

Purpose

The purpose of this policy and procedure is to set out the guidelines and requirements for the RAD National Seniors Association (NSA) Recruitment Fuel Incentive.

Scope

This policy and procedure describes the NSA Recruitment Fuel Incentive and who is eligible to receive it.

Definitions

Eligible Employee is any person employed by a RAD entity as a bus driver who is also an NSA member.

NSA Recruitment Fuel Incentive refers to the incentive provided by RAD entities to refund fuel costs for Eligible Employees.

RAD entity or entities refers to any one or more of the following entities CDC South East Queensland, CDC NT, Buslink Alice Springs, Qcity Transit, Blanch's Bus Company and Forest Coach Lines – North.

Policy

The NSA Recruitment Fuel Incentive is available to Eligible Employees in respect of fuel costs associated with travel to commence work at the RAD entity depots.

A one-off payment, capped at \$200.00, will be paid to Eligible Employees who provide receipts for fuel used in travel to a RAD entity depot.

There is no limit on the number of incentive payments an Eligible Employee can claim however, only one payment can be claimed at each RAD entity depot.

The NSA Recruitment Fuel Incentive is available to any Eligible Employee who successfully completes driver training (if required) and is employed as a bus driver by a RAD entity for a minimum period of 6 weeks.

Procedure

1. The NSA member completes the online application form for employment as a bus driver at a RAD entity location
2. Recruitment process is started.
3. If the NSA member is recruited and is successfully employed as a bus driver, the NSA member travels to a RAD entity depot
4. The manager at the location provides the NSA Recruitment Fuel Incentive Claim Form to the NSA member to complete
5. The NSA member returns the complete Claim Form with fuel receipts to the manager
6. The manager confirms the NSA member has been employed for six (6) weeks continuous employment and authorises the payment

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