

METROPOLITAN EAST SCHOOL SPORT TRAVEL POLICY

RATIONALE

1. The Metropolitan East Sport Board has a responsibility to ensure safe, efficient and cost - effective travel, as part of its duty of care, when coordinating the travel arrangements for all regional teams attending state championships.

POLICY

1. The Regional Sports Officer will coordinate transportation arrangements, including costs, in accordance with the state purchasing policy.
2. When the arrival destination is Rockhampton or further north or when special circumstances prevail, all Metropolitan East teams' travel will be by plane, if possible.
3. It is compulsory that all teams travel to state championships by the transport if arranged by the Metropolitan East Sport Board.
4. Permission may be granted upon receipt of a written request for a student to return home from a state championship with a parent. Such arrangements shall not necessarily alter the transportation component of the levy.
5. If a student is required to alter their travel arrangements due to illness/injury etc. the student/family will be responsible for all costs including airfares, accommodation etc. If a team official is required to alter their travel arrangements to supervise a student, these costs will be met by the Metropolitan East Sport Board.
6. Approval may be granted by the Regional Sports Officer for individual travel arrangements to state championships.
7. Departure times to and from all state championships must minimise the amount of school time lost by the students and teachers.
8. Where no transport is provided for the Regional Team Officials to attend a State Championship, the Regional School Sport Officer will coordinate travel arrangements in consultation with the team officials.

Refer to Public service directive: Motor Vehicle Allowances

Kilometric allowance is to be paid to a public service employee who is required to use his or her private motor vehicle to undertake official duties as documented in the [public service directives](#) for the distance necessarily and actually travelled. Kilometric allowance is the only payment method that may be made to an officer for use of a private motor vehicle. Reimbursement of petrol or other expenses in lieu or in addition to kilometric allowance is not allowable.

Approval from the accountable officer must be granted prior to the travel commencing.

14. Employees who choose to use their Private Motor Vehicles

- 14.1 Where the approved means of travel is other than the use of an employee's private motor vehicle, and the employee requests and is granted permission to use his or her motor vehicle, the allowance paid is to be determined by the chief executive. This allowance is not to exceed the rates specified below:

(a) Automobiles – 37.5 cents per km

(b) Motorcycles – 15.0 cents per km

- 14.2 The allowance paid ***is not to exceed the costs associated with the approved means of travel.***

PROCEDURES

1. The Regional Sports Officer, in determining the transportation arrangements, will take into account:
 - the cost of fares
 - efficient use of time (school time missed by students and teachers to be minimised)
 - the welfare of the athlete
 - the impact on families
2. Exception to the travel policy must be made in writing to the Regional Sports Officer for consideration by the Metropolitan East Sport Board.
3. Students are required to remain with the regional team until the conclusion of the intrastate activity. This may be varied with the approval of the team manager/s.