



January 2012

Organisation Permit Management Policy

The objective 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.

Organisation Permits

Organisation Permits are issued to services supporting people with disabilities, the aged care sector, community groups, multi purpose taxis and other related services. Your new permit:

- features a hook, so that the permit can be hung from your rear vision mirror once the vehicle you are travelling in is parked, and is
- valid for one year as displayed on the permit.

Please ensure you have an adequate number of permits to meet the needs of your clients/ consumers.

Eligibility Criteria

It is your responsibility to ensure that staff and volunteers are aware of the ACROD Parking Program eligibility criteria and only use permits when transporting people who fit the criteria:

- ✓ have a severe mobility impairment where walking more than 50metres 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 you are aware of where and by whom your permits are being used. An easy way to manage your permits is to keep a centralised permit log of all permits held by your organisation. ACROD has developed a permit log (overleaf) which you may wish to use.

Keep your permits safe

When not in use, ensure permits are kept in a secure environment, such as a locked office. Do not leave permits in a vehicle when not in use, in an unlocked vehicle or with people who are not staff or volunteers.

