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TAFE Workload Instructions 3 - Using vehicles for college business

Members are to use these instructions to help regulate their workload and to ensure current entitlements, as prescribed by the Western Australian TAFE Lecturers' General Agreement 2019, are respected and implemented.

Issue: Members have indicated that the time taken to travel between sites is not being counted in their weekly hours of work. Members are also reporting the need to use their own vehicles for work purposes, including visits to students at workplaces, as college vehicles are not available.

Members are **not** required to provide their own vehicles for college business.

The union is concerned that many lecturers are unclear of issues around using their own vehicle and that by using their own vehicles lecturers may be incurring costs that should be borne by the college.

If members are required to attend college business off campus, they **should** use college vehicles, be provided with taxi vouchers, or, if time allows, use public transport. Colleges have a system to book vehicles.

In the first instance, the college will endeavour to manage travelling time within a lecturer's ordinary hours. That is the college may, at its discretion, reduce professional duties or lecturing duties to accommodate the travelling. Where lecturing duties are reduced, PA time and ARD time will be allocated in accordance with **Schedule L – Hours Chart** of the Agreement, see **Clause 41 – Travelling Time and Excess Travelling Time** of the Agreement. Where lecturing hours or professional duties are not reduced, the time would be considered excess travelling time to be paid at the rate of time and one half of the ordinary hourly rate of pay (see Clause 40.7 of the Agreement).

Authorised by Sally Dennis, General Secretary, The State School Teachers' Union of W.A.
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