

STUDENT TRAVEL GUIDELINES

2006/1



Note that this Policy does not apply to metropolitan based students on short-term rotations

In this Policy Document the term ‘Regional’ centre applies to the four larger campuses of the School; a rural centre is a smaller country town that may be the site of a smaller campus. This Policy Document should be read in conjunction with the UNSW Faculty of Medicine Rural Travel Information Sheet.

1.1 The School must ensure that due diligence is observed to provide for the safety of students when travelling. The rules to govern the process detailed below must be followed.

1.2 In determining the method of transport to be used in student travel, the following rules are relevant.

The School is to determine the need for travel.

A contribution towards the cost of approved travel shall be at the discretion of the School, the approving authorities being Business Manager and the Director.

Contributions to the costs of travel by the School do not generally include travel to and from Sydney, other than those conditions covered within this policy.

It is the responsibility of any **student** who wishes to drive their **own vehicle** on a journey required to meet the course requirements, before the first travel of each academic year to:

- Complete a School Travel form
- Provide to the Administrative Officer of their campus, a photocopy of their **Driver’s licence and of the registration and third party insurance documents relating to the vehicle**

No student shall be permitted to drive a **Faculty vehicle** except in exceptional circumstances approved by the Business Manager or the Director.

With the approval of the Business Manager or the Director, a student who has an appropriate full driver's license may, in exceptional circumstances, drive a **vehicle which has been hired** for a specific educational purpose.

No student will be **required** to travel in a vehicle driven by a fellow student but may choose to do so in a vehicle whether hired for or owned by the fellow student driver, on the clear understanding that they do so at their own risk in exactly the same way as they would if they were driving socially with that person. Students who elect to travel with another student will be required to complete a **DISCLAIMER FORM ST1** and will not be entitled to any reimbursement of costs for that trip.

There is absolutely no requirement by nor expectation of the School that students will be passengers in a particular vehicle or with a particular driver and the School shall support a student's unwillingness to be a passenger in such circumstances without question..

The School will not require a student travelling on school business to transport another student if they do not wish to do so.

No staff member shall **be required** to act as a driver.

No driver shall be indemnified by the School against any driving or parking offence. Students shall be fully responsible for their own driving, parking or other related offences and any penalties these may attract.

1.3 Reimbursement for travel

1.3.1 Students travelling **within their regional centre** will be regarded in the same light as they would in the city: they are responsible for their own expenses except in exceptional circumstances.

1.3.2 Students who **are required** to travel **outside their regional centre** to a smaller rural centre will be reimbursed at a rate based on distance travelled. The sites of the attachments are known and the School will record the distance and pay on that basis. This removes the necessity for odometer readings to be supplied for each journey.

1.3.3. Reimbursement rates will be varied from time to time at the discretion of the School. The reimbursement rate for the year of 2006 has been set at 30 cents per kilometre travelled, regardless of the engine capacity of the vehicle.

1.3.4 Students required to **travel to Sydney** are to travel by bus or rail. **Those who elect to take their own cars do so at their own expense.** Reimbursement of bus or train fares for such travel will only occur where no transport has been organised by the School, and will be set at the lowest available student fare rate. Original tickets or tax invoices must

be provided to qualify for reimbursement of these fares. See **STUDENT TRAVEL FORM ST3** and **Non Order Payment Form (APO1)**.

1.3.5 Students who are required as a formal group to travel to another School campus within their School Division (eg Albury to Wagga Wagga for a joint study day) will be provided with appropriate transport. Those who choose to use their own vehicles do so at their own expense, and are required to complete a **DISCLAIMER FORM ST2**.

1.3.6 Students who are required to travel to smaller rural centres and who do not possess a car will be:

Reimbursed for the cost of public transport where this exists between regional and rural centres:

Provided with taxi vouchers:

- To attend hospital at night for a scheduled event, and for obstetric attachments
- If they are required to attend a teaching facility which is not reasonably accessible by public transport.

1.3.7 Year V students who organise their own rural GP placements away from the local region will not be eligible for travel reimbursement.

Professor Louis Pilotto
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