

Supportivity accessible van

Supportivity has a wheelchair accessible vehicle for people with a disability to use with their family members or carers at their own convenience.

This vehicle can be used to attend social activities, shopping, appointments, and weekend breaks. The van comes with a disability parking permit.

Who can drive/use the van?

- ✓ If you are over 25 years of age
- ✓ If you have a current open driving license for a minimum of 2 years
- ✓ If you sign the Conditions of Use for the van
- ✓ If a staff member has copied your driving license
- ✓ If you have had an instruction session with Supportivity on how to use the van

Collecting the van

- Collect van key at the Supportivity office during office hours.
- Check the van for any marks before you drive away, if you find any scratches, dents etc. fill in a **Damage Report** and notify an office staff ASAP.
- Complete the van log book with start date, return date and your destination.
- The fuel tank cap is on the left side of the van
- **Important:** the fuel tank is smaller than the fuel gauge shows, 45 litres capacity.
- 400kms is the maximum you will get from a full tank before you need to top it up with fuel, or when the fuel gauge indicates only a ¼ of a tank is left, you risk running out of fuel if lower than ¼ full.
- **Only use Premium Unleaded 95 or 98.**
- Before you leave the garage complete the logbook, start date, start km from the odometer, destination of the journey, drivers signature.
- Upon return of the vehicle, complete the van log book with return date and kms.
- Return the van keys to the office.



In case of an accident

Fill out the accident form located in the vehicle.

Exchange details with people involved:

- Date, time and location
- Name and residential address of the other party
- Licence and registration details
- Make and model of vehicles involved in the accident
- Insurance policy details, if known
- If needed collect names and details of any witnesses

If the vehicle requires towing or road assistance, call RACQ on **13 11 11**

RACQ will request

- Vehicle model and registration number
- Company name (Supportivity)