

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. It is also recognised that at times parents may be requested to provide transport.

Aims:

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

Implementation:

- There are times when staff or parents 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 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 that their child is to be transported by a parent or teacher. They must provide written permission for this to happen.
- 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.
- Accurate records of which students are travelling in which vehicles must be kept in case of a road accident.
- Details will be provided to families (in writing) as to which vehicle each particular child is to be transported in prior to the journey.
- No child will be transported singly in a vehicle unless the vehicle is driven by that child's parent/guardian/relative.
- Parents/volunteers transporting other children (not their own relative) must have a current Working with Children Check. The details of this WWCC must be recorded on the school's register.
- 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. **Copies of comprehensive insurance policies are to be kept on file in the Office.**
- Any adult who is transporting students other than their own must have an up to date Working with Children Check.
- All efforts should be made to avoid transporting children under 7 years of age by private vehicle. If this is unavoidable then the vehicle must comply with the child restraint legislation of November 2009 including the child not being seated in a front seat and a proper restraint and/or booster seat being fitted.
- Approval for reimbursement of travel expenses is initially the decision of the Principal, to be ratified at a later date by the School Council.
- Concerns regarding the reimbursement of travel expenses must be directed to the Principal.

- Staff members and parents 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...	October 2016
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