

St. Albans Primary School

PRIVATE VEHICLE USE POLICY

PURPOSE

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 and parents are required to use their own private vehicles for school purposes.

SCOPE

Staff members who use their private vehicles for school use.

POLICY

AIMS

To ensure any use of private vehicles for school related purposes comply with DET.

IMPLEMENTATION

- There are times when staff or parents are requested to use their own private vehicles to carry out school business. These times may include a second vehicle for school camps, transporting staff or students to and 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 or parents 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 sign a consent for their child to travel in a vehicle(s) driven by the named driver(s).
- Any vehicle used for the transport of students must be currently registered and the driver must hold a current drivers licence and Working with Children Check.
- Accurate records of which students are traveling 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 \$200,000 and an indemnity to the Crown – owners insured with GIO, RACV, VACC or AAMI are already covered due to an agreement between DET and the insurers.
- The Principal must approve any use of a private vehicle for school related business, prior to its use.
- Approval for reimbursement of travel expenses will be calculated as per ATO calculations and is initially the decision of the Principal, to be ratified at a later day by the School Council.
- All appropriate alternative modes of travel must be sought (e.g.: availability of DET vehicles, carpooling, public transport etc.), prior to an individual using their own vehicle.

REVIEW CYCLE

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

DOCUMENT STATUS

Reviewed	School Council Ratification	Next Review
School Council Meeting	October, 2018	October, 2022