

# CBC Transport Pooling Guidelines

## 1. Introduction

The walk leader is in charge of all transport arrangements. The following guidelines are based on current practices and are provided to assist the leader in making workable arrangements but can be varied at the leader's discretion. The leader may modify the transport cost for example to take account exceptional road conditions that may cause greater wear and tear to vehicles.

## 2. The transport rate and calculating the cost per vehicle

The transport rate is presently 38 cents per kilometre shared equally amongst all participants. The rate is set with reference to the rate per kilometre allowed by the Commissioner for Taxation for work related car expenses for a vehicle of 1.6 - 2 litre engine capacity (See Section 3.2 of the Standing Resolutions). It is reviewed each year at the AGM and is currently set at 50% of the rate allowed by the Commissioner.

To determine the transport cost per vehicle, first measure the total kilometres from Civic (or some other appropriate place) to the start point of the walk and back again. If necessary consult Distance Records on the Club Documents page. Then multiply this by the transport rate. For example, if the round trip is 140 kilometres then it's  $140 \times 38$  cents which is \$53.20 rounded off to \$53 per vehicle.

## 3. Calculating the cost per person and distribution to drivers

The amount each person has to pay is determined firstly by whether there is the same number of people in each car. If that is the case then it's a simple matter of dividing the amount owed to the car by the number of people in the car. (Note, drivers are included in the calculation in order to determine the cost per person although they don't actually hand over any money.) For example if each car has 4 people in it (including the driver) then using the example in Section 2, the cost per person is determined by dividing \$53 by 4 which equals \$13.25 per person, rounded off to \$13. Each passenger pays this amount to the driver after the walk. In this example each driver would receive \$39.

However, if there are different numbers of people in each car then the cost per person is determined by averaging the cost over all the cars and all the participants as follows. The amount owed to each car is multiplied by the number of cars and then divided by the total number of participants including the drivers. Let's say the distance travelled is the same as in the above example but there are 10 participants in 3 cars. First you multiply \$53 by 3 which equals \$159 - this is the total amount owed to the 3 cars. Then you divide that figure by the total number of walkers thus:  $\$159 \div 10 = \$15.90$  - rounded up to \$16. This is the amount each passenger pays. The walk leader then collects this amount from all the **passengers** (7 in this example) after the walk and this would yield \$112 ( $\$16 \times 7$ ). This amount is then divided by the number of cars (3 in this case) which equals \$37.33 rounded down to \$37 and this amount is given to each driver. The extra dollar in this case could be given to the driver who lives furthest away from the rendezvous point.

In summary, you can calculate each participant's contribution to the transport costs using the formula:  **$(D \times R \times V) / N$**  where: D is the round trip distance travelled by a vehicle in kilometres; R is the transport rate for trips; V is the number of vehicles provided; and N is the number of trip participants.

You will note above that we avoid dealing in cents as it is too difficult to provide change etc. Therefore the leader should round off the amount to the nearest dollar.

## 4. Advertising the transport cost

The leader is encouraged to enter an estimate of the cost per person or a 'cost range' in walk advertisements as this is more useful for the participant. Cost per vehicle can also be included if desired. The *exact* transport cost that each person will have to pay on walk day is difficult to predict in advance. It will depend on how many people are transported on the day, how many cars are used and other factors. Costs may rise if cars are only partly filled. Park admission, camping fees, cabin accommodation etc are additional costs which leaders should list separately.

## 5. Choosing Vehicles

Once participants have become club members and are familiar with the transport system they should be encouraged to offer their vehicle if suitable to the leader for possible use. The leader may not actually use their car of course. Leaders should advise drivers to fill up with fuel the night before and to clear out unnecessary objects from their vehicle and to be on time at the rendezvous point. They should also be advised that they will receive the payment as calculated by the walk leader but that the driver is included when calculating the cost per person (see Section 3).

When choosing vehicles and how many to use, leaders should take into account such factors as:

- General suitability of the vehicle for the journey: reliability, size, luggage space etc. Four door vehicles are more comfortable than two door vehicles especially when travelling long distances or on winding roads
- The type of road and distance to be travelled. 4WD vehicles are preferable when driving on rough or wet dirt roads but are not otherwise essential
- For day walks, a maximum of four people per vehicle including the driver is best unless the vehicle is a large one or the distance is short
- For overnight pack walking, car camping and hostel/cabin accommodation it may be best to have only three people in the vehicle (including the driver) to allow space for luggage unless the vehicle is a large one and can take all the luggage
- Starting point of drivers and place of residence of passengers. If passengers are to be collected en route (see below) it may be more efficient and fairer to choose available drivers (with suitable vehicles) who are located furthest away from the rendezvous point
- Reliability of the driver.

## 6. Transport arrangements

The walk leader is in charge of all transport arrangements. Drivers can make alternative arrangements with passengers provided both parties are happy with the changes and they are cleared with the leader before walk day.

The leader will normally choose a rendezvous point within the Canberra-Queanbeyan area where all participants will meet. If drivers are required to collect passengers en route (see below), leaders should contact drivers early (so they have time to contact their passengers) and give the drivers the names, email addresses, pick up addresses and telephone numbers of their passengers as well as the location of the rendezvous point and meeting time. For new drivers, the leader should emphasise the need to be on time. If advice is sent to drivers by email leaders should ask drivers to reply to their email to verify receipt. Leaders should also suggest the same to drivers if they are advising their passenger of pick up arrangements by email.

If there has to be a last minute cancellation of a trip, the leader should notify each driver and ask him or her to ring their passengers ASAP. Unless all people are contacted the leader should be at the rendezvous point regardless of the weather.

**For day walks:** If a passenger lives near a driver or en route to the rendezvous point, leaders may ask drivers to collect at least some of their passengers from their nominated pick up address particularly if the rendezvous point is some distance away. However if the passengers are located too far away from a driver's starting point or their route to the rendezvous point, the leader may ask passengers make their own way to the rendezvous point or to the driver's residence or another passenger's home as too much time may otherwise be spent collecting passengers.

**For overnight walks:** The security of passengers' vehicles is important and they should not be expected to leave their car at a rendezvous point overnight if it's at a shopping centre, a nature strip or some other public place. As such, for overnight walks it may be best for passengers to be collected from their place of residence or if necessary get some passengers to drive their car to their driver's residence if the vehicles can be parked securely.