

## WTMC TRANSPORT POLICY – Sept 2016 update

- 1) If transport is not sufficient for all who wish to go on a trip to a destination, those participating in the official scheduled Club trip have preferential use of the Club vehicle over those doing "transport only" trips.
- 2) The minimum number for using the Club vehicle is determined by the Transport Officer, following consultation with the Chief Guide.
- 3) There must be at least two authorised drivers available for trips from Wellington to any location with an anticipated journey time of more than 3 hours.
- 4) When additional vehicles are hired for Club trips, the driver and all vehicle occupants must cover the cost of this hire (including fuel), and must follow the Club driver protocols (attached as an addendum to this policy).
- 5) Those aged 15 years and under must be accompanied by a supervising adult.
- 6) Private transport only be used on club trips when authorised by the Transport Officer, following consultation with the Trip Leaders and the Chief Guide.
- 7) In the event that only private transport is used on a Club trip, all those who travel in the vehicle (including the driver) owe an equal share of the mileage rate. This is payable to the driver. The rate is based on the current Jury Service mileage rate (in 2016 this was 38 cents a kilometer).

For example, a trip to the Orongorongos is 88km (return) from Wellington Train Station. This equates to a cost of \$33.44, which would be split equally across all those travelling in the private vehicle (including the driver).

The mileage rate covers all costs relating to use of the car, and the Club is not responsible for any other costs, including insurance, break-downs, or break-ins.

- 8) If a private vehicle is used in combination with a club vehicle for a trip, then the vehicle occupants (including the driver) will pay the relevant club fee for the trip to the club. The driver then claims reimbursement from the club for the relevant mileage cost for the trip.