

	<b>Policy Name:</b>	Private Vehicles	<b>Date of approval:</b>	2007
	<b>Responsible:</b>	Principal	<b>Review date:</b>	2010

## 1. **Rationale:**

- 1.1 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.

## 2. **Aims:**

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

## 3. **Implementation:**

- 3.1 There are times when staff and/or community members 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.
- 3.2 When establishing such routines or arrangements, it must be understood that neither the principal nor school council have the authority to direct staff or community members to use their own private vehicles.
- 3.3 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).
- 3.4 The principal must ensure that any vehicle used for the transport of students is currently registered and that the driver holds a valid driver's licence.
- 3.5 Accurate records of which students are travelling in which vehicles must be kept in case of a road accident.
- 3.6 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 \$20,000,000 and an indemnity to the Crown – owners insured with GIO, RACV, VACC or AAMI are already covered due to an agreement between DoE and the insurers.
- 3.7 The principal must give written approval for any use of a private vehicle for school related business, prior to its use, if the driver intends to make a claim to school council for reimbursement or to transport students.
- 3.8 Approval for reimbursement of travel expenses is initially the decision of the Principal, to be ratified at a later date by the School Council.
- 3.9 All appropriate alternative modes of travel must be sought (eg: availability of DoE vehicles, car pooling, public transport), prior to an individual using their own vehicle.

## 4. **Evaluation:**

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

References: <http://www.eduweb.vic.gov.au/referenceguide/pdf/4-10.pdf>  
<http://www.eduweb.vic.gov.au/referenceguide/pdf/7-18.pdf>