



Upper Great Southern Family Support Inc.

# Policy On

## ACROD PARKING PERMITS

**Date Adopted:**

**February 2011**

**Date Revised:**

**Review Date:**

**February 2012**



Upper Great Southern Family Support Association Inc.

## Policies and Procedures

<b>Policy and Procedure:</b> ACROD Parking Permits	<b>Date Adopted:</b> February 2011
<b>Number of pages:</b>	<b>Date of Last Review:</b>
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## ACROD Parking Permits

### Purpose of this Policy

The purpose of this document is to ensure that Upper Great Southern Family Support Association's (UGSFSA) ACROD parking permits are used in accordance with the rationale of the ACROD Parking Program, and to ensure that the permits are protected from misuse.

## The Policy

The object of the ACROD Parking Program is to improve the quality of life for people with mobility impairments whether temporary or permanent, and is designed to support these people to access their community.

UGSFSA have ACROD parking permits for its organisation's vehicles. The permits are green in colour and have an ACROD number which is unique to UGSFSA, as well as an individual permit number. Permits are valid for each calendar year and must be re-applied for in October or November of each year.

### Eligibility Criteria

It is staff of UGSFSA's responsibility to ensure that they are aware of the ACROD Parking Program eligibility criteria, and to only use permits when transporting service users who meet the following conditions:

- Have server mobility impairment where walking more than 50 meters causes the physical condition to deteriorate, and close proximity parking is required; and/or
- Requires the specific use of a wheelchair, crutches, walking frame, callipers, or other specific mobility aid; and require a wide parking bay to transfer in/out of a vehicle.

### Permit Log

It is important that staff members are aware of where and by whom UGSFSA's permits are being used. Therefore the Permit Logs must be used to keep a record of the permits' use.

There is one permit log per permit, and the permit is contained within the clipboard that houses the log. The log must be filled out each time the permit is used.

### **Keeping the Permits Safe**

When not in use, staff of UGSFSA need to ensure that the permits and permit logs are locked in the safe. Staff are not to:

- Leave permits in vehicles when not in use,
- Leave permits in an unlocked vehicle, or
- Leave permits with people who are not staff or volunteers.

## **Procedure**

When a permit is required to be used:

- The staff member requests the permit to be removed from the safe
- The staff member ensures the permit log is filled out correctly, documenting the date, service user who requires the permit, the location that the permit is being used, and signs their name to validate the permit's use.
- The staff member must then display the permit correctly, with the foil image of the International Access Symbol being visible on the dashboard.
- The staff member removes the permit when it is no longer needed and places it back into the permit log clipboard.
- When the staff member returns to the office, the permit log is to be returned to the safe.

Permits are to be kept in the safe at all times other than when needed.

### **Relevant Forms & Documentation:**

[ACROD Parking Permit](#)

[ACROD Parking Permit Log](#)

### **Review of the Policy**

This policy will be reviewed on an annual basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy shall be reviewed immediately and amended accordingly.