



# OTAGO TRAMPING AND MOUNTAINEERING CLUB



# TRANSPORT GUIDELINES

# Otago Tramping and Mountaineering Club (Inc.)

## Transport Guidelines

The following committee approved guidelines are in place to aid the planning of transport for OTMC Trips.

1. **TRANSPORT ARRANGEMENTS**
2. **SETTING THE TRIP COST**
3. **PAYMENT OF THE TRIP COST**
4. **REFUNDS AND REBATES**
5. **CLAIMS FOR EXPENSES**
6. **REIMBURSEMENT FOR USE OF PRIVATE VEHICLES**
7. **PAYMENT OF ACCOUNTS**
8. **DAMAGE TO VEHICLES**
9. **TRAFFIC OFFENCES**
10. **DAY TRIPS**
11. **GENERAL**

# 1. TRANSPORT ARRANGEMENTS

- a) Transport will be arranged by the Transport Officer or Chief Guide.
- b) Use of private vehicles shall be avoided as much as possible.
- c) Rental Vans shall be at least 90% full (*i.e. at least nine people in a ten-seater van*)
- d) Private Cars shall be at least 75% full (*i.e. at least three people in a four-seater car*)

This means Transport will generally be arranged as follows:

1-8 people:	Private car's
9-10 people:	One Van
11-17 people:	One Van + private car's
18-20 people:	Two Van's
21-26 people:	Two Van's + private car's
27-30 people:	Three Vans
31-35 people:	Three Van's + private cars

Where private cars are used to supplement hired vehicles, every person on the trip list pays the same trip fare (transport cost).

- e) Insurance shall be included in each rental vehicle hire.
- f) Private vehicles used as officially sanctioned transport on an OTMC trip shall have as a minimum current 3rd party insurance. If a private vehicle has no insurance, then it shall not be used as official OTMC transport, and the OTMC will have no liability for reimbursement under Clause 8 of these guidelines.
- g) The Transport Officer / Chief Guide solely shall appoint drivers for rental vehicles. The Transport Officer / Chief Guide shall ensure that drivers are responsible and competent, and over 25 years of age. The Transport Officer / Chief Guide shall communicate to the Rental Company a list of approved drivers for insurance 'named drivers' purposes.

# 2. SETTING THE TRIP COST

- a) Trip costs shall be set by the Transport Officer or Chief Guide
- b) The Transport Officer / Chief Guide estimates the cost of the trip. The cost

should include the known costs, (vehicle hire, mileage, fuel, driver's accommodation etc.) plus an allowance for miscellaneous expenses (toll call's etc.)

- c) The trip cost shall be calculated to breakeven at nine people per van.
- d) The trip cost shall be rounded up to the nearest dollar.
- e) The Transport Officer / Chief Guide shall enter the trip cost on the trip list. This is the cost everyone signed on the list must pay.
- f) If it is certain that a particular type of transport shall be used then the fare should be set at the fare for that particular type of transport.
- g) The Transport Officer / Chief Guide shall endeavour to publish the trip cost on the Trip Card, and also in the Weekly Update.

### 3. PAYMENT OF TRIP FARES

- a) Trip costs are to be paid online to the OTMC bank account (details will be provided by the Trip Leader) Please use your name and trip destination as the reference.
- b) Non-members of the OTMC shall pay the trip cost upon signing the trip list or registering for the trip with the Trip Leader. In the event the trip cost is not paid as outlined here, then the non-member may be excluded from the trip.
- c) The following trip (not transport) surcharges shall apply:
  - i) **Non-member** - 20% of current full subscription (\$13.00 (incl. GST) in 2021/22)
  - ii) **Members**. - \$3.00 (incl. GST) for not paying before the trip departs
  - iii) \$3.00 (incl. GST) per month that the account remains unpaid
- d) The Trip leader shall ensure that non-member trip costs are paid on time.
- e) The Treasurer shall ensure that member trip costs are paid.
- f) Everybody (*except providers of private vehicles*) pays the Treasurer the trip cost and vehicle running costs are treated independently. (i.e. reimbursement for costs such as fuel for rental vehicles cannot be deducted from the trip cost).
- g) If a trip participant provides a private vehicle, then no trip cost is payable, and the OTMC will reimburse any costs for fuel, oil and Road User Charges (RUC) - see Section Five (Claims for Expenses) and Section Six (Reimbursement for use of private vehicles)

## 4. REFUNDS AND REBATE

- a) Any application for Trip fare refunds shall be in writing and shall be considered by the Committee. Refunds may be in part or in whole, depending on the circumstances.
- b) Where a suitable substitute is found for a person withdrawing from a trip, a refund will be paid by the Treasurer. No application for a refund is necessary. Where a vehicle is not 100% full, the substitute must be found by the person withdrawing.
- c) A rebate on the Trip fare shall be paid when there is an excess of income over expenditure exceeding \$5.50 (GST incl.) per passenger. The rebate is determined by the Treasurer after all trip fares have been received and all accounts and claims have been paid. Late Fees and Trip surcharges are not included when trip surpluses are calculated, but trip fare refunds are taken into account. The Treasurer may take the cost of postage into account when calculating the rebate. Rebates are rounded down to the nearest 50 cents. The trip cost rebates are to be sent out automatically once approved by the committee.

## 5. CLAIMS FOR EXPENSES

- a) Notification of intention to claim for expenses incurred on Club trips must be made to the Treasurer within two months of the date of the trip.
- b) Drivers claiming reimbursement for private vehicles shall include:
  - Details of the claim (Trip destination and date etc.)
  - GST invoices (receipts) verifying the claim.

## 6. REIMBURSEMENT FOR USE OF PRIVATE VEHICLES

- a) The provider of a private vehicle for an OTMC trip shall not pay the trip cost, and the OTMC will reimburse the higher of:
  - The actual cost of fuel and RUC's; or
  - Two times the trip fee
- b) The driver should fill the fuel tank when leaving town at the drivers cost, and once more on their return (at the trips cost) to give a true measure of how much fuel is used. Reimbursement is covered in Section Five (Claims for Expenses)

## 7. PAYMENT OF ACCOUNTS

- a) The Transport Officer / Chief Guide shall examine all accounts and claims

to ensure they are reasonable and agree with any quotes obtained. This will also help trip fare monitoring and effectiveness.

## 8. DAMAGE TO VEHICLES

- a) In general the OTMC accepts no responsibility for damage to or loss of private vehicles which are being used as officially sanctioned transport on club trips. If a rental vehicle is damaged while in the Club's use, then any additional costs shall be paid by the Club. The Committee, after considering the circumstances, may request, but cannot insist, that the driver and / or passengers in the vehicle contribute towards all or part of this cost.
- b) For private vehicles where no blame can be attributed to the driver, the Committee may, at its discretion, authorise payment from club funds up to the value of the owners insurance excess fee. For guidance, examples that will be considered by the Committee are limited to 3rd-party damage, either while in transit to and from the trip destination, or secured unattended at a road-end.

## 9. TRAFFIC OFFENCES

- a) The OTMC accepts no responsibility toward any driver, who driving on club trips, has cause to receive an offence ticket of any description, from a controlling authority.
- b) The Transport Officer / Chief Guide shall ensure, as far as possible, that all transport on OTMC Club trips is run in a law abiding manner.
- c) The Transport Officer / Chief Guide shall remind rental van drivers of the current speed limit in relation to towing trailers.

## 10. DAY TRIP TRANSPORT

- a) Trip costs on OTMC day trips are estimated by the Day Trip Convenor using the double fuel cost method, based on three people per car.
- b) The trip costs shall be printed on the Trip Card and included in the Weekly Update as deemed appropriate.
- c) The trip cost shall be paid by all passengers to the driver upon departure of the trip.

## 11. GENERAL

- a) There shall be no consumption of alcohol on any form of Club Transport.
- b) All club transport is smoke free.