

# PRIVATE VEHICLES

## POLICY

### Rationale:

- While the use of private vehicles to carry out school related business should be minimised - in particular the transporting 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 and Training requirements.

### Implementation:

- There are times when staff are 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.
- The Principal must approve any use of a private vehicle for school related business prior to its use.
- 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.
- 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).
- 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 \$10,000,000 and an indemnity to the Crown – owners insured with GIO, RACV, VACC or AAMI are already covered due to an agreement between DE&T and the insurers.
- Concerns regarding the reimbursement of travel expenses must be directed to the Principal. 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 DE&T vehicles, car pooling, public transport etc.), prior to an individual using their own vehicle.

### Evaluation:

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

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

Feb 2007