

**CITY OF JOONDALUP**  
**COMMUNITY TRANSPORT PROGRAM POLICY**  
**USE OF COMMUNITY TRANSPORT VEHICLES**

**Purpose**

**To set guidelines regarding the use of the vehicles operated for the City of Joondalup through the Community Transport Program.**

**Policy Statement**

**The community vehicles will be available to people and community groups who reside or provide services in the City of Joondalup.**

**Policy Guidelines**

**Transport Services**

The City of Joondalup vehicles will be predominantly available Monday to Friday for the transport of well and mobile senior citizens who:

- Reside in the City of Joondalup;

**Note - Some existing clients of the City of Joondalup Community Transport Program reside in the City of Wanneroo. Whilst these clients will continue with the City of Joondalup's program, all future requests from residents of the City of Wanneroo will be referred to the City of Wanneroo for access to its Community Transport services.**

- Are disadvantaged in their access to regular public transport;
- Experience a lack of alternative transport options;
- Experience difficulty in accessing other forms of transport due to frailty and or disability;
- Live in a residence that is a distance from shops or services;
- Have the capacity to manage independently once at the destination.

**Use of vehicles by Community Organisations**

- *All arrangements for the use of the vehicles must be made through the Community Transport Program at the City of Joondalup;*
- Groups using the vehicles must provide details of hours booked, destination and client group;
- Destinations should be no further than 100 km radius from the City of Joondalup CBD;
- The nominated driver shall provide evidence of holding the appropriate driver's licence as determined by the state government Department for Planning and Infrastructure;
- Vehicle use by groups will be charged according to the Fees and Charges schedule as determined by Council each financial year;
- The vehicles must only be driven on sealed roads;
- Groups will be responsible for returning vehicles in a clean condition;
- Groups will be responsible for returning vehicles with a full tank of fuel.

### Reciprocal Arrangements with Other Organisations

- The City will make its vehicles available to the Cities of Wanneroo and Stirling;
- Usage by other organisations will be arranged through the Community Transport Program;
- The vehicles will only be available when not being utilised for the regular schedule of the City's Community Transport Program;
- The same conditions of use will apply as stated in the use of vehicles by community groups as shown above.

### Fire and Emergency

It is understood that in accordance with the state Fire and Emergency Services Act the City's vehicles may be commandeered at any time in response to an emergency in the community.

The City's Operational Emergency Plan endorsed in November 2003 lists the Community Transport Program vehicles in Annex C as a resource that could be accessed by the Hazard Management Agency that takes responsibility in an emergency situation.

### **Delegation**

*Chief Executive Officer*