

Mount Isa Centre for Rural and Remote Health, James Cook University SOCIAL WORK AND NURSING STUDENT TRAVEL SUBSIDY GUIDELINES

Intent

This document provides guidelines for travel subsidy to James Cook University (JCU) nursing and social work students based in Mount Isa Centre for Rural and Remote Health's (MICRRH) footprint attending compulsory residential learning blocks in Townsville and Cairns.

Scope

The travel subsidy guide is for nursing and social work students who:

- are based in Mount Isa, Cloncurry, Longreach and Weipa (MICRRH's footprint)
- are attending compulsory residential blocks in Townsville or Cairns that are mandatory for the completion of the course

This Guide does not cover other disciplines and residential blocks in other campuses and is applicable only to JCU students.

General guidelines for student travel

1. Mount Isa Centre for Rural and Remote Health (MICRRH) is committed to ensuring that students are able to travel safely when required for placements, compulsory residential blocks, examinations, research, or other official university business.
2. Students are required to adequately prepare for the journey in terms of planning the journey, travel times and duration, financial effects, equipment, safety, and emergency situations. The Department of Transport and Main Roads provides comprehensive guides for drivers, motorcyclists, and rail users. Travellers should refer to these.

Drivers should refer to the following guide: <http://tmr.qld.gov.au/Safety/Driver--guide.aspx>. Additional driver information [Driving in the Outback](#) is highly recommended to students.

3. In accordance with the principles and official advisory websites listed, any student driving a vehicle is reminded of the following considerations when making decisions about travel:
 - a) the vehicle must be adequately equipped and mechanically sound
 - b) the driver will be appropriately licensed
 - c) safe travel distances and speeds are observed
 - d) driver fatigue is managed appropriately with a scheduled stop of at least 15 minutes for every two hours travelled
 - e) if travel time is greater than the reasonable safe driving time in a day, drivers are encouraged to break the journey and stop overnight.
4. Currently enrolled JCU students are covered by various insurance policies while undertaking University approved activities, including necessary direct travel to and from such activities. Personal belongings including motor vehicles are not covered under any of these policies. (For more information, refer to <https://www.jcu.edu.au/chancellery/legal-and-assurance/insurance/student-insurance-information>).

Guidelines and Procedure

1. OVERVIEW

As part of the course requirements, nursing and social work students undertake compulsory residential blocks in Townsville or Cairns to complete practical learning sessions.

Costs associated with travelling to and from their usual place of residence are incurred by the students. To support and enable student travel to complete these mandatory residential learning outcomes, MICRRH will subsidise travel costs. This subsidy is possible only as a result of rural health workforce initiatives through the Department of Health.

2. RULES FOR TRAVEL SUBSIDY

- a. Subsidy for travel costs is applicable when the residential learning blocks are mandatory requirements to complete the course.
- b. Only the students that successfully complete the residential blocks are eligible to claim the travel subsidy.
- c. The travel subsidy is for return trips from their usual place of residence in any of the locations within MICRRH's footprint as mentioned in the Scope on Page 1.
- d. Students can choose any mode of transport to travel to and from the residential block location, but will be subsidised the amount mentioned under Travel Subsidy Amounts. Students are responsible for organising and paying for their travel to the residential site.
- e. The travel subsidy will be paid after the completion of the residential block and upon receipt of a fully completed and signed **MICRRH Nursing and Social Work Student Travel Subsidy Claim Form**.
- f. The **MICRRH Nursing and Social Work Student Travel Subsidy Claim Form** must contain student contact details and banking details and must be submitted by the due date and time as mentioned below to mountisaplacements@jcu.edu.au.
- g. The **MICRRH Nursing and Social Work Student Travel Subsidy Claim Form** must be submitted for processing within three (3) calendar months of the date the residential block is completed. Failure to submit the form within that timeframe will result in the student being ineligible to claim for the travel subsidy.
- h. Students can submit the **MICRRH Nursing and Social Work Student Travel Subsidy Claim Form** prior to commencement of the residential block but it will only be processed after the completion of residential block.

3. TRAVEL SUBSIDY AMOUNTS

An amount of \$500 including GST will be paid to all eligible students who submit their claims as per the guidelines provided in this policy. As this is not a reimbursement, students are expected to cover for any additional expenses that exceed this amount.

Amounts and conditions of the subsidy are not negotiable.

4. ADMINISTRATION OF RURAL TRAVEL SUBSIDY

At the completion of the residential block, all eligible students must submit the **MICRRH Nursing and Social Work Student Travel Subsidy Claim Form** as per Item 2 above.

Students must also submit proof of completion of residential block along with **MICRRH Nursing and Social Work Student Travel Subsidy Claim Form**.