Enterprise Agreement.

## 3. Transportation

When an ongoing or fixed-term Academic or Professional staff member is required to travel to a USC site other than the site that they are normally located at, there are a number of options for travel, depending on the location and distance to the site. Transport must be by the most cost effective means available and must be approved by the relevant Cost Centre Manager or Head of School, prior to undertaking the travel.

Travel options:

- Public transport – for example, if travel is to or from Caboolture, Gympie, North Lakes or Sippy Downs campuses, staff can use the University Express Shuttle service. Similarly, if travel is to USC SouthBank, a staff member can catch a train to and from Brisbane or Caboolture. Reasonable costs for public transport will be reimbursed.
- University supplied vehicle - with the prior approval of the Head of School or Director, a staff member may use a University supplied vehicle, with the cost to be borne by the School or Cost Centre. Staff who access a University vehicle to travel to Sippy Downs campus can park in P2 or P3 (using a swipe card provided by AMS), outside Asset Management Services (AMS), or at the car park located at Claymore Road at no cost. If the vehicle is parked in any other car park on campus, the parking fee will be paid by the relevant Cost Centre via the online payment process. Staff who access a University supplied vehicle to travel to SouthBank can park in the basement of Building A4, which is accessed via George Croft Lane (at "Secure P" sign) just prior to 52 Merivale Street, South Brisbane at no cost (using a swipe card provided by AMS at Sippy Downs campus). Public parking is available within easy walking distance; eg Brisbane Convention and Exhibition Centre and SouthBank Parklands, and staff will be reimbursed if they pay for parking.
- Car pooling - where mutually convenient with other staff who are travelling between sites, especially when utilising University vehicles.
- Private vehicle use – a staff member can seek approval to drive their own vehicle and a mileage allowance would be paid on completion of the appropriate documentation. A staff member should only seek approval to use a private vehicle for official

DESIGNATED OFFICER

Director, Human Resources

LAST AMENDED

1 July 2018

business when:

- a University vehicle is not available, or it is impractical to collect a University vehicle for the journey;
- public transport is not a reasonable alternative; and
- the private vehicle is covered by Comprehensive Insurance and Compulsory Third-Party Insurance policies.

Staff who utilise their private vehicle and park in a paid parking area at Sippy Downs Campus will be reimbursed by their Cost Centre for costs incurred.

Each member of Senior Staff should make their motor vehicle reasonably available for their staff for the purposes of travel between campuses.

University staff are covered under the University's Workers' compensation insurance policy for work related direct travel (journey) to and from any University site.

Staff are required to complete a Travel Requisition if staying overnight in a location. If the travel is within one working day, a Travel Requisition is not required.

Staff will not be reimbursed for the purchase of food and drink during the course of travel, except in the case where overnight accommodation is required. In this case, the evening meal and breakfast for the following day may be claimed.

#### 4. Fatigue Management

Staff driving a motor vehicle between USC sites must adhere to safe driving principles as outlined below:

- Motor vehicle users should not drive for more than 10 hours in any 24-hour period, or drive and work for more than 10 hours in any 24-hour period.
- Drivers should take regular breaks to reduce the risk of fatigue. As advised by Queensland Department of Transport and Main Roads, it is suggested that drivers stop every two hours for a 15-minute break.
- Drivers must also comply with all road rules (including speed limitations) and applicable legislation while driving and not operate a motor vehicle if they are under the influence of alcohol or drugs.
- The journey should be planned, and consideration given to the following:
  - Length of journey
  - Vehicle type
  - Terrain and road conditions
  - Weather
  - Traffic conditions
  - Location of rest areas
- Where driving times are likely to exceed ten hours, or a self-assessment indicates a need to rest, drivers should consider using overnight accommodation, which requires relevant senior staff approval.
- If an accident occurs, drivers should follow state legal requirements and lodge an Incident Notification on return to work.

Casual academic and professional staff are not covered by the requirement to travel between USC sites.

All staff are, however, regardless of the purpose for travel required to adhere to the fatigue management principles when driving for more than two hours.

END.