

PRIVATE VEHICLES

POLICY

Rationale:

- While the use of private vehicles to carry out school related business should be minimised - particularly the transport of students - it is recognised that at times staff members are required to use their own private vehicles for school purposes.

Aims:

- To ensure any use of private vehicles for school related purposes comply with Department of Education requirements.

Implementation:

- There are times when staff may be requested to use their own private vehicles to carry out school related business. These times may include a second vehicle for school camps, collecting mail or banking, transporting staff or students to or from events, or moving equipment etc.
- When establishing such routines or arrangements, it must be understood that neither the principal nor school council have the authority to direct staff to use their own private vehicles.
- When a private vehicle is used to transport students, the parent/guardian of each student must be advised of the name of the driver/s and requested to provide written consent for their child to travel in a vehicle(s) driven by the named driver(s).
- The principal must ensure that any vehicle used for the transport of students is currently registered and that the driver holds a valid drivers licence.
- Accurate records of which students are travelling in which vehicles must be kept in case of a road accident.
- Any vehicle used in connection with the school program or any school function must have a comprehensive insurance policy that includes liability at law by way of damages to an amount of not less than \$20million and an indemnity to the Crown.
- Prior to using the vehicle for official purposes, and prior to any reimbursement by the School Council to the claimant for expenses incurred, the principal must receive a completed and signed 'Application to Use a Private Vehicle on Official Duty' form available from EduLibrary at '*Documents for Corporate Users/Corporate Services/Accounts Payable/Application to Use a Private Vehicle on Official Duty*' accompanied by copies of current drivers license, current vehicle registration certificate and copy of insurance policy as detailed above.
- Approval for reimbursement of travel expenses is initially the decision of the Principal, to be ratified at a later date by the School Council.
- All appropriate alternative modes of travel must be sought (eg: availability of Department of Education vehicles, car pooling, public transport etc.), prior to an individual using their own vehicle.
- Concerns regarding the reimbursement of travel expenses must be directed to the Principal.
- Staff members who park their cars in the school grounds (in the designated car park or otherwise) do so at their own risk.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....