



# St. Anne's

## Primary School

60 KNEES ROAD, PARK ORCHARDS, VICTORIA 3114

### **POLICY: USE OF PRIVATE VEHICLES**

#### **RATIONALE:**

Whilst 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.

#### **AIMS:**

To ensure any use of private vehicles for school related purposes complies with Department of Education and Early Childhood Development (DEECD) 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 or to attend extra-curricular events where parents are transporting their own children etc.
- When establishing such routines or arrangements, it must be understood that teachers or other school staff must not be directed by the Principal or anyone else to transport other staff, students, or equipment. (*School Policy and Advisory Guide – Private Car Use*)
- When the school organises for a private vehicle to be used to transport students, the parent/guardian of each student must be advised of the name of the driver and requested to provide written consent for their child to travel in a vehicle driven by the named driver. The consent form is stored for staff on

the school network. All consent forms need to be archived consistent with the school archiving procedure.

- The Principal or Principal's delegate must;

View the current and valid:

- Registration certificate for the vehicle
- Driver's licence of the driver.

Sight the vehicle's comprehensive insurance policy that includes:

- Liability at law by way of damages no less than \$20 million an indemnity to the employer.

*(School Policy and Advisory Guide – Private Car Use)*

- Drivers must hold a current Working With Children Check.
- The Principal must approve any use of a private vehicle for school related business, prior to its use, if the staff member intends to make a claim to the school for reimbursement or to transport students
- Approval for reimbursement of travel expenses is the decision of the Principal. If the school requests for a staff member to use their private vehicle for a school related event they will be entitled to a reimbursement for travel; expenses as per the Australian Tax Office - work related care expenses calculator.
- All appropriate alternative modes of travel must be sought (eg. availability of public transport etc) prior to an individual using their own vehicle
- A driver will never carry only one child on their own unless they are the parent of the child.

#### **EVALUATION:**

Evaluation of the Private Vehicles Policy will be reviewed as part of the school's four year review cycle.

This policy was reviewed in 2015  
The next review will be in 2019